

## PERTH AND KINROSS INTEGRATION JOINT BOARD

Minute of Meeting of the Perth and Kinross Integration Joint Board held in Hay Room, Dewar's Centre, Glover Street, Perth, on Wednesday 23 March 2016 at 10.00am.

**Present:** Councillor P Barrett, Perth and Kinross Council  
 Councillor I Campbell, Perth and Kinross Council  
 Councillor K Howie, Perth and Kinross Council  
 L Dunion, Tayside NHS Board  
 S Hay, Tayside NHS Board  
 S Tunstall-James, Tayside NHS Board  
 B Atkinson, Chief Social Work Officer, Perth and Kinross Council  
 R Packham, Chief Officer  
 J Smith, Chief Finance Officer  
 Dr M Martindale, Independent Contractor  
 J Foulis, NHS Tayside  
 Dr D Walker, NHS Tayside  
 Dr A Noble, External Advisor to Board  
 J Fair, Staff Representative, Perth and Kinross Council (on behalf of G Mackie)  
 H MacKinnon, PKAVS (Voluntary Action Perthshire) VAP

**In Attendance:** J Walker, G Taylor, S Hendry, R Fry, C Johnston, L Cameron, E McMullan and S Rodger (all Perth and Kinross Council)  
 B Nicoll, K Wilson and E Devine (all NHS Tayside)  
 S Boyle, Audit Scotland

**Apologies:** Councillor D Doogan, J Golden, Dr N Prentice and G Mackie.

L Dunion, Chair

### 1. WELCOME AND INTRODUCTIONS

L Dunion welcomed all those present to the meeting and apologies were noted as above.

It was agreed to vary the order of business.

### 2. DECLARATIONS OF INTEREST

In terms of the Model Code of Conduct for Members of Devolved Public Bodies, L Dunion declared a non-financial interest in Item 5 on the agenda.

### 3. MINUTES OF PREVIOUS MEETINGS

- (i) The minute of meeting of the Perth and Kinross Integration Joint Board of 15 January 2016 was submitted and approved as a correct record.

- (ii) The minute of the special meeting of the Perth and Kinross Integration Joint Board of 26 February 2016 was submitted and approved as a correct record, subject to recording the attendance of S Tunstall-James as a member of the Board.

#### **4. MATTERS ARISING FROM MINUTE OF SPECIAL MEETING OF 26 FEBRUARY 2016**

- (i) **Update on Organisational Arrangements and Hosting Arrangements for Mental Health, Learning Disability and Substance Misuse Inpatient Services (Item 3A refers)**

Following a query from Councillor Campbell, R Packham confirmed that an appointment was currently being made to the post of Head of In-Patient Mental Health, Learning Disability and Substance Misuse Services.

#### **5. APPOINTMENT OF STANDARDS OFFICER**

There was submitted a report by the Chief Officer (G/16/84) asking the Board to consider appointing a Standards Officer for the Integration Joint Board as required by the Ethical Standards in Public Life etc. (Scotland) Act 2000.

**Resolved:**

- (i) Gillian Taylor, Head of Democratic Services, Perth and Kinross Council be appointed the Standards Officer to the Integration Joint Board subject to the approval of the Standards Commission for Scotland;
- (ii) The Chief Officer be instructed to seek approval from the Commission for the appointment.

#### **6. SCHEME OF DELEGATION**

There was submitted a report by the Chief Officer (G/16/81), asking the Board to approve the Scheme of Delegation which set out the Chief Officer's authority to make decisions on behalf of the Board.

**Resolved:**

The Scheme of Delegation, as set out in Appendix 1 of Report G/16/81, be approved.

#### **7. STRATEGIC COMMISSIONING PLAN**

There was submitted a report by the Chief Officer (G/16/82), (1) asking the Board to note the results of the formal consultation on the draft strategic plan, (2) asking the Board to approve the first health and social care partnership Strategic Commissioning Plan 2016-2019 for submission to the Scottish Government by 31 March 2016, and (3) requesting the Chief Officer to provide updates on progress to each Integration Joint Board meeting.

**Resolved:**

- (i) The consultation process and feedback on the draft strategic plan be noted;
- (ii) The final strategic plan, as set out in Appendix 1 of Report G/16/82 for submission to the Scottish Government by 31 March 2016, be approved;
- (iii) The Chief Officer be instructed to submit progress reports on the strategic plan to each Integration Joint Board meeting.

**8. INTERNAL AUDIT PLAN FOR 2015/16**

There was submitted a report by the Chief Finance Officer (G/16/72) seeking approval for the Perth and Kinross Integration Joint Board's Internal Audit Plan for 2015/16.

**Resolved:**

- (i) The internal Audit Plan for 2015/16, be approved;
- (ii) The requirement to determine Internal Audit arrangements for period 2016/17 and beyond be noted.
- (iii) The Chief Finance Officer be requested to submit a report to the next meeting of the Board regarding Internal Audit arrangements for 2016/17.

