



## MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD

THURSDAY 31 AUGUST 2017

INKWELL MAIN, ELGIN YOUTH CAFÉ

### **PRESENT**

#### **VOTING MEMBERS**

Ms Christine Lester (Chair)	Non-Exec Board Member, NHS Grampian
Councillor Frank Brown (Vice-Chair)	Moray Council
Dame Anne Begg	Non-Exec Board Member, NHS Grampian
Professor Amanda Croft	Executive Board Member, NHS Grampian
Councillor Claire Feaver	Moray Council
Councillor Shona Morrison	Moray Council

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

Ms Tracey Abdy	Chief Financial Officer, Moray Integration Joint Board
Mr Ivan Augustus	Carer Representative
Mr Sean Coady	Head of Primary Care, Specialist Health Improvement and NHS Community Children's Services, Health and Social Care Moray
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
Ms Jane Mackie	Head of Adult Services and Social Care, Health and Social Care Moray
Dr Graham Taylor	Registered Medical Practitioner, Primary Medical Services
Mrs Val Thatcher	PPF Representative
Mr Fabio Villani	tsiMoray
Dr Lewis Walker	Registered Medical Practitioner, Primary Medical Services

#### **ALSO PRESENT**

Councillor Ryan Edwards	Moray Council
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## **IN ATTENDANCE**

Mrs Margaret Forrest	Legal Services Manager, Moray Council
Mr John Campbell (Item 12)	Provider Services Manager, Moray Council
Mr Robin Paterson (Item 11)	Senior Project Officer, Moray Council
Mrs Caroline Howie	Committee Services Officer, Moray Council, as Clerk to the Board

## **APOLOGIES**

Ms Pam Gowans	Chief Officer, Moray Integration Joint Board
Mrs Susan Maclaren	Chief Social Work Officer, Moray Council

<b>1.</b>	<b>DECLARATION OF MEMBERS' INTERESTS</b>
	There were no declarations of Members' interests in respect of any item on the agenda.
<b>2.</b>	<b>MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD DATED 29 JUNE 2017</b>
	The minute of the meeting of the Moray Integration Joint Board dated 29 June 2017 was submitted and approved.
<b>3.</b>	<b>ACTION LOG OF MEETING OF THE MORAY INTEGRATION JOINT BOARD DATED 29 JUNE 2017</b>
	<p>The Action Log of the Moray Integration Joint Board dated 29 June 2017 was discussed and it was agreed all actions apart from the following had been completed:</p> <p>Item 1 (Welcome and Apologies): in relation to attendance the Chair advised the Chief Officer (CO) had written to Unison requesting a representative be provided who is able to attend meetings.</p> <p>Item 2 (Actions Log dated 23 February 2017): the Chair advised that due to workload it had not been possible to provide a report to this Board meeting and that a report on the Adaptations Governance Group would be provided to the meeting in October.</p> <p>Item 4 (CO Report): the report of the Forres public meeting was yet to be circulated; information is to be sought on when this will be issued and when a follow up event will take place.</p> <p>Item 6 (Engagement, Communication and Branding): it was noted the logos had not yet been updated. The clerk undertook to action this prior to the next meeting.</p>
<b>4.</b>	<b>MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD APPOINTMENTS COMMITTEE DATED 8 AUGUST 2017</b>
	<p>The minute of the meeting of the Moray Integration Joint Board Appointments Committee dated 8 August 2017 was submitted and agreed.</p> <p>The Board joined the Chair in welcoming Ms Abdy.</p>
<b>5.</b>	<b>MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD CLINICAL AND CARE GOVERNANCE SUB-COMMITTEE DATED 5 MAY 2017</b>
	The minute of the meeting of the Moray Integration Joint Board Clinical and Care Governance Sub-Committee dated 5 May 2017 was submitted and noted.

<b>6.</b>	<b>CHIEF OFFICERS REPORT TO THE MORAY INTEGRATION JOINT BOARD</b>
	<p>A report by the Chief Officer provided the Board with an update on key priorities and projects.</p> <p>The Chair stated she had attended the two community conversation events held in Forres and although attendance at the second event was less than the first event she had been pleased to see some new faces there.</p> <p>Councillor Feaver left the meeting at this juncture.</p>
<b>7.</b>	<b>REVIEW OF STANDING ORDERS FOR THE REGULATION OF MEETINGS</b>
	<p>A report by the Chief Officer asked the Board to review the Standing Orders that govern proceedings at meetings of the Board and its Committees.</p> <p>In response to a query on the requirement to have a quorum of four the Legal Services Manager (Litigation and Licensing) advised the regulations stipulate the quorum had to be at least half of the number of voting members.</p> <p>During discussion it was agreed that a quorum of three, with the proviso of at least one voting member from Moray Council and one from NHS Grampian in attendance, would ensure that neither Moray Council members nor NHS Grampian members could make a decision without representation from the other Partner.</p> <p>Dame Anne queried the feasibility of adjourning a meeting after 10 minutes if not quorate as it may be known that a member was en route but would be arriving outwith the 10 minutes.</p> <p>In response the Legal Services Manager (Litigation and Licensing) advised that as the 10 minute limit was not a mandatory provision it was open to change.</p> <p>The Chair suggested that if it was known the member would be arriving late then the Chair would have discretion not to adjourn. The Board agreed the Chair should have discretion over how long to wait before adjourning should a meeting be inquorate.</p> <p>In response to a query on the possibility of using video conferencing to attend a meeting the Legal Services Manager (Litigation and Licensing) advised it was a requirement of the regulations that remote access, such as video conferencing, should be available.</p> <p>Thereafter the Board agreed to the suggested changes shown in appendix 1 of the report with the following amendments to paragraph 8:</p> <ul style="list-style-type: none"> <li>i) quorum is to be three voting members provided there is at least one voting member from Moray Council and one from NHS Grampian in attendance; and</li> <li>ii) the chair to have discretion over how long to wait before adjourning a meeting should it be inquorate.</li> </ul>
<b>8.</b>	<b>MORAY INTEGRATION JOINT BOARD STAKEHOLDER MEMBER APPOINTMENTS</b>
	<p>A report by the Chief Officer advised the Board on the options open to it in terms of ongoing board appointments from the third sector, service user and carer representation.</p>

