

ABERDEENSHIRE INTEGRATION JOINT BOARD
WOODHILL HOUSE, ABERDEEN, 20 DECEMBER, 2017

Integration Joint Board Members:

Councillor E A Stirling (Chair), Dr L Lynch (Vice Chair), Councillor A M Allan, Mr A Gray, Provost W Howatson, Councillor D Robertson, Councillor A Ross and Mr E Sinclair.

Integration Joint Board Non-Voting Members:

Mr A Coldwells, Chief Officer, Aberdeenshire Health and Social Care Partnership; Mr A Wood, Chief Finance Officer; Mr D Hekelaar and Mrs S Kinsey Third Sector Representatives; Ms I Kirk (Unison Aberdeenshire); Mr M McKay, Unison (NHS Grampian); Dr C Alan (GP Practitioner); Ms E Chisholm (Nurse Practitioner Representative).

Officers: Mrs L Cowie and Mr N David, both Aberdeenshire Council; Mr I Ramsay, Ms A Wood, Mr M Simpson, Ms K Davidson and Ms S McKintosh, all Aberdeenshire Health and Social Care Partnership.

Apologies: Ms A Anderson and Mrs S Duncan.

1. SEDERUNT, DECLARATION OF INTERESTS AND WELCOME

The Chair asked for declarations of interest from both voting and non-voting members. No interests were declared.

2A. STATEMENT OF EQUALITIES

In making decisions on the following items of business, the Joint Board **agreed**, in terms of Section 149 of the Equality Act, 2010:-

- (1) to have due regard to the need to:-
 - (a) eliminate discrimination, harassment and victimisation;
 - (b) advance equality of opportunity between those who share a protected characteristic and persons who do not share it; and
 - (c) foster good relations between those who share a protected characteristic and persons who do not share it.
- (2) where an Equality Impact Assessment was provided, to consider its contents and take those into account when reaching their decision.

2B. RESOLUTION

The Joint Board **agreed**, in terms of Section 1 of Appendix 2 of the Joint Board's Standing Orders, to exclude the public from the meeting during consideration of Items 19 and 20, so as to avoid disclosure of exempt information.

3. INTEGRATION JOINT BOARD – 25 OCTOBER, 2017

There was circulated, **noted** and **approved** as appropriate, the minute of meeting of the Integration Joint Board of 25 October, 2017.

4. INTEGRATION JOINT BOARD – 29 NOVEMBER, 2017

There was circulated, **noted** and **approved** as appropriate, the minute of meeting of the Integration Joint Board Audit Committee of 29 November, 2017.

5. INTEGRATION JOINT BOARD AUDIT COMMITTEE – 25 OCTOBER, 2017

There was circulated, **noted** and **approved** as appropriate, the minute of meeting of the Integration Joint Board Audit Committee of 25 October, 2017.

6. ACTION LOG

There was circulated and **noted**, the Integration Joint Board Action Log prepared by the Chief Officer, Aberdeenshire Health and Social Care Partnership.

7. CHIEF OFFICER'S UPDATE

There was circulated an update prepared by the Chief Officer, Aberdeenshire Health and Social Care Partnership.

The update provided information on AnCaorann; the new Scottish GP Contract; and working with the trade unions and staff side representatives.

The Joint Board **noted** the update.

7A. APPOINTMENT OF CARER REPRESENTATIVE TO THE INTEGRATION JOINT BOARD

There was tabled an additional item. In this regard there was a report by the Chief Officer, Aberdeenshire Health and Social Care Partnership on the appointment of a carer representative to the Integration Joint Board.

The Joint Board **agreed** to appoint Mrs Elizabeth Fairley, as a stakeholder non-voting member of the Integration Joint Board, representing unpaid carers, for a period of one year, with immediate effect.

8. COMMISSIONING (IMPLEMENTATION AND CHANGE) PLAN TO 2017-2019

There was circulated a report dated 7 December, 2017 by the Partnership Manager, (Business and Strategy) Aberdeenshire Health and Social Care Partnership on the Commissioning (Implementation and Change) Plan 2017 to 2019.

The report reminded the Joint Board that the Commissioning Plan built on the direction provided by the Integration Joint Board following three development sessions associated with the strategic refresh and the programme planning for the Medium Term Financial Strategy. The Plan followed the two themes and ten local priorities and was organised using the four programme plans which would each be led by one of the Partnership Managers. The Plan, which was included as an appendix to the report, had been produced in line with consultation with the senior management team and incorporating comments from the Integration Joint Board on the draft documents previously circulated in October and November, 2017.

The Joint Board agreed to **approve** the Commissioning (Implementation and Change) Plan 2017 to 2019 and that the Chief Officer, Aberdeenshire Health and Social Care Partnership, make arrangements for the document to be publicly available.

9. ABERDEENSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP LOCALITY PLANNING UPDATE

With reference to the minute of meeting of the Joint Board of 30 August, 2017 (Item 7), there was circulated a report by the Partnership Manager (Central) on the progress with regard to locality and planning arrangements.

The report explained, as background, that the Joint Board had previously agreed that all six localities have identified local priorities through various means and were all now at the stage of developing a first draft locality plan. Although each area had approached this differently they had all consulted with the local community in order to identify the priorities for each area. Consultation had taken place using existing networks, which included a wide variety of stakeholders including staff both within and outwith the Health and Social Care Partnership, Third Sector and community based organisations, various user forums and members of the public.

The report went on to detail the position in each of the locality areas, namely Central Aberdeenshire, North Aberdeenshire and South Aberdeenshire. It was intended that all draft plans would be shared with stakeholders for comment, including the Joint Board itself, Communities Committee and Area Committees in January and February 2018.

The report concluded by highlighting that the development of the locality plans would allow local engagement with the Strategic Plan and the National Health and Wellbeing Outcomes. The locality plans would give rise to the development of local actions, in response to local needs and in line with the overarching strategic plan.

The Joint Board **agreed** to:-

- (1) acknowledge the progress for locality planning in Aberdeenshire Health and Social Care Partnership, and
- (2) approve the proposed linkage with priorities, performance and wider community planning structure, including the potential utilisation of community council forums.

10. ABERDEENSHIRE CRIMINAL JUSTICE SOCIAL WORK SERVICE AND ABERDEENSHIRE COMMUNITY JUSTICE PARTNERSHIP

There was circulated a report dated 15 November, 2017, by the Acting Partnership Manager (North) on the Aberdeenshire Criminal Justice Social Work Service and Aberdeenshire Community Justice Partnership.

The report explained as background that local authorities were funded by the Scottish Government to provide Criminal Justice Social Work Services (CJSW) through Section 27 of the Social Work (Scotland) Act 1968. CJSW provided reports to court to assist with the sentencing decisions and were responsible for supervising community sentences. CJSW also had a statutory responsibility to supervise people who were being released from prison in terms of statutory throughcare. CJSW also provided voluntary throughcare support for people leaving prison and who had served less than four years in custody.

The report went on to provide a detailed update on operational practice, including: fieldwork services; unpaid work; joint sex offender project; prison based social work team; and multi-agency public protection arrangements (MAPPA).

The report also included an information bulletin on the Aberdeenshire Community Justice Outcomes Improvement Plan 2017/2018. This detailed the progress that had been made towards the actions contained within the Aberdeenshire Community Justice Outcomes Improvement Plan since the previous update in March, 2017.

The Joint Board **agreed** to:-

- (1) acknowledge the operational update from the Criminal Justice Social Work Service, and
- (2) acknowledge the update report from the Aberdeenshire Community Justice Partnership on progress that had been made towards the actions contained within the Aberdeenshire Community Justice Outcomes Improvement Plan.

11. iMATTER REPORT

There was circulated a report dated 24 November, 2017 by the Partnership Manager (Strategy and Business Services) which explained that iMatter was a national staff experience tool commissioned by the Scottish Government and initially rolled out to all NHS employees to replace the staff satisfaction survey. In 2017 Health and Social Care Partnerships across Scotland adopted iMatter for integrated staff. The tool allowed teams to work together to improve experiences in the work place and their day to day work with individuals.

The Joint Board **agreed**:-

- (1) to acknowledge the good work undertaken by staff across the Integration Joint Board to achieve the current excellent response rates and the positive progress in relation to the development of integrated teams across the Health and Social Care Partnership,
- (2) to note the very positive responses from staff as to their experience of working within the partnership, and
- (3) that the Chair of the Integration Joint Board write to all the Team Managers, on behalf of the Joint Board, to highlight the Joint Board's appreciation and thanks for the positive progress made.

12. MINOR INJURY UNITS REVIEW

There was circulated a report dated 24 November, 2017, by the Head of Nursing, Aberdeenshire Health and Social Care Partnership which explained that strategic decisions required to be taken on the future of all the minor injury units within Aberdeenshire, taking into consideration, location, demand and activity, practitioner competency and ongoing sustainability.

Within some of Aberdeenshire's minor injury units low levels of demand and activity had led to some concern that such levels may be insufficient to ensure, safe, competent and capable provision of a sustainable nurse led service. There were also clinical governance and patient safety concerns in the current educational framework. The current model in Aberdeenshire Health and Social Care Partnership was of four stand alone minor injury units, with dedicated staffing and five integrated minor injury units with staffing from within the ward establishment. All nine minor injury units were scheduled to provide a service 24 hours per day, 7 days per week.

The Joint Board **agreed** to approve a service review of Aberdeenshire Health and Social Care Partnership's minor injury units.

13. FINANCE UPDATE

There was circulated a report by the Chief Finance Officer which provided the current finance update. The report covered the financial position at the end of October, 2017, and the forecast position to the end of the current financial year.

