



MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD

THURSDAY 23 FEBRUARY 2017 at 9.00am

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PRESENT

Voting Members

Councillor Lorna Creswell (Vice-Chair)	Moray Council
Mrs Amy Anderson (substitution for Mrs Christine Lester)	Non-Executive Board Member, NHS Grampian
Dame Anne Begg	Non-Executive Board Member, NHS Grampian
Professor Amanda Croft	Executive Board Member, NHS Grampian
Councillor Patsy Gowans	Moray Council

Non-Voting Members

Mr Ivan Augustus	Carer Representative
Ms Pamela Gowans	Chief Officer, Moray Integration Joint Board (MIJB)
Mrs Linda Harper	Lead Nurse, MIJB
Dr Ann Hodges	Registered Medical Practitioner, Non Primary Medical Services, MIJB
Mrs Susan Maclaren	Chief Social Work Officer, Moray Council
Dr Graham Taylor	Registered Medical Practitioner, Primary Medical Services, MIJB
Mrs Val Thatcher	Public Partnership Forum Representative
Mr Fabio Villani	tsiMORAY
Dr Lewis Walker	Registered Medical Practitioner, Primary Medical Services, MIJB

IN ATTENDANCE

Ms Lesley Attridge	OT & Intermediate Care Service Manager, Moray Council
Mr John Campbell	Provider Services Manager, Moray Council
Mr Graeme Davidson	Housing Strategy & Development Manager, Moray Council
Mrs Margaret Forrest	Legal Services Manager, Moray Council
Mr Darren Westmacott	Committee Services Officer, Moray Council as Clerk to the Board

APOLOGIES

Ms Christine Lester (Chair)	Non-Executive Board Member, NHS Grampian
Councillor Sean Morton	Moray Council

Mr Sean Coady	Head of Primary Care, Specialist Health Improvement and NHS Community Children's Services, Health and Social Care Moray
Mr Tony Donaghey	UNISON, Moray Council
Mr Steven Lindsay	Staff Partnership Representative, NHS Grampian
Ms Jane Mackie	Head of Adult Health and Social Care, Health and Social Care Moray
Mrs Margaret Wilson	Chief Financial Officer, MIJB

1.	CHAIR
	In the absence of the Chair, Councillor Creswell, in her role as Vice-Chair of the Moray Integration Joint Board (MIJB), assumed the position of Chair.
2.	DECLARATION OF MEMBERS' INTERESTS
	There were no declarations of Members' interests in respect of any item on the agenda.
3.	MINUTE OF MEETING OF THE MIJB DATED 10 NOVEMBER 2016
	The minute of the meeting of the MIJB dated 10 November 2016 was submitted and approved.
4.	ACTION LOG OF THE MIJB DATED 10 NOVEMBER 2016
	<p>The Action Log of the MIJB dated 10 November 2016 was discussed and the following points were noted:-</p> <p>Item 1: Dame Anne Begg advised that she had received a response from Mr Paterson on her query regarding housing benefit.</p> <p>Item 2: The Chief Officer (CO) advised that background papers were emailed in advance of the agenda for the Board being issued and noted that this was well received and that the practice would continue.</p> <p>Item 3: The CO advised that Mrs Forrest had updated the appendix.</p> <p>Item 4: The CO confirmed that the Members Handbook and all associated documents had been circulated to Board Members.</p> <p>Item 5: The CO advised that the Vice-Chair had not met with Mrs Mackie and noted that a presentation on the Moray Wellbeing Centre would be arranged for a Development Session.</p> <p>Item 6: The CO advised that she had not progressed the positions of Project Manager and Executive Assistant to permanent positions and that these roles would continue on a temporary basis, due to financial position.</p> <p>Item 8: The CO and Mrs Maclaren advised that discussions were underway on the possibility of a joint convener for both Adult Protection Committee and Child Protection Committee.</p>
5.	MINUTE OF SPECIAL MEETING OF THE MIJB DATED 26 JANUARY 2017
	The minute of the special meeting of the MIJB dated 26 January 2017 was submitted and approved.
6.	ORDER OF BUSINESS

