



MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD

THURSDAY 28 JUNE 2018

ALEXANDER GRAHAM BELL CENTRE,
MORAY COLLEGE, ELGIN

PRESENT

VOTING MEMBERS

Councillor Shona Morrison (Chair)	Moray Council
Ms Christine Lester (Vice-Chair)	Non-Exec Board Member, NHS Grampian
Mr J Passmore, substituting for Dame Anne Begg	Non-Exec Board Member, NHS Grampian
Councillor Tim Eagle	Moray Council
Councillor Louise Laing	Moray Council
Mrs Susan Webb via Video Link	Executive Board Member, NHS Grampian

NON-VOTING MEMBERS

Ms Tracey Abdy	Chief Financial Officer
Mr Ivan Augustus	Carer Representative
Ms Elidh Brown	tsiMoray
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
Ms Pam Gowans	Chief Officer, Moray Integration Joint Board
Mrs Linda Harper	Lead Nurse, Moray Integration Joint Board
Ms Jane Mackie	Head of Adult Health and Social Care, Health and Social Care Moray
Mrs Susan Maclaren	Chief Social Work Officer, Moray Council
Dr Malcolm Metcalfe	Secondary Care Advisor, Moray Integration Joint Board
Dr Graham Taylor	Registered Medical Practitioner, Primary Medical Services
Mrs Val Thatcher	PPF Representative
Dr Lewis Walker	Registered Medical Practitioner, Primary Medical Services

APOLOGIES

Dame Anne Begg	Non-Exec Board Member, NHS Grampian
Mr Steven Lindsay	NHS Grampian Staff Partnership Representative

ALSO PRESENT

Councillor Theresa Coull Moray Council
Councillor Sonya Warren Moray Council

IN ATTENDANCE

Ms Margaret Forrest Legal Services Manager (Litigation and Licensing), Moray Council
Mr Jeanette Netherwood Corporate Manager, Moray Integration Joint Board

1.	DECLARATION OF MEMBERS' INTERESTS
	There were no declarations of Members' interests in respect of any item on the agenda.
2.	MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD DATED 26 APRIL 2018
	<p>The minute of the meeting of the Moray Integration Joint Board dated 26 April 2018 was submitted for approval.</p> <p>It was agreed that item 15 'Funding of Shopmobility Moray' and item 16 'Funding of Moray Handyperson Services' should both be amended to reflect information should be sought on how funding is obtained as well as how it is spent; as discussed at the meeting of 26 April 2018.</p> <p>With this change the minute was agreed.</p>
3.	ACTION LOG OF THE MORAY INTEGRATION JOINT BOARD DATED 26 APRIL 2018
	<p>The Action Log of the Moray Integration Joint Board dated 26 April 2018 was discussed and it was noted that all actions other than the following had been completed:</p> <p>i) item 2 – Action Log dated 26 April 2018, item 5 – Annual Performance Report 2017/18 – not yet completed, to be submitted to the next Audit and Risk Committee and thereafter to the Board for approval; and</p> <p>ii) item 8 – Funding of Shopmobility Moray and item 9 – Funding of Moray Handyperson Services to both be amended to reflect information should be sought on how funding is obtained as well as how it is spent; as discussed at the meeting of 26 April 2018.</p>
4.	CHIEF OFFICER'S REPORT TO THE MORAY INTEGRATION JOINT BOARD
	<p>A report by the Chief Officer (CO) provided the Board with an update on key priorities and projects.</p> <p>During discussion of Children's Services the CO advised this was the last meeting that Ms Maclaren would be attending as she was leaving her role with the Council. She advised the role of Chief Social Work Officer would be taken on by Ms Jane Mackie and the role of Head of Integrated Children's Services by Ms Kathy Henwood. She further advised work was ongoing in respect of adult services and integrating teams and the Head of Primary Care, Specialist Health Improvement and NHS Community Children's Services had been tasked with reviewing the</p>

