



## MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD

THURSDAY 25 JANUARY 2018

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
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
Mr Ivan Augustus	Carer Representative
Ms Pam Gowans	Chief Officer, 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
Mrs Val Thatcher	PPF Representative
Dr Lewis Walker	Registered Medical Practitioner, Primary Medical Services

### **IN ATTENDANCE**

Mrs Margaret Forrest	Legal Services Manager (Litigation and Licensing), Moray Council
Mr Robin Paterson	Senior Project Officer, Moray Council
Ms Lesley Attridge	Occupational Therapy and Intermediate Care Service Manager, Moray Council
Ms Frances Garrow	Organisational Development Manager, Moray Council
Ms Alex Pirie	Location Manager, Aberdeenshire Health and Social Care Partnership

**APOLOGIES**

Dame Anne Begg Mr Sean Coady	Non-Exec Board Member, NHS Grampian Head of Primary Care, Specialist Health Improvement and NHS Community Children's Services, Health and Social Care Moray
Mr Tony Donaghey Mrs Linda Harper Ms Jane Mackie	UNISON, Moray Council Lead Nurse, Moray Integrat ion Joint Board Head of Adult Health and Social Care, Health and Social Care Moray
Dr Graham Taylor Mr Fabio Villani	Registered Medical Practitioner, Primary Medical Services tsiMoray

<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 14 DECEMBER 2017</b>
	The minute of the meeting of the Moray Integration Joint Board dated 14 December 2017 was submitted and approved.
<b>3.</b>	<b>ACTION LOG DATED 14 DECEMBER 2017</b>
	<p>The Action Log of the Moray Integration Joint Board (MIJB) dated 14 December 2017 was discussed and it was noted all actions other than the following had been completed:</p> <p>i) item 3 – Public Sector Climate Change Duties Reporting Submission 2016/17; the Chief Officer advised this was in hand and would be brought to the next Board meeting.</p> <p>ii) item 5 – the Chair stated she had been advised clients of Doocot View Learning Disability Respite Facility had not been advised of possible changes prior to the last MIJB, causing distress to those involved. She asked for an official apology to be issued on her behalf. The Chief Officer advised that she had sent out letters of apology to all those affected by the changes and gave assurance that social work teams were now working with those families directly to address specific needs.</p> <p>iii) item 13 – Implementation of the Carers (Scotland) Act 2016; to be submitted to the next Board meeting for noting following approval by the NHS and Council.</p>
<b>4.</b>	<b>CHIEF OFFICER'S REPORT TO THE MORAY INTEGRATION JOINT BOARD</b>
	<p>A report by the Chief Officer (CO) provided the Board with an update on key priorities as follows:</p> <ul style="list-style-type: none"> <li>• Jubilee Cottages – a learning review, as part of the evaluation and project management process, has been completed.</li> <li>• Moray Performance over the festive period – an overall positive performance for Moray Health and Social Care system during the festive period. Dr Gray's Hospital maintained its performance in relation to the 4 hour target placed on Accident and Emergency.</li> </ul>