	The Board agreed to vary the order of business set down on the agenda and take Item 14 'Appointment of Chief Financial Officer (Section 95)' as the next item of business as it related to the contents of the minute of the special meeting on the MIJB dated 26 January 2017.
7.	APPOINTMENT OF CHIEF FINANCIAL OFFIER (SECTION 95)
	A report was submitted by the CO to consider the appointment of the Chief Financial Officer (Section 95) to the MIJB and the arrangements for recruitment and selection. Following consideration, the Board agreed to:- (i) approve the proposed outline job description for the post of Chief Financial Officer (Section 95) to the MIJB, as set out in Appendix 1 to the report; (ii) approve the proposed process for recruitment and selection of a candidate, as detailed in paragraph 4.4 of the report; and (iii) establish an Appointments Committee, as set out in paragraph 4.5 of the report.
8.	ACTION LOG OF THE MIJB DATED 26 JANUARY 2017
	The Board noted the Action Log of the MIJB dated 26 January 2017.
9.	MINUTE OF MEETING OF THE MIJB AUDIT AND RISK SUB-COMMITTEE DATED 24 OCTOBER 2016
	The Board noted the minute of a meeting of the MIJB Audit and Risk Sub-Committee dated 24 October 2016.
10.	MINUTE OF MEETING OF THE MIJB CLINICAL AND CARE GOVERNANCE SUB-COMMITTEE DATED 16 SEPTEMBER 2016
	The Board noted the minute of a meeting of the MIJB Clinical and Care Governance Sub-Committee dated 16 September 2016.
11.	MINUTE OF MEETING OF THE MIJB CLINICAL AND CARE GOVERNANCE SUB-COMMITTEE DATED 25 NOVEMBER 2016
	The minute of a meeting of the MIJB Clinical and Care Governance Sub-Committee dated 25 November 2016 was submitted for noting. In response to a query on the Joint Inspection of Children's Services, Mrs Maclaren advised that the Inspectors' report had been published and a report would be submitted to the Moray Community Planning Board on its outcomes. The Board agreed that a copy of the report to the Moray Community Planning Board be submitted to a future meeting of this Board for its information. Thereafter, the Board agreed to note:- (i) the minute of the meeting of the MIJB Clinical and Care Governance Sub-Committee dated 25 November 2016; and (ii) that a copy of the report to the Moray Community Planning Board on the outcomes of the Joint Inspection of Children's Services would be submitted to a future meeting of the Board for its information.
12.	PROPOSED CHANGES TO MIJB MEETINGS DATES
	A report was submitted by the CO to seek approval of a revision to the

	<p>schedule of meetings of the MIJB, Clinical and Care Governance Sub-Committee and the Audit & Risk Sub-Committee.</p> <p>Following consideration, the Board agreed to:-</p> <p>(i) endorse the revised schedule of meetings of the MIJB and Clinical & Care Governance Sub-Committee for 2017, as set out in Appendix 1 of the report; and</p> <p>(ii) approve the revised schedule of meetings of the MIJB Audit & Risk Sub-Committee for 2017, as detailed in paragraph 4.3 and Appendix 1 of the report.</p>
13.	CHIEF OFFICER'S UPDATE
	<p>A report was submitted by the CO to provide the Board with an update on the current position within the MIJB and Health and Social Care Moray, projects, good news stories and management updates.</p> <p>Following lengthy discussion, the Board agreed to note the CO's update on MIJB and Health and Social Care Moray.</p>
14.	SHARED LIVES – LONG-TERM PLACEMENT PAYMENTS
	<p>A report was submitted by the Head of Adult Health and Social Care to inform the Board of the proposed payment rates for Long-Term Placements within the Shared Lives Service. Mr John Campbell, Provider Services Manager presented the report.</p> <p>Significant discussion took place around Share Lives, both in relation to the report and long term placements, but the wider understanding of this approach in short term placements also. Board Members were very interested in the detail of this approach and the potential for the future. Mrs Amy Anderson sought clarity on how this approach was monitored and received to which the Provider Services Manager was able to describe the detail. Dame Anne Begg expressing her interest and sought clarity on a number of accounts. Mrs Susan Maclaren queried the rigor and standards applied, offering the experience of fostering from children's services. The Provider Services Manager acknowledged that they had adopted much of the guidance from children's services and adapted to suite this adult services approach.</p> <p>It was acknowledged by the Board as an exciting and new approach that would be worthy of close monitoring to see the impacts and understand better the potential for the future. The Provider Services Manager highlighting this approach as one of a number of approaches and the importance of matching to those individuals who find this a preference to more traditional routes of care.</p> <p>In response to a query from Dame Anne Begg, the Provider Services Manager advised Board Members who were interested in meeting carers and management involved with long-term placements within Share Lives Services to contact him.</p> <p>Following lengthy discussion, the Board agreed to:-</p> <p>(i) approve the proposed payment rates for Long-Term Placements within the Shared Lives Service, as set out in paragraph 4.6 of the report;</p>