	<p>operational management arrangements and circulating an updated organisational chart to Members once final.</p> <p>Thereafter the Board agreed to note:</p> <ul style="list-style-type: none"> i) the report from the Chief Officer; and ii) an updated organisational chart would be circulated once completed. <p>Dr Metcalfe entered the meeting during discussion of this item.</p> <p>Mrs Webb joined the meeting via a video link during discussion of this item.</p>
<p>5.</p>	<p>REVIEW OF STANDING ORDERS AND SCHEME OF ADMINISTRATION AND MEMBERSHIP OF COMMITTEES</p>
	<p>A report by the Legal Services Manager (Litigation & Licensing), Moray Council, asked the Board to review the Standing Orders that govern proceedings at meetings of the Board and its Committees, and which incorporates the Board's Scheme of Administration that deals with the Board's committee structure and working groups and to consider its Committee membership. Also, in light of changes in Board membership, to ask the Board to consider Committee membership.</p> <p>Discussion took place on the membership of Committees and Groups listed within appendix 1 of the report.</p> <p>It was agreed the name of the Strategic Planning and Commissioning Executive Group as noted at page 19 of appendix 1 of the report would change its name to the Strategic Planning and Commissioning Group and would require additional senior people to attend. It was further agreed the membership and attendees list, the quorum, meeting frequency and remit and powers be amended as per the tracked changes on pages 19 to 21 of appendix 1 of the report. Membership is to be reviewed and a further report it to be brought to the Board for approval.</p> <p>Discussion took place on the requirement for scrutiny of performance reports and to this end it was agreed the Audit and Risk Committee would be the most suitable place for this. It was therefore agreed to change the name of the Committee to the Audit, Performance and Risk Committee (APR). Further agreement was reached to add new paragraphs 11 to 13 to reflect the performance remit, as per the tracked changes on pages 12 and 14 of appendix 1 of the report, with the addition of a further new paragraph 14 for the Committee to receive and consider the annual Performance Report before publication.</p> <p>The Board also agreed to amend the attendee list for the Clinical and Care Governance Committee as per the tracked changes on page 15 of appendix 1 of the report.</p> <p>Due to changes in the nominated members from Moray Council and Councillor Morrison taking over as Chair of the Board there is a requirement to change the Council membership of the Board's Committees. It was agreed Councillors Eagle and Laing would sit on the Audit, Performance and Risk Committee and Councillor Eagle would also</p>

	<p>sit on the Clinical and Care Governance Committee. It was further agreed to appoint Mrs Susan Webb, NHS Grampian, as a replacement for Professor Amanda Croft on the Board's Committees.</p> <p>Discussion took place on the Clinical and Care Governance Committee and that it only requires 1 voting member for the meeting to be quorate however it was recognised that with only 6 voting members on the Board there was limited availability for membership of the Committees.</p> <p>Thereafter the Board agreed to:</p> <ul style="list-style-type: none"> i) change the name of the Strategic Planning and Commissioning Executive Group to the Strategic Planning and Commissioning Group (SPCG); ii) amend the membership, attendees list quorum, meeting frequency, remit and powers of the SPCG as per the tracked changes on pages 19 and 21 of appendix 1 of the report; iii) task the Chief Officer with reviewing the membership of the SPCG, with a further report being provided to the Board for agreement; iv) task the Legal Services Manager (Litigation & Licensing) with amending the Standing Orders at paragraph 14.4 as per the tracked changes on page 8 of appendix 1 to the report; v) change the name of the Audit and Risk Committee to the Audit, Performance and Risk Committee, add new paragraphs 11 to 13 to reflect the performance remit, as per tracked changes on pages 12 and 14 of appendix 1 of the report, with the addition of a further new paragraph 14 for the Committee to receive and consider the annual Performance Report prior to publication; vi) note the appointment of Mrs Susan Webb, NHS Grampian; vii) appoint Councillors Eagle and Laing to the Audit, Performance and Risk Committee; and viii) appoint Councillor Eagle to the Clinical and Care Governance Committee.
6.	REVENUE BUDGET 2018/19
	<p>A report by the Chief Financial Officer informed the Board of the updated position in relation to the revenue budget for the 2018/19 financial year.</p> <p>Discussion took place on funding received from the Scottish Government, however it was noted that most of the funding had already been spent. It was also noted that as some services are protected and cannot be cut it can put a strain on other areas.</p> <p>In further discussion it was noted that service managers need to be made aware it is unacceptable not to balance their budgets.</p> <p>The Chief Officer advised that the Budget Managers were fully aware of their responsibilities however there were challenges in coming to decisions about how best to tackle the short fall in funding. A process is</p>