	<ul style="list-style-type: none"> <li>Queen's Nurse Award – Ally Lister, District Nurse Team Leader in Keith has received the award.</li> </ul> <p>In response to a query from the Chair the CO handed over to Amanda Croft, as Director of Nursing, who advised this award had been reintroduced in 2017 following a 20 year hiatus. She further advised Ally is the only person in Grampian to receive the award since the reintroduction.</p> <p>Dr A Hodges entered the meeting during discussion of this item.</p>
<b>5.</b>	<b>DATA PROTECTION AND RECORDS MANAGEMENT</b>
	<p>Under reference to paragraph 3 of the Minute of the special meeting of the Board dated 27 April 2017 a report by the Legal Services Manager (Litigation &amp; Licensing), Moray Council, informed and advised the Board of its legal responsibilities and duties in respect of data protection and records management in order for it to consider and comply with those requirements.</p> <p>The Legal Services Manager (Litigation &amp; Licensing) advised that the Information Commissioner's Office (ICO) registration fee will shortly be increasing from £35 to £55, however if registration is applied for prior to the increase the current fee will be applicable. The increased fee will only apply once renewal is requested.</p> <p>Discussion took place on who should be included in the list of those information will be shared with, as noted in the Appendix to the report and it was agreed the list be updated to include MPs and MSPs.</p> <p>The Legal Services Manager (Litigation &amp; Licensing) advised the Board had discretion to amend what information was gathered and it was agreed this should be included in the application.</p> <p>The Legal Services Manager (Litigation &amp; Licensing) further advised information on Transfers had been duplicated in the final page of the Appendix to the report and this would be rectified prior to the application being completed.</p> <p>Thereafter the Board agreed:</p> <ol style="list-style-type: none"> <li>to instruct the Chief Officer to complete the process with the ICO to formally register the Board as a Data Controller in line with the registration details attached at Appendix 1 of the report once the necessary changes have been made, upon payment of the appropriate fee and thereafter to maintain an annual registration;</li> <li>that the Chief Officer be the nominated representative for the Board and the main point of contact for the ICO;</li> <li>that the main point of contact for Subject Access Requests should be the Chief Officer;</li> <li>to instruct the Chief Officer to signpost on the Board's website contact details for Subject Access Requests; and</li> </ol>

	v) to note the intention to report to a future meeting of the Board on Subject Access Request Processes, the General Data Protection Regulations requirements and responsibilities and a Records Management Plan.
<b>6.</b>	<b>REVIEW OF FINANCIAL REGULATIONS</b>
	Under reference to paragraph 11 of the meeting dated 31 March 2016 a report by the Chief Financial Officer sought the approval of the Board to update the Financial Regulations.  Following consideration the Board agreed:  i) the proposed changes to the Integration Joint Board Financial Regulations as set out in Appendix 1 of the report; and  ii) that the next review will be no later than March 2019.
<b>7.</b>	<b>UPDATED RESERVES POLICY</b>
	Under reference to paragraph 12 of the meeting dated 31 March 2016 a report by the Chief Financial Officer sought approval from the Board on its Reserves Policy.  Following consideration the Board agreed:  i) the Reserves Policy as detailed at Appendix 1 of the report; and  ii) that the next review will be no later than March 2019.
<b>8.</b>	<b>CHIEF INTERNAL AUDITOR REAPPOINTMENT</b>
	Under reference to paragraph 7 of the meeting dated 31 March 2016 a report by the Chief Officer asked the Board to consider the reappointment of the Chief Internal Auditor, whose current term of appointment is due to expire as at 31 March 2018.  Following consideration the Board agreed to re-appoint Atholl Scott, Internal Audit Manager, Moray Council, as the Chief Internal Auditor of the Board, for a further period of two years to 31 March 2020.
<b>9.</b>	<b>MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD AUDIT AND RISK COMMITTEE DATED 28 SEPTEMBER 2017</b>
	The minute of the meeting of the Moray Integration Joint Board Audit and Risk Committee dated 28 September 2017 was submitted and noted.
<b>10.</b>	<b>ANNUAL REPORT OF THE CHIEF SOCIAL WORK OFFICER 2016 – 17</b>
	A report by the Chief Social Work Officer (CSWO) informed the Board of the annual report of the CSWO on the statutory work undertaken on the Board's behalf, during the period 1 April 2016 to 31 March 2017 inclusive, that considered major policy and service initiatives across Social Work during the reporting period, summarised key issues in relation to governance and protection issues and advised the Board on measures taken to strengthen the workforce.  The CSWO advised the Board that the Office of the Chief Social Work Advisor (CSWA) for Scotland receives CSWO reports from all of the 32 Scottish Local Authorities and issues an over-arching report which she will bring to a future meeting of the Board.

