

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

**THURSDAY 14 DECEMBER 2017, 9:30AM – 12 NOON**

**INKWELL MAIN, ELGIN YOUTH CAFE**

### **PRESENT**

#### **VOTING MEMBERS**

<b>Ms Christine Lester (Chair)</b>	Non-Exec Board Member, NHS Grampian
<b>Councillor Frank Brown (Vice-Chair)</b>	Moray Council
<b>Dame Anne Begg</b>	Non-Exec Board Member, NHS Grampian
<b>Professor Amanda Croft</b>	Executive Board Member, NHS Grampian
<b>Councillor Claire Feaver</b>	Moray Council
<b>Councillor Shona Morrison</b>	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
Mr Tony Donaghey	UNISON, Moray Council
Ms Pamela 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
Ms Jane Mackie	Head of Adult Services and Social Care, Health and Social Care Moray
Dr Lewis Walker	Registered Medical Practitioner, Primary Medical Services

#### **IN ATTENDANCE**

Mrs Lissa Rowan	Committee Services Officer, Moray Council, as Clerk to the Board
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## **APOLOGIES**

Mrs Susan Maclaren  
Dr Graham Taylor

Mrs Val Thatcher  
Mr Fabio Villani

Chief Social Work Officer, Moray Council  
Registered Medical Practitioner, Primary Medical  
Services  
PPF Representative  
tsiMORAY

<b>1.</b>	<b>ORDER OF BUSINESS</b>
	The Chair sought the agreement of the Board to vary the order of business and take item 15 "Revenue Budget Monitoring Quarter 2 for 2017/2018" before item 14 "Budget Update" to allow adequate discussion on item 14. This was agreed.
<b>2.</b>	<b>DECLARATION OF MEMBERS INTERESTS</b>
	Dame Anne Begg declared an interest in Item 9 "Doocot View Learning Disability Respite Facility" as she is a Patron of Cornerstone. There were no other declarations of Members interests in respect of any item on the agenda.
<b>3.</b>	<b>MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD DATED 26 OCTOBER 2017.</b>
	The minute of the meeting of the Moray Integration Joint Board dated 26 October 2017 was submitted and approved.
<b>4.</b>	<b>ACTION LOG DATED 26 OCTOBER 2017</b>
	<p>The Action Log of the Moray Integration Joint Board dated 26 October 2017 was discussed and the following points were noted:</p> <ul style="list-style-type: none"><li>(i) the Adaptations Report is out for consultation and will be brought to the next meeting of the IJB;</li><li>(ii) the Performance Management Framework report will be deferred until the next meeting of the IJB;</li><li>(iii) the Financial Plan report is on the agenda for discussion today;</li><li>(iv) the report on commissioning works in respect of 2016/17 Audited Accounts will be brought to the meeting in March 2018;</li><li>(v) discussions are ongoing in relation to the communication component of the IJB Communication and Engagement Strategy.</li></ul>
<b>5.</b>	<b>CHIEF OFFICER'S REPORT TO THE MORAY INTEGRATION JOINT BOARD DATED 14 DECEMBER 2017</b>
	<p>A report by the Chief Officer (CO) provided the Board with an update on key priorities and projects.</p> <p>During her introduction, the CO advised that the update on staffing at Varis Court should read that bank staff were supporting the service and not agency staff. This was noted.</p>

	<p>During discussion, surrounding staffing at Varis Court, it was queried whether this service was within budget and had achieved full recruitment. In response the CO, supported by others, advised that recruitment had been more difficult than anticipated. It was also noted that the emerging model of care was to be reviewed in line with the wider health and social care requirements for the Forres area.</p> <p>The CO further advised that a report providing information in relation to whether costings for Varis Court are within budget and the progress on this initiative will be provided in February 2018 when reviewed by the Strategic Planning Group.</p> <p>Thereafter, the Board agreed to note the contents of the Chief Officer's Report to the Moray Integration Joint Board.</p>
<b>6.</b>	<b>CHARGING FOR SERVICES</b>
	<p>A report by the Chief Officer was submitted asking the Moray Integration Joint Board (MIJB) to consider the charges for services for the 2018/19 financial year.</p> <p>Following consideration, the Board agreed to:-</p> <ul style="list-style-type: none"> <li>(i) take responsibility for recommending charges for services to Moray Council in-line with their budget setting processes;</li> <li>(ii) approve the charges to be recommended to Moray Council for approval as part of their policy commitment to review charges annually as set out in Appendix 1 of the report;</li> <li>(iii) note the objective to carry out a review of charging during 2018/19; and</li> <li>(iv) note the content and parameters set out in Moray Council Charging for Services Policy as set out in Appendix 2 of the report.</li> </ul>
<b>7.</b>	<b>PUBLIC SECTOR CLIMATE CHANGE DUTIES REPORTING SUBMISSION 2016/17</b>
	<p>A report by the Chief Officer (CO) was submitted presenting the draft Moray Integration Joint Board (MIJB) Climate Change Duties Report submission for 2016/17.</p> <p>During discussion, surrounding the nature and function of the MIJB in terms of climate change reporting, it was queried why the submission stated that the CO was accountable to the Moray Council and NHS Grampian and not the MIJB. It was further noted that the Chief Financial Officer was not mentioned when detailing the management structure of Health and Social Care.</p> <p>In response, the CO advised that she would review the submission carefully and amend any anomalies prior to submission.</p> <p>Thereafter, the Board agreed to approve the draft submission for 2016/17 reporting year to the Sustainable Scotland Network on behalf of the Scottish Government subject to the submission being amended to reflect the following:</p>

