

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

**THURSDAY 27 APRIL 2017 AT 9:30 AM**

**INKWELL MAIN, ELGIN YOUTH CAFÉ PRESENT**

**PRESENT**

**VOTING MEMBERS**

Ms Christine Lester (Chair) Non-Exec Board Member, NHS Grampian  
Councillor Lorna Creswell (Vice- Moray Council  
Chair)

Dame Anne Begg Non-Exec Board Member, NHS Grampian  
Councillor John Divers Moray Council  
substituting for Councillor Sean

Morton  
Councillor Patsy Gowans Moray Council

**NON-VOTING MEMBERS**

Mr Ivan Augustus Carer Representative  
Mr Sean Coady Interim Hosted Services Manager, Moray  
Health and

Social Care Partnership  
Ms Pam 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

Mrs Susan Maclaren Chief Social Work Officer, Moray Council  
Dr Graham Taylor Registered Medical Practitioner, Primary  
Medical Services

Mrs Val Thatcher PPF Representative  
Mr Fabio Villani tsiMoray

**IN ATTENDANCE**

Sean Hoath (Item 3 only) Senior Solicitor, Moray Council  
Alison Morris (Item 3 Records and Heritage Manager, Moray  
Council

only)  
Margaret Bruce (Item 4  
only) Audit Scotland

Mrs Caroline Howie Committee Services Officer, Moray  
Council as Clerk to the Board

**APOLOGIES**

Professor Amanda Croft	Exec Board Member, NHS Grampian
Councillor Sean Morton	Moray Council
Ms Jane Mackie	Interim Joint Operational Manager (Adult Services), Moray Health and Social Care Partnership
Dr Lewis Walker	Registered Medical Practitioner, Primary Medical Services

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<b>1. TRIBUTE TO COUNCILLORS</b>	
	This being the last meeting of the Board prior to the Local Government Elections in May 2017 the Chair paid tribute to the Councillors for their contributions to the Board during their term of office and wished those standing for re-election best wishes on the day.
<b>2. DECLARATION OF MEMBERS' INTERESTS</b>	
	There were no declarations of Members' interests in respect of any item on the agenda.
<b>3. FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 – THE INTEGRATION JOINT BOARD'S PUBLICATION SCHEME</b>	
	<p>A report was submitted by the Chief Officer informing the Board of the duty to produce and publish a Publication Scheme and inviting it to consider and approve a new draft scheme.</p> <p>Discussion took place on the requirements of Freedom on Information (FOI) requests and the process to be followed.</p> <p>It was stated that most FOI requests were operational and would be dealt with under either Moray Council or NHS Grampian schemes.</p> <p>In response to a query the Records and Heritage Manager advised that any requests received that came under NHS Grampian would not be forwarded to NHS Grampian but would be returned to the requester with information on where they should send their request; this is due to strict deadlines for responses. It was advised that any requests for information already in the public domain are replied to with details on where the information can be found.</p> <p><b>Following discussion the Board agreed to:</b></p> <p>i) note the requirement to adopt a new Publication Scheme before 28 April 2017;</p> <p>ii) approve the draft Model Publication Scheme 2017 attached at Appendix 1 of the report;</p> <p>iii) instruct officers to submit the Draft to the Scottish Information Commissioner for approval and deal with any required amendments, publication and updating of the web pages;</p> <p>iv) approve the draft policy and arrangements for dealing with requests for</p>

	<p>information from the Integration Joint Board under FOI and Environmental Information (Scotland) Regulations 2004 (EIR) legislation attached at Appendix 2 of the report; and</p> <p>v) note the requirement to publish statistics on the number of requests for information under FOI and EIR legislation.</p>
<b>4.</b>	<b>EXTERNAL AUDIT PLAN FOR THE YEAR ENDING 2016/17</b>
	<p>A report by the Chief Financial Officer informed the Moray Integration Joint Board (MIJB) of the External Auditor's Annual Plan for 2016/17.</p> <p>It was stated that the Audit Plan would usually be presented to the Audit and Risk Sub-Committee however the external auditor had sought the opportunity to meet with the Board and therefore the Plan was being presented for consideration.</p> <p>The Plan was discussed and general queries were raised in order to gain an understanding of how the Plan was produced.</p> <p>Thereafter the Board agreed to note the contents of the External Auditor's Annual Plan for 2016/17.</p>