	<p>The Chief Officer advised that the CSWA had visited Varis Court, the extra care facility in Forres and Woodview, the supported housing development in Lhanbryde. The CSWA had been very keen to see the housing initiatives supporting people to stay independent and well in Moray as these initiatives were fairly unique in Scottish terms. She was very impressed with the facilities and the staff approaches demonstrated on the day.</p> <p>Thereafter, following discussion the Board agreed to:</p> <ul style="list-style-type: none"> <li>i) note the contents of the report; and</li> <li>ii) task the CSWO with presenting the over-arching report provided by the CSWA to a future meeting of the Board.</li> </ul>
<b>11.</b>	<p><b>PROGRESS REPORT ON MORAY JOINT CHILDREN'S SERVICES INSPECTION</b></p>
	<p>A report by the Head of Integrated Children's Services informed the Board of the outcome of the recent progress review of joint children's services carried out by the Care Inspectorate.</p> <p>Discussion took place on the amount of additional work required following the inspection. It was stated that it would not be possible to sustain the level of commitment already shown; however, once change and improvement have been delivered workload will return to normal.</p> <p>Thereafter the Board agreed to note the content of the report.</p>
<b>12.</b>	<p><b>DRAFT PERFORMANCE MANAGEMENT FRAMEWORK</b></p>
	<p>A report by the Chief Officer updated the Board on the development and improvement of performance management arrangements, including a draft Performance Management Framework attached at Appendix 1 of the report.</p> <p>Following consideration the Board agreed to note the ongoing work being undertaken to further develop performance management arrangements locally.</p> <p>Ms A Pirie, Ms F Garrow and Ms L Attridge entered the meeting at this juncture.</p>
<b>13.</b>	<p><b>PROVISION OF MAJOR ADAPTATIONS</b></p>
	<p>A report by the Chief Officer informed the Board of the updated Policy and Protocol for Major Adaptations and to request authorisation of the papers.</p> <p>During discussion Ms Attridge advised that funding sat with the Board and therefore approval of the Policy and Protocol sat with the Board and it was not necessary to seek agreement from Moray Council Communities Committee. It was therefore agreed to amend recommendation 2.1 ii) of the report to refer the policy for noting and not for agreement.</p> <p>Thereafter the Board agreed to:</p> <ul style="list-style-type: none"> <li>i) authorise and approve the updated policy and guidelines for the provision of major adaptations in Council and private properties as attached at Appendix 1 of the report;</li> <li>ii) refer the policy to Moray Council's Communities Committee for noting; and</li> <li>iii) note the progress of the Adaptations Governance Group.</li> </ul>

<b>14.</b>	<b>BUDGET UPDATE</b>
	<p>Under reference to paragraph 14 of the Minute of the meeting dated 14 December 2017 a report by the Chief Financial Officer provided the Board with a further budget update in preparation for the 2018/19 financial year.</p> <p>Discussion took place on the current financial situation and it was stated that the funding from Partners will be advised on 28 February and a development session will be held to consider what is required to balance the budget.</p> <p>Thereafter the Board agreed to note the budget update in support of continued negotiation with Moray Council and NHS Grampian for the 2018/19 revenue budget.</p>
<b>15.</b>	<b>DRAFT ORGANISATIONAL DEVELOPMENT AND WORKFORCE PLANS 2016-2019</b>
	<p>A report by the Chief Officer invited the Board to approve the draft Organisational Development (OD) Plan 2016-2019 and note the work being undertaken in the development of the draft Workforce (WF) Plan 2016-2019 for Health and Social Care Moray.</p> <p>Ms Garrow advised the OD Plan was closely linked to the WF Plan and work was ongoing to gather evidence.</p> <p>The Chief Officer advised funding had been obtained to provide leadership development for Moray, Aberdeen City and Aberdeenshire senior teams in line with the current challenges ahead.</p> <p>Thereafter following further discussion the Board agreed to:</p> <ul style="list-style-type: none"> <li>i) approve the draft OD Plan 2016-2019;</li> <li>ii) note the OD Plan will be reviewed annually, with a report presented to the Board in Spring 2019; and</li> <li>iii) note the work being undertaken in the development of the draft WF Plan, with a draft to be presented to the Board meeting in March 2018.</li> </ul> <p>Ms F Garrow left the meeting at this juncture.</p>
<b>16.</b>	<b>MEMBERSHIP OF THE INTEGRATION JOINT BOARD AND COMMITTEES</b>
	<p>A report by the Chief Officer invited the Board to note the revised substitute membership of the Board made by Moray Council following a restructure.</p> <p>Under reference to paragraph 4.2 of the report Councillor Brown advised it had been the intention of the Council that Councillor Eagle and Councillor R McLean be substitutes for either Councillor Brown or Councillor Feaver as necessary.</p> <p>Thereafter the Board agreed to note the new substitute voting members appointed by Moray Council and that Councillor Eagle and Councillor R McLean would be available to substitute for either Councillor Brown or Councillor Feaver as necessary.</p>