	<ul style="list-style-type: none"> <li>(i) that the Chief Officer is accountable to the IJB and not Moray Council and NHS Grampian;</li> <li>(ii) reference to the Chief Financial Officer in included in the section on the management structure of Health and Social Care, Moray; and</li> <li>(iii) the CO reviewing the submission carefully and amending any anomalies prior to reporting to the Scottish Government.</li> </ul>
<b>8.</b>	<b>TAIGH FARRAIS RESPITE UNIT</b>
	<p>A report by Jane Mackie, Head of Adult Services informed the Moray Integration Joint Board (MIJB) of the outcomes from the formal consultation process in relation to the re-provision of respite services currently delivered at Taigh Farris.</p> <p>During discussion surrounding the time frame in which the service should be de-commissioned, the Service Manager suggested that 31 March 2018 was a feasible date. This was agreed.</p> <p>Thereafter, the Board agreed:</p> <ul style="list-style-type: none"> <li>(i) to re-provision respite services currently delivered at Taigh Farris by 31 March 2018; and</li> <li>(ii) that the outcomes of the consultation process, delivered through the Change Management Plan are implemented.</li> </ul>
<b>9.</b>	<b>DOOCOT VIEW LEARNING DISABILITY RESPITE FACILITY</b>
	<p>A report by Jane Mackie, Head of Adult Services informed the Board of the outcome of the further commissioning review for Doocot View Learning Disability Accommodated Respite Service.</p> <p>During discussion, concern was raised in relation to the members of staff that were at risk should the MIJB agree to the de-commissioning of the Doocot View Accommodated Respite Service.</p> <p>In response, the Senior Commissioning Officer advised that, as Doocot View is a contracted serviced provided by Cornerstone, it would be a decision for Cornerstone.</p> <p>It was further queried whether an appeal could be made to Cornerstone to attempt to transfer staff to the new location for respite provision so that continuity of care is maintained.</p> <p>In response, the Senior Commissioning Officer agreed to explore the possibility of transferring staff along with the clients with Cornerstone, for continuity of care.</p> <p>During the discussion it was noted that, for the individual families, change would be difficult and that there was a reliance on the health and social care teams to support appropriately through the transition. Mr Lindsay, NHS Grampian Staff Partnership Representative asked specifically why the partnership was not going out for further consultation on this proposal. In</p>

	<p>response the Senior Commissioning Officer and Chief Officer advised that a full consultation had taken place 3 years ago and that the individual family views were clear, in that they would not wish this service to be decommissioned, the understanding being that this view has not changed. The task now would be to work closely in supporting this transition. The board members recognised the challenges and sought assurance that the alternative range of options would be fully explored.</p> <p>The Board concluded that, in terms of best value and in line with the requirement to modernise interventions and services, the decision to de-commission was appropriate.</p> <p>Thereafter the Board agreed:</p> <ul style="list-style-type: none"> <li>(i) to support the option of de-commissioning the Doocot View Accommodated Respite Service from 1 April 2018; and</li> <li>(ii) that the Senior Commissioning Officer explore the possibility of transferring staff along with their clients to maintain continuity of care.</li> </ul>
<b>10.</b>	<b>MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD AUDIT AND RISK COMMITTEE DATED THURSDAY 25 MAY 2017</b>
	The minute of the meeting of the Moray Integration Joint Board Audit and Risk Committee dated 25 May 2017 was submitted and approved.
<b>11.</b>	<b>MINUTE OF MEETING OF THE MORAY INTEGRATION JOINT BOARD CLINICAL AND CARE GOVERNANCE COMMITTEE FRIDAY 4 AUGUST 2017</b>
	The minute of the meeting of the Moray Integration Joint Board Clinical and Care Governance Committee dated 4 August 2017 was submitted and approved.
<b>12.</b>	<b>QUARTER 2 (JULY – SEPTEMBER 2017) PERFORMANCE REPORTING</b>
	<p>A report by the Chief Officer (CO) presented the Moray Integration Joint Board (MIJB) with a performance update at Quarter 2, 2017/18.</p> <p>During discussion, concern was raised in relation to the wording in the report which was difficult to understand and it was queried whether reports could be written using plain English noting the need to make sense and be understood by lay people.</p> <p>In response, the CO agreed to consider this request when preparing future reports.</p> <p>During further discussion, concern was raised in relation to the 3 amber indicators which indicated that performance had dropped by up to 5% in the last quarter and it was queried what action was being taken to improve this.</p> <p>In response, the CO advised that the Strategic Planning Group will review the 3 amber performance indicators with a view to improving them.</p> <p>Thereafter, the Board agreed:</p> <ul style="list-style-type: none"> <li>(i) to note the performance and draft report template of national core suite indicators and comparison to 32 national IJB's performance as set out in</li> </ul>