	<p>(ii) direct the Moray Council accordingly; and (iii) note that any Board Member interested in meeting carers and management involved with long-term placements within Share Lives Services should contact the Provider Services Manager.</p>
15.	ENGAGEMENT, COMMUNITCATIONS AND BRANDING
	<p>A report was submitted by the CO to inform the Board of the intention to develop a Communications and Engagement Strategy, to provide an update on the work being undertaken to develop a website for the MIJB and to ask the Board to formally note the MIJB's approval to use the logo, with a further report to the next MIJB meeting, setting out guidance for broader use across teams.</p> <p>The CO highlighted that to fully implement the use of the logo, guidance was being developed that ensured clarity alongside the NHS logo use and Council logo use and that this guidance will come to the Board in due course.</p> <p>Mr Villani requested that a copy of Platform PR's feedback report be circulated to Board Members for their information. The CO agreed to circulate a copy of the report.</p> <p>Thereafter, the Board agreed to note:-</p> <ul style="list-style-type: none"> (i) the findings of the communications report conducted by Platform PR and that the CO would circulate a full copy of Platform PR's feedback report to Board Members; (ii) the development of a Communications and Engagement Strategy, as detailed in Sections 3 and 4 of the report; (iii) that the draft strategy and associated action plan will be submitted to the next meeting of the MIJB; (iv) the development of a MIJB website, as detailed in paragraphs 3.5 and 4.5 of the report; and (v) the formal approval for use of the MIJB logo, as set out in paragraph 4.7 of the report, with a further report setting out guidance for broader use to be brought to the next meeting.
16.	ADAPTIONS
	<p>A report was submitted by the Head of Adult Health and Social Care to inform the Board of the establishment of an Adaptations Governance Group and the group's remit to oversee amendments to the Adaptations Process, which is the responsibility of the MIJB. Mrs Lesley Attridge, OT & Intermediate Care Service Manager presented the report.</p> <p>Mrs Margaret Forrest advised the Board that the recommendations of the report had been amended and the Board were now required to consider whether to establish an Adaptations Governance Group as part of the Board's Strategic Planning and Commissioning Framework and approve the Group's membership, role and remit, as detailed in Section 4 and Appendix 1 of the report.</p> <p>A number of questions were posted by the Board seeking to understand the detail of Aids and Adaptations budgets and service delivery, particularly the relationship with Housing. The OT & Intermediate Care Service Manager was able to give full assurance and examples of the close working relationship that exists with housing and a reminder of the OT post that is jointly funded by</p>

	<p>resources of the MIJB and the Housing Department of the Council.</p> <p>The CO, noting comments made by the Board, suggested that delegation be given to the CO to revise the Role & Remit of the Adaptations Governance Group, as set out in Appendix 1, to be more extensive and circulate the amended version to the Board for their information. This was agreed by the Board.</p> <p>Thereafter, the Board agreed:-</p> <ul style="list-style-type: none"> (i) to establish an Adaptations Governance Group as part of the Board’s Strategic Planning and Commissioning Framework; (ii) the membership of the Adaptations Governance Group, as set out on paragraph 4.2 of the report; and (iii) to delegate authority to the CO to revise the Role & Remit of the Adaptations Governance Group to be more extensive and circulate the amended version to the Board for their information.
17.	<p>NATIONAL HEALTH AND SOCIAL CARE DELIVERY PLAN & MEASURING PERFORMANCE UNDER INTEGRATION</p>
	<p>A report was submitted by the CO to inform the Board of the publication of the National Health and Social Care Delivery Plan and the request from the Ministerial Steering Group for Health and Social Care Partnerships to measure objectives demonstrating progress against 6 key indicators.</p> <p>The CO clarified some of the anxieties that had been expressed in relation to the Scottish Government Ministerial Strategic Group seeking to monitor performance reporting across IJBs nationally. This related particularly to governance as the IJBs are accountable to the public and there is no provision that requires reporting to this group. The CO noted that at the recent national COs meeting this was discussed with the Scottish Government representatives and the consensus was that this was not a request to performance report but an attempt by the Ministerial Steering Group to establish a view as to whether integration was having the desired effect in shifting the balance of care and improving outcomes overall. The COs nationally were of a mind to recommend engagement in this request, noting the governance protocol. The CO confirmed that objectives were under development in relation to the 6 key indicators, noting that these were routinely monitored locally as the moment, so not a new activity for Moray.</p> <p>Following discussion, the Board agreed to:-</p> <ul style="list-style-type: none"> (i) note the publication of the National Health and Social Care Delivery Plan; (ii) note that an update will be provided at a future meeting on the implications on the Strategic Plan for Moray; and (iii) measure performance against the 6 key indicators, as set out at paragraph 1.2 of the report.
18.	<p>SURVEY TO MIJB AND SUB-COMMITTEE MEMBERS</p>
	<p>A report was submitted by the CO to inform the Board of the findings from a recent survey issued to members of the MIJB and its Sub-Committees (Clinical & Care Governance, Audit & Risk and Development Sessions) and to request that the consider any action required as a consequence of the survey findings.</p>