	<p>underway to review all services. The process aims to identify the necessary detail that is required for good decision making and prioritisation. The Chief Officer did highlight that this is a manual task and as such fairly challenging in terms of capacity and time for teams who are also trying to run the operational business day to day, however gave assurance that this process was underway.</p> <p>The Chief Officer also advised on early discussions with NHS Grampian regarding a one system, one budget approach to Moray, allowing cross system planning that may give more opportunity for reshaping the whole budget in line with the Integration Joint Board (IJB) Strategic ambitions. The discussions are at an early stage. The Chief Officer confirmed that NHS Grampian Exec Team have approved additional capacity to Health and Social Care Moray to support service redesign and change. Glasgow School of Art and the Digital Health Institute have partnered with the partnership and are keen to support this process. A paper setting out the intention will be presented to the next IJB in line with the changes to the Strategic Planning and Commissioning Group.</p> <p>Thereafter the Board agreed to:</p> <ul style="list-style-type: none"> i) note the progress since the budget report of 29 March 2018 in addressing the funding shortfall of £4.596m; ii) approve the increased level of efficiency savings being proposed; iii) approve the use of remaining reserves of £0.847m to support the funding of the 2018/19 revenue budget; iv) note the revised budget position which displays a funding shortfall of £3.293m, detailed at appendix 1 of the report; v) note the high level of financial risk inherent in the 2018/19 revenue budget in achieving financial balance and delivery of delegated services that exists; vi) note additional funding streams, recently communicated from Scottish Government to Integration Joint Board Chief Financial Officers and the parameters surrounding these funds; vii) approve revised Directions for issue as set out in appendices 2 and 3 of the report respectively to NHS Grampian and Moray Council to allow services to continue without disruption; and viii) note a report on the governance and process for redesign of services will be presented to the next meeting. <p>Mrs Maclaren left the meeting during discussion of this item.</p>
7.	<p>MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD CLINICAL AND CARE GOVERNANCE COMMITTEE DATED 2 FEBRUARY 2018</p>
	<p>The minute of the meeting of the Moray Integration Joint Board dated 2 February 2018 was submitted and noted.</p> <p>Mr Donaghey and Mrs Webb left the meeting at this juncture.</p>

