



## **MINUTE OF SPECIAL MEETING OF THE MORAY INTEGRATION JOINT BOARD**

**THURSDAY 27 APRIL 2017 AT 9:30 AM**

**INKWELL MAIN, ELGIN YOUTH CAFÉ**

### **PRESENT**

#### **VOTING MEMBERS**

Ms Christine Lester (Chair)	Non-Exec Board Member, NHS Grampian
Councillor Lorna Creswell (Vice-Chair)	Moray Council
Dame Anne Begg	Non-Exec Board Member, NHS Grampian
Councillor John Divers substituting for Councillor Sean Morton	Moray Council
Councillor Patsy Gowans	Moray Council

#### **NON-VOTING MEMBERS**

Mr Ivan Augustus	Carer Representative
Mr Sean Coady	Interim Hosted Services Manager, Moray Health and Social Care Partnership
Ms Pam Gowans	Chief Officer, Moray Integration Joint Board
Mrs Linda Harper	Lead Nurse, Moray Integration Joint Board
Dr Ann Hodges	Registered Medical Practitioner, Non Primary Medical Services
Mr Steven Lindsay	NHS Grampian Staff Partnership Representative
Mrs Susan Maclaren	Chief Social Work Officer, Moray Council
Dr Graham Taylor	Registered Medical Practitioner, Primary Medical Services
Mrs Val Thatcher	PPF Representative
Mr Fabio Villani	tsiMoray

#### **IN ATTENDANCE**

Sean Hoath (Item 3 only)	Senior Solicitor, Moray Council
Alison Morris (Item 3 only)	Records and Heritage Manager, Moray Council
Margaret Bruce (Item 4 only)	Audit Scotland
Mrs Caroline Howie	Committee Services Officer, Moray Council as Clerk to the Board

#### **APOLOGIES**

Professor Amanda Croft  
Councillor Sean Morton  
Ms Jane Mackie

Dr Lewis Walker

Exec Board Member, NHS Grampian  
Moray Council  
Interim Joint Operational Manager (Adult Services), Moray  
Health and Social Care Partnership  
Registered Medical Practitioner, Primary Medical Services

<b>1.</b>	<b>TRIBUTE TO COUNCILLORS</b>
	This being the last meeting of the Board prior to the Local Government Elections in May 2017 the Chair paid tribute to the Councillors for their contributions to the Board during their term of office and wished those standing for re-election best wishes on the day.
<b>2.</b>	<b>DECLARATION OF MEMBERS' INTERESTS</b>
	There were no declarations of Members' interests in respect of any item on the agenda.
<b>3.</b>	<b>FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 – THE INTEGRATION JOINT BOARD'S PUBLICATION SCHEME</b>
	<p>A report was submitted by the Chief Officer informing the Board of the duty to produce and publish a Publication Scheme and inviting it to consider and approve a new draft scheme.</p> <p>Discussion took place on the requirements of Freedom on Information (FOI) requests and the process to be followed.</p> <p>It was stated that most FOI requests were operational and would be dealt with under either Moray Council or NHS Grampian schemes.</p> <p>In response to a query the Records and Heritage Manager advised that any requests received that came under NHS Grampian would not be forwarded to NHS Grampian but would be returned to the requester with information on where they should send their request; this is due to strict deadlines for responses.</p> <p>It was advised that any requests for information already in the public domain are replied to with details on where the information can be found.</p> <p><b>Following discussion the Board agreed to:</b></p> <ul style="list-style-type: none"> <li>i) note the requirement to adopt a new Publication Scheme before 28 April 2017;</li> <li>ii) approve the draft Model Publication Scheme 2017 attached at Appendix 1 of the report;</li> <li>iii) instruct officers to submit the Draft to the Scottish Information Commissioner for approval and deal with any required amendments, publication and updating of the web pages;</li> <li>iv) approve the draft policy and arrangements for dealing with requests for information from the Integration Joint Board under FOI and Environmental Information (Scotland) Regulations 2004 (EIR) legislation attached at</li> </ul>

	<p>Appendix 2 of the report; and</p> <p>v) note the requirement to publish statistics on the number of requests for information under FOI and EIR legislation.</p>
<b>4.</b>	<p><b>EXTERNAL AUDIT PLAN FOR THE YEAR ENDING 2016/17</b></p> <p>A report by the Chief Financial Officer informed the Moray Integration Joint Board (MIJB) of the External Auditor's Annual Plan for 2016/17.</p> <p>It was stated that the Audit Plan would usually be presented to the Audit and Risk Sub-Committee however the external auditor had sought the opportunity to meet with the Board and therefore the Plan was being presented for consideration.</p> <p>The Plan was discussed and general queries were raised in order to gain an understanding of how the Plan was produced.</p> <p><b>Thereafter the Board agreed to</b> note the contents of the External Auditor's Annual Plan for 2016/17.</p>