**9. INTERNAL AUDIT UPDATE REPORT ON FINANCIAL ASSURANCE**

There was submitted a report by the Chief Finance Officer (G/16/85) asking the Board to note the Draft Internal Audit Report on Financial Assurance.

**Resolved:**

- (i) The Draft Internal Audit Report, as set out in Appendix 1 of Report G/16/85, be noted.
- (ii) It be noted that a report on the action plan would be submitted to the meeting of the Board in August 2016 with a general update provided at each board meeting.

**10. FINANCIAL ASSURANCE**

There was submitted a report by the Chief Finance Officer (G/16/83) setting out the budgets to be devolved to the partnership, the outcome of the financial assurance process thereon and the implications for the partnership as at 1 April 2016.

**Resolved:**

- (i) The contents of Report G/16/83 be noted;
- (ii) The opinion of the Chief Finance Officer as to the transparency, proportionality and adequacy of the financial resources proposed to be delegated by Perth and Kinross Council to the IJB for 2016/17, including any remaining risks associated with these resources, be noted;

- (iii) The opinion of the Chief Finance Officer as to the transparency, proportionality and adequacy of the financial resources proposed to be delegated by NHS Tayside to the IJB for 2016/17, including any remaining risks associated with these resources, be noted;
- (iv) The indicative budget for Large Hospital set aside and the intention to bring a paper to the next meeting of the IJB setting out the due diligence undertaken, the methodology supporting the budget allocation and the underlying financial risks to the IJB, be noted;
- (v) The level of budgeted resources calculated by Perth and Kinross Council as relating to delegated services for 2016/17, subject to the caveats noted in section 3.2 of Report G/16/83 and based on the risk sharing agreement as set out in the integration Scheme, be accepted;
- (vi) The savings proposals associated with resources to be delegated to the IJB for 2016/17 as agreed by Perth and Kinross Council be noted and adopted;
- (vii) The challenges and risks associated with the resources proposed to be delegated to the IJB within the NHS Tayside 2016/17 budget framework as agreed by the NHS Tayside Board be noted, subject to the caveats noted in section 3.3 of Report G/16/83 and based on the risk sharing agreement as set out in the Integration Scheme; this be accepted on an interim basis pending further development of the NHS Tayside Budget;
- (viii) It be noted that in addition to a 5.5% efficiency target applied to budgeted resources by NHS Tayside, a further 1% reduction in actual expenditure is required by delegated services to alter spend patterns on supplementary pay costs;
- (ix) The Chief Officer and Chief Finance Officer be instructed to work in partnership with NHS Tayside to develop and present a robust financial recovery plan to the IJB by June 2016 in relation to the resources delegated by NHS Tayside, with the necessity of these discussions to take place in a short timescale noted;
- (x) It be noted that the NHS Tayside budget proposed for hosted services is indicative at this stage pending finalisation of a number of issues and subject to the agreement of the IJB to the Memorandum of Understanding being developed for Hosted Services;
- (xi) The overall summary of key risks and the intention to bring back a fully updated risk register to the IJB at the next meeting setting out the management arrangements, actions and controls that will be implemented to robustly manage the significant financial risks, be noted.
- (xii) The Chief Finance Officer be instructed to investigate the possibility of setting up Budget Review Groups for the IJB for future financial years and hold discussions with NHS Tayside on future medium term financial planning.

## **11. EXTERNAL AUDIT PLAN**

There was submitted a report by the Chief Finance Officer (G/16/73) outlining the external Audit plan for financial year 2015/16.

**Resolved:**

- (i) The background to the requirements for the Integration Joint Board to produce a formal set of financial accounts for financial year 2015/16 and the likely content be noted;
- (ii) The arrangements for providing External Audit scrutiny of the accounts be noted;
- (iii) The External Audit plan for 2015/16, as appended to Report G/16/73, be noted.

**12. FINANCIAL REGULATIONS**

There was submitted a report by the Chief Finance Officer (G/16/74) seeking approval from the Board for the Financial Regulations of the Partnership to ensure appropriate governance is in place to ensure the proper administration of the Board's finances.

**Resolved:**

The Financial Regulations, attached as Appendix 1 of report G/16/74, be approved, subject to the re-wording of sections 10.1 and 10.2 to provide more clarity on procurement activity.

**13. BRIEFING ON FORECAST FINANCIAL POSITION**

There was submitted a report by the Chief Finance Officer (G/16/75) setting out the current financial positions of the Perth and Kinross Community Health Partnership and Community Care Services provided by Perth and Kinross Council.

**Resolved:**

The current reported financial position, as set out in Report G/16/75, be noted.

**14. ISSUING OF DIRECTIONS**

There was submitted a report by the Chief Officer (G/16/86) (1) setting out the requirements in relation to the issuing of Directions to the Partners and (2) asking the Board to approve the issuing of Directions to take effect from 1 April 2016.