8.	CHILD PROTECTION COMMITTEE ANNUAL REPORT 2017
	<p>A report by the Chief Social Work Officer advised the Board of the Moray Child Protection Committee Annual Report 2017.</p> <p>Following discussion the Board agreed to note the report.</p>
9.	QUARTER 4 (JANUARY – MARCH 2018) PERFORMANCE REPORT
	<p>A report by the Chief Officer presented the Board with a performance update at Quarter 4, 2017/18, including:</p> <ul style="list-style-type: none"> • National core suite indicators and comparison to 32 national Health & Social Care Partnership performance (appendix 1 of the report); • Local indicators linked to strategic priorities for Quarter 4 (Jan-Mar 18) (appendix 2 of the report); and • Highlight report on data presented on the National and Local indicators (appendix 3 of the report). <p>Dr Metcalfe was of the opinion the chart on page 11 of the report would have benefitted from the inclusion of figures from Moray.</p> <p>Following discussion the Board agreed to note the:</p> <p>i) change in the red/amber/green (RAG) assessment criteria in 4.1 of the report; and</p> <p>ii) progress in the development of the new Local Indicators (appendix 4 of the report).</p>
10.	UNAUDITED ANNUAL ACCOUNTS
	<p>A report by the Chief Financial Officer presented the Board with the unaudited Annual Accounts of the Moray Integration Joint Board for the year ended 31 March 2018.</p> <p>Following discussion the Board agreed to note the:</p> <p>i) unaudited Annual Accounts prior to their submission to the external auditor, noting that all figures remain subject to audit;</p> <p>ii) Annual Governance Statement contained within the unaudited Annual Accounts; and</p> <p>iii) accounting policies applied in the production of the unaudited Annual Accounts, pages 34 to 42 of the accounts, attached as appendix 1 of the report.</p>
11.	EQUALITIES MAINSTREAMING PROGRESS REPORT 2016-2018
	<p>A report by the Chief Officer sought approval of the revised Moray Integration Joint Board Equality (MIJB) Mainstreaming Progress Report 2016-2018 and informed the Board of planned work in relation to equalities mainstreaming and outcomes during 2018/19 .</p> <p>Following discussion the Board agreed to:</p> <p>i) approve the revised MIJB Equality Mainstreaming Progress Report 2016-2018 (appendix 1 of the report);</p> <p>ii) approve the revision of existing Equality Outcomes to be undertaken in tandem with the review of the Strategic Plan; and</p>

	<p>iii) instruct the Chief Officer to submit for approval to the MIJB a revised set of equality outcomes prior to 31 March 2019.</p>
12.	DRAFT PRIMARY CARE IMPROVEMENT PLAN FOR MORAY
	<p>A report by the Head of Primary Care, Specialist Health Improvement Services and NHS Community Children's Services presented the draft Primary Care Improvement Plan (PCIP) for Moray and requested the Board note the content, actions and financial commitment that demonstrate how the new General Medical Services (GMS) contract will be implemented between April 2018 and March 2021.</p> <p>During discussion it was advised the PCIP would be discussed at the Local Medical Council (LMC) on 11 July. Further discussion took place on whether it was necessary for the draft PCIP to be returned to the Board once it has been agreed by the LCM. It was noted the draft PCIP was required to be submitted to the Scottish Government by 31 July 2018. It was agreed that following submission to the Scottish Government the Board should review and approve the final PCIP.</p> <p>Thereafter the Board agreed to note the:</p> <ul style="list-style-type: none"> i) content as set out in the draft PCIP, attached at appendix 1 of the report; and ii) final PCIP will be put on the agenda for the Board on 30 August following submission to the Scottish Government and final revision.
13.	REVENUE BUDGET OUTTURN FOR 2017/18
	<p>A report by the Chief Financial Officer informed the Board of the financial outturn for 2017/18 for the IJB Core budgets and the impact this outturn will have on the 2018/19 budget.</p> <p>Discussion took place on the issues and challenges being faced in respect of the budget.</p> <p>The Legal Services Manager (Litigation and Licensing) was of the opinion that identified deficits should be translated into Directions to instruct partners on how pressures should be handled.</p> <p>Thereafter the Board agreed to note the:</p> <ul style="list-style-type: none"> i) unaudited revenue outturn position for the financial year 2017/18; and ii) impact of 2017/18 outturn on the 2018/19 revenue budget.
14.	TRIBUTE
	<p>The meeting, in noting this was the last meeting of the Board prior to the Chief Social Work Officer leaving the Council, joined the Chair in paying tribute to Mrs Maclaren for her contributions to the Board and wished her well for the future.</p>
15.	ITEMS FOR THE ATTENTION OF THE PUBLIC – DISCUSSION
	<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>

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| | <ul style="list-style-type: none">i) Strategic Plan reference group workshop;ii) Budget Outturn; andiii) Primary Care Improvement Plan for Moray. |
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