	<p>Clarification was sought on why the Board would select someone from another organisation as it was thought it would be for any organisation putting a member forward to select the member.</p> <p>Following lengthy discussion it was agreed that organisations should have their own internal procedures to select a candidate for appointment, however it was possible more than one candidate could be put forward for selection as there may be individual candidates along with those from organisations.</p> <p>It was further agreed that a new selection committee would not be necessary as an appointments committee had previously been established and this could be used.</p> <p>Thereafter the Board agreed to approve the proposed appointment process to ensure the Moray Integration Joint Board has a clear protocol for responding to changes in membership for those members coming from the third sector, service user and carer representative groups.</p> <p>Councillor Feaver re-entered the meeting during discussion of this item.</p> <p>Councillor Edwards left the meeting during discussion of this item.</p>
<b>9.</b>	<b>MORAY INTEGRATION JOINT BOARD MEETING DATES 2018/19</b>
	<p>A report by the Chief Officer proposed the schedule of meetings of the Board, the Audit and Risk Committee and the Clinical and Care Governance Committee for 2018/19.</p> <p>Following consideration the Board agreed to endorse the schedule of meetings for the Board, the Audit and Risk Committee and the Clinical and Care Governance Committee for 2018/19.</p>
<b>10.</b>	<b>PERFORMANCE MANAGEMENT ARRANGEMENTS</b>
	<p>A report by the Chief Officer informed the Board of the planned revision and improvement of performance management arrangements.</p> <p>Discussion took place on the need for up to date information being presented in a format that could be understood by the general public.</p> <p>Thereafter the Board agreed to note:</p> <ul style="list-style-type: none"> <li>i) the ongoing work being undertaken to further develop performance management arrangements; and</li> <li>ii) a draft Performance Management Framework will be presented to the next meeting on 26 October 2017.</li> </ul> <p>Mr Campbell entered the meeting during discussion of this item.</p> <p>Mr Paterson entered the meeting at this juncture.</p>
<b>11.</b>	<b>THE LEARNING DISABILITY TRANSFORMATION PROJECT</b>
	<p>A report by the Chief Officer informed the Board of the Learning Disability Transformation Project and the project plan that underpins it.</p> <p>Discussion took place on the changes within learning disabilities over past years and the reasoning behind the need for the Project.</p>

	<p>Thereafter the Board agreed to note:</p> <ul style="list-style-type: none"> <li>i) the rationale and intended outcomes to be fulfilled from implementing the Learning Disability Transformation Project; and</li> <li>ii) that further updates to the Board will be provided as the project progresses.</li> </ul>
<b>12.</b>	<b>TAIGH FARRAIS RESPITE UNIT</b>
	<p>A report by the Service Manager of Provider Services informed the Board of the current operating difficulties and challenges regarding Taigh Farrais Respite Service.</p> <p>Lengthy discussion took place on the current use of Taigh Farrais, the difficulties being faced in providing the service and the scope of consultation already carried out. It was agreed that consultation should also be carried out with service users.</p> <p>It was noted that it was not for the Board to agree to de-commission the building, as stated in 2.1 ii) of the report, as it is a Moray Council Building, but that the Board could agree to de-commission the service.</p> <p>Thereafter the Board agreed:</p> <ul style="list-style-type: none"> <li>i) to the proposal to re-provision respite services currently delivered at Taigh Farrais;</li> <li>ii) that subject to consultation, de-commission the service at Taigh Farrais ahead of the overall respite provision review;</li> <li>iii) that the proposal and the consequential staffing implications are the subject of formal consultation with service users, affected staff and Trade Union representatives, in accordance with Moray Council's Change Management Policy and Procedures; and</li> <li>iv) that a report be presented to a future meeting of the Board with the outcomes from the formal consultation process and the implications for a decision on the proposal going forward.</li> </ul> <p>Mr Campbell and Mr Paterson left the meeting at this juncture.</p>
<b>13.</b>	<b>REVENUE BUDGET MONITORING QUARTER 1 FOR 2017/2018</b>
	<p>A report by the Chief Financial Officer updated the Board on the current Revenue Budget reporting position as at 30 June 2017.</p> <p>Following discussion the Board agreed to:</p> <ul style="list-style-type: none"> <li>i) note the financial position of the Board at 30 June 2017 is showing an overspend of £0.295 million;</li> <li>ii) note the actions being taken by the Senior Management Team to address the deficit and budget pressures;</li> <li>iii) note the revisions to staffing arrangements dealt with under delegated powers and in accordance with financial regulations for the period 1 April</li> </ul>

	<p>to 30 June 2017 as shown in Appendix 3 of the report;</p> <p>iv) note the updated budget position to reflect additional non-recurring funding received through NHS Grampian; and</p> <p>v) approve for issue, the revised Direction to NHS Grampian arising from the updated budget position shown in Appendix 4 of the report.</p>
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