	<p>Appendix 1 of the report;</p> <p>(ii) to note the performance and draft report template of local indicators linked to strategic priorities for Q2 (July-September 2017) as set out in Appendix 2 of the report;</p> <p>(iii) to note the performance and draft report template on exception reporting – delayed discharges and length of stay within Moray Community Hospitals as set out in Appendix 3 of the report;</p> <p>(iv) to note the ongoing work to develop objectives to measure progress for the Ministerial Steering Group against 6 key indicators in 2018;</p> <p>(v) that consideration be given to using plain English when preparing future performance reports;</p> <p>(vi) to note that the Strategic Planning Group will review the 3 amber performance indicators with a view to improving them.</p>
<b>13.</b>	<b>IMPLEMENTATION OF THE CARERS (SCOTLAND) ACT 2016</b>
	<p>A report by Jane Mackie, Head of Adult Services advised the Board of the implications of the Carers Act (Scotland) 2016.</p> <p>During her introduction, the Chief Officer advised that a review of the Scheme of Delegation was underway and that this would be reported to the Board in January. This was noted.</p> <p>Following consideration, the Board agreed to note:-</p> <p>(i) the implications of the Carers (Scotland) Act 2016;</p> <p>(ii) the current consultation on the draft eligibility criteria for unpaid adult carers as set out in Appendix 1 of the report; and</p> <p>(iii) that the Scheme of Delegation is currently under review and will be brought to the next meeting of the MIJB in January 2018.</p>
<b>14.</b>	<b>REVENUE BUDGET MONITORING QUARTER 2 FOR 2017/2018</b>
	<p>A report by the Chief Financial Officer updated the Moray Integration Joint Board (MIJB) on the Revenue Budget reporting position as at 30 September 2017 and provided a provisional forecast position for the year end.</p> <p>Following consideration, the Board agreed to:-</p> <p>(i) note that the financial position of the Board at 30 September 2017 is showing an overspend of £1.542 million;</p> <p>(ii) note the provisional forecast position for 2017/18 of an overspend of £1.691 million on core services;</p> <p>(iii) note the revisions to staffing arrangements made under appropriate Council/NHS procedures and regulations that impact upon the MIJB budget as set out in Appendix 3 of the report;</p>

	<p>(iv) note the updated budget position to reflect additional funding received through NHS Grampian, as detailed at paragraph 8.1 of the report; and</p> <p>(v) approve for issue, the revised Direction to Grampian Health Board arising from the updated budget position as set out in Appendix 5 of the report.</p>
<b>15.</b>	<b>BUDGET UPDATE</b>
	<p>A report by the Chief Financial Officer provided the Moray Integration Joint Board (MIJB) with a budget update in preparation for the 2018/19 financial year.</p> <p>During her introduction, the Chief Financial Officer advised that there was a potential funding gap of between £3 - £8 million if the MIJB continued to provide current services with the highest costs being attributed to the potential pay award, high cost care packages and prescribing.</p> <p>The Chief Officer advised that a small management team had been established to promote the change needed to focus on how to use the money that had been allocated. This was noted.</p> <p>Following discussion, the Board agreed to note the:-</p> <ul style="list-style-type: none"> <li>(i) budget protocol that has been developed for assisting engagement and ensuring consistency of approach to budget setting;</li> <li>(ii) budget update in support of negotiations with Moray Council and NHS Grampian for the 2018/19 revenue budget; and</li> <li>(iii) MIJB Annual Financial Statement.</li> </ul>
<b>16.</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) Positive message in relation to the re-provision of respite services currently delivered at Taigh Farris;</li> <li>(ii) Moray Carer Aware Care launch;</li> <li>(iii) Benefits from the implementation of the Carers (Scotland) Act 2016; and</li> <li>(iv) Excellent Performance in relation to the prevention of dental decay.</li> </ul>