	<p>Mrs Maclaren left the meeting during consideration of this item.</p> <p>In response to a number of queries from the Board, the CO agreed to add the survey and the possibility for 'open sessions' at meetings of the MIJB to the agenda of a Development Session for discussion.</p> <p>Following discussion, the Board agreed to:-</p> <ul style="list-style-type: none"> (i) note the survey findings, as detailed in Appendix 1 of the report; (ii) note that the survey and the possibility for 'open sessions' at meetings of the MIJB will be added to the agenda of a Development Session for further discussion; and (iii) undertake a subsequent follow-up survey in October 2017.
19.	ANNUAL PERFORMANCE REPORT
	<p>A report was submitted by the CO to inform the Board of the progress being made in the development of MIJB's Annual Performance Report. The CO advised on the detail and process of achieving the annual performance report that must be published by July 2017 at the latest, noting that they will see versions of this prior to the request for final sign off at the June 2017 Board meeting</p> <p>Following consideration, the Board agreed to note the:-</p> <ul style="list-style-type: none"> (i) progress being made regarding the development of the 2016/17 Annual Performance Report, as detailed in Sections 3 and 4 of the report; and (ii) draft performance report will be submitted the June 2017 meeting of the Board for approval, prior to publication in July 2017.
20.	REVENUE BUDGET MONITORING QUARTER 3 FOR 2016/2017
	<p>A report was submitted by the Chief Financial Officer to update the Board on the current Revenue Budget reporting position as at 31 December 2016 and an estimated provisional forecast position for the year end for the MIJB core budgets.</p> <p>Following consideration, the Board agreed to note the:-</p> <ul style="list-style-type: none"> (i) financial position of the Board, as at 31 December 2016, is showing an overspend of £0.562 million, as set out in Appendix 1 of the report; (ii) estimated out-turn for 2016/17 is an overspend of £1.451million; (iii) revisions to staffing arrangements dealt with under delegated powers for the period 1 Oct to 31 December 2016, as detailed in Appendix 3 of the report; and (iv) actions being taken by the Senior Management Team (SMT) to address the deficit and budget pressures, as detailed in Sections 4 and 5 of the report.
21.	EXCEPTION REPORT : IMPROVING THE PUBLIC`S HEALTH AND REDUCING INEQUALITIES TARGETS AND STANDARDS 2016 -17
	<p>A report was submitted by Mrs Tracey Gervaise, Health and Wellbeing Lead (NHS Grampian) to inform the Board of the current local position against NHS</p>

	<p>Grampian's Improving the Public's Health and Reducing Inequalities Targets and Standards.</p> <p>Following discussion, the Board agreed to:-</p> <ul style="list-style-type: none"> (i) note the current position in Moray against NHS Grampian's Improving the Public's Health and Reducing Inequalities Targets and Standards; and (ii) support the actions identified so to mitigate, where appropriate, the underperformance of targets and standards.
22.	DATE OF NEXT MEETING
	<p><u>Next Development Session</u> Thursday 30 March 2017, 10:30am to 3:00pm, Supper Room, Town Hall, Elgin</p> <p><u>Next Board Meeting</u> Thursday 30 March 2017, 9:00am to 10:00am, Supper Room, Town Hall, Elgin</p>

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