<b>17.</b>	<b>HER MAJESTYS PRISON AND YOUNG OFFENDERS INSTITUTE GRAMPIAN HEALTH CENTRE</b>
	<p>A report by the Chief Officer updated the Board on the proposed recovery action plan for Her Majesty's Prison (HMP) and Young Offenders Institute (YOI) in Grampian.</p> <p>Ms Pirie thanked the Board for inviting her along and gave a brief overview of her role. She then advised the Board of progress made on the recovery action plan which was introduced following the inspection by HM Inspectorate of Prisons for Scotland that took place towards the end of 2015.</p> <p>Discussion took place on the role of the care staff and staffing levels within the unique environment within HMP and YOI Grampian Health Centre.</p> <p>The Chair stated it may be useful to seek clarification on numbers of Moray residents currently held at Inverness Prison.</p> <p>The Chief Social Work Officer (CSWO) undertook to seek the information and report back at a later date.</p> <p>Thereafter, following consideration of what data may be useful in terms of the strategic development of the Board, it agreed to:</p> <ul style="list-style-type: none"> <li>i) note the proposed Recovery Action Plan for the Prison Health Centre;</li> <li>ii) note the progress towards achieving key priority actions approved previously by the Aberdeenshire Integration Joint Board in October 2017;</li> <li>iii) note the wider national strategic developments in relation to health care delivery in Scottish Prisons;</li> <li>iv) agree to receive regular updates on progress with the action plan; and</li> <li>v) task the CSWO with seeking information on the number of Moray residents currently held at Inverness Prison and reporting the same to a future meeting of the Board.</li> </ul>
<b>18.</b>	<b>ITEMS FOR THE ATTENTION OF THE PUBLIC</b>
	<p>Under reference to paragraph 10 of the minute of the Moray Integration Joint Board dated 26 October 2017 the Board agreed that the following items be brought to the attention of the public:</p> <ul style="list-style-type: none"> <li>i) apology re lack of information provided to clients of Doocot View Learning Disability Respite Facility;</li> <li>ii) Ally Lister, District Nurse Team Leader, Keith awarded title of Queen's Nurse;</li> <li>iii) outcome of the joint inspection of services for children and young people; and</li> <li>iv) Dr Gray's accident and emergency department met the target waiting times with over 95% of patients being seen within the guideline times during the festive period.</li> </ul> <p>Ms A Pirrie and Mrs S Maclaren left the meeting at this juncture.</p>

<b>19.</b>	<b>DRAFT FORRES PLAN</b>
	<p>A report by the Head of Adult Services informed the Board of planning intentions for Forres, including Leancoil Hospital.</p> <p>Discussion took place on the need for confidentiality. It was agreed that all reports to the Board and its Committees would be as open as possible but that there would be occasions when confidentiality would be required.</p> <p>Thereafter the Board agreed:</p> <ul style="list-style-type: none"><li>i) the draft planning documents for further implementation as set out in the appendices to the report; and</li><li>ii) progress would be reported back to the Board at intervals deemed appropriate.</li></ul> <p>Professor Croft and Mr Lindsay left the meeting during discussion of this item.</p>