**Resolved:**

The Directions to be issued to the Partners, as set out in Appendices 1 and 2 of Report G/16/86, be approved to take effect from 1 April 2016.

**15. JOINT PERFORMANCE FRAMEWORK**

There was submitted a report by the Chief Officer (G/16/76) outlining to the Board the development of the Joint Performance Framework and arrangements for delivering performance reporting to the Integrated Joint Board.

**Resolved:**

- (i) The progress of the development of the Joint Performance Framework be noted;
- (i) The suggested reporting cycles described within report G/16/76 be noted;
- (ii) The suggested suite of indicators in the appendices defining the scope of the reporting be noted;
- (iii) It be agreed that the partnership would develop a qualitative survey to fill the bi-annual gap in the "Health and Care Experience Survey";
- (iv) The Joint Performance and Improvement Team be recognised as the resource responsible for maintaining and continually developing the Joint Performance Framework;
- (v) The collaboration with Dundee and Angus Partnerships in developing a common reporting platform with an agreed suite of indicators be recognised;
- (vi) The Chief Finance Officer be remitted to bring back a proposed reporting cycle and core suit of indicators to the next meeting of the board.

**16. RISK MANAGEMENT REGISTER**

There was submitted a report by the Chief Officer (G/16/77) updating the Board on the progress of developing a risk management strategy and the proposed initial risks.

**Resolved:**

- (i) The process proposed to develop the shared risk register with the two partner bodies, as outlined in Report G/16/77, be endorsed;
- (ii) It be noted that the high level risks identified in Appendix 1 of Report G/16/77 would be further developed for the Board;
- (iii) The Chief Officer be instructed to report back to the Board at the next meeting with a comprehensive shared risk register.

**17. CORPORATE SUPPORTING ARRANGEMENTS**

There was submitted a report by the Chief Officer (G/16/78) updating the Board on the development of the corporate support arrangements for the Integration Authority.

**Resolved:**

- (i) The progress on the development of the approach to support arrangements from NHS Tayside and Perth and Kinross Council be noted;
- (ii) The additional requirements of the new Perth and Kinross Integrated Joint Board, and the support arrangements proposed as stated in Appendix 3 of Report G/16/78, be agreed;
- (iii) The existing level of resources provided by the partners for the former Community Health Partnership services and Community Care delegated services, as stated in Appendix 2 of Report G/16/78, be noted;

- (iv) The formation of a Corporate Services Forum to review the process for corporate support services and agree future IJB developments and resources be agreed.

## **18. HEALTH AND SOCIAL CARE JOINT WORKFORCE AND ORGANISATIONAL DEVELOPMENT STRATEGY**

There was submitted a report by the Chief Officer (G/16/79) (1) updating the Board on the work currently being undertaken in relation to the development of the joint Workforce and Organisational Development Strategy and (2) requesting the Board to formally sign-off the document.

### **Resolved:**

- (i) The direction outlined in the joint Workforce and Organisational Development Strategy be approved;
- (ii) The commencement of the short-term organisational and learning and development activity noted within the Joint Workforce and Organisational Development Strategy be agreed;
- (iii) The continued collection of workforce data analysis to enable future influence around the medium to longer term delivery of workforce and organisational development planning be approved;
- (iv) The commencement of Communication and Engagement activity related to the organisational development and workforce requirements, in line with the Participation and Engagement Strategy recently approved at the Integrated Joint Board in January 2016, be approved;
- (v) The progress against the finalised Joint Organisational Development Plan to be reviewed by the Board in June 2016 to ensure alignment with partnership priorities.

## **19. EQUALITY OUTCOMES AND MAINSTREAMING REPORT**

There was submitted a report by the Chief Officer (G/16/80) asking the Board to approve the Equality Outcomes and Mainstreaming Report which is required to be published by all Integration Joint Boards by 30 April 2016.

### **Resolved:**

- (i) The strong basis for continuing joint equalities activity be noted, and the Integration Joint Board Equality Outcomes and Equality Mainstreaming Report be approved;
- (ii) It be agreed that reports be submitted on an annual basis to the Board in relation to progress in response to the Equality Outcomes in a format which will be agreed by both NHS Tayside and Perth and Kinross Council in the year ahead.

## **20. FUTURE MEETING DATES 2016**

Friday 13 May at 1.00pm (AK Bell Library, Perth)  
Friday 26 August at 1.00pm (AK Bell Library, Perth)  
Friday 4 November at 1.00pm (Dewar's Centre, Perth)

A further meeting date for June 2016 to be arranged in due course.

**Future Development Session Dates 2016**

Friday 13 May at 9.00am (AK Bell, Library, Perth)

Friday 26 August at 9.00am (AK Bell Library, Perth)

Friday 4 November at 9.00am (Dewar's Centre, Perth)