The summarised financial position setting was set out in two sections, namely the first section covering all business except Prescribing; with the second section covering only Prescribing. The reason for this was to highlight that direct control of the costs was not manageable when compared to other business elements within the Joint Board's remit.

Taking together all the information within the summary financial forecast produced a net overspend for all Integration Joint Board services of £4.759 million. The areas of spend which were forecast to be over budget, and indeed those forecast to be within budget were not new to the Joint Board. However, the forecast overspend for the year continued to represent a very challenging position. The challenge remained around balancing the service delivery whilst reducing costs.

The report concluded by highlighting that the Joint Board's Medium Term Financial Strategy was being prepared in order to support the objectives and priorities of delivering an integrated Health and Social Care Service across Aberdeenshire. A key basis for the Medium Term Financial Strategy was drawn from a defined set of work programmes which would be discussed and agreed by the Joint Board early in the new year and ahead of the budget setting date.

The Joint Board **agreed**:-

- (1) to acknowledge the financial position set out in the report,
- (2) to acknowledge the proposed actions in the current year relating to the financial position,
- (3) to approve the budget adjustments, detailed within Appendix 3 to the report, and
- (4) that the Chief Officer, Aberdeenshire Health and Social Care Partnership provide further updates to the Joint Board through future monitoring reports.

14. MEDIUM TERM FINANCIAL STRATEGY

With reference to minute of meeting of the Joint Board of 22 March, 2017 (item 6), there was circulated a report by the Chief Finance Officer, Aberdeenshire Health and Social Care Partnership on the Medium Term Financial Strategy.

The report reminded members that, at the meeting of the Joint Board on 22 March, 2017, a balanced revenue budget had been agreed for the current financial year and it had also been agreed that a 5 year Medium Term Financial Strategy be developed reflecting the strategic priorities of the Joint Board.

The report included a draft version of the Medium Term Financial Strategy which set out a summary position, the methodology used to date, strong links to the Strategic Plan, indicative figures with scenarios and links to the Risk Control Plan.

The report highlighted that, once the final settlement position was known and all budget discussions were concluded with NHS Grampian and Aberdeenshire Council, a balanced budget for 2018/2019 would be presented to the Integration Joint Board at their meeting on 14 February, 2018, for consideration and agreement.

The Joint Board **agreed**:-

- (1) to acknowledge the Medium Term Financial Strategy, as detailed within the report,
- (2) to receive a further Medium Term Financial Strategy update, including a budget proposal for 2018/2019, at the meeting of the Joint Board on 17 January, 2017, and
- (3) that the Medium Term Financial Strategy facilitate the delivery of the Joint Board's Strategic Plan.

15. UPDATE ON PRESCRIBING COSTS AND FURTHER ACTIONS PROPOSED

There was circulated a report dated 30 November, 2017 by the Clinical Lead, Aberdeenshire Health and Social Care Partnership which provided an update on prescribing costs and proposed further actions in this regard.

The report highlighted the key issues in terms of the influences on prescribing spend within primary care: volume growth; rise in costs per item; adoption of new medicines; savings from pregabalin being below predicted level; and the range of medicines that were agreed as being in short supply in the UK. The report requested that the Joint Board support the activities of the Primary Care Prescribing Group.

The Joint Board **agreed**:-

- (1) to acknowledge the updated Month 7 Financial Position regarding Prescribing,
- (2) that the Primary Care Prescribing Group implement actions to reduce prescribing costs as detailed within the report,
- (3) that the Clinical Lead, Aberdeenshire Health and Social Care Partnership, provide a further update to the meeting of the Joint Board on 14 February, 2018, to include the approach for improved financial performance.

16. PARTICIPATORY BUDGETING

There was circulated a report by the Partnership Manager (Strategy and Business Services) on Participatory Budgeting.

The report explained as background that, as part of the Health and Social Care Partnership's approach to enabling local people to have greater influence, Participatory Budgeting was introduced in Aberdeenshire in 2016. The aim was to: increase community participation in decision making processes about Health and Social Care Partnership funding; make spending decisions that reflected the communities needs and priorities; stimulate positive action for health and wellbeing in communities experiencing deprivation and health inequalities; and build community capacity and social capital.

In Aberdeenshire, Participatory Budgeting had been named "Your Voice, Your Choice" and, in line with much of the Participatory Budgeting in Scotland to date, used a grant distribution model. £200,000 of Integrated Care Fund had been made available in 2016/2017 and 2017/2018 for the public to decide how the funding should be allocated. In 2016 "Your Voice,

Your Choice” was tested in Central Peterhead and North Fraserburgh. In 2017/2018 Participatory Budgeting was extended across Aberdeenshire with local community planning partners progressing joint Participatory Budgeting activity in all 6 community planning areas, with a focus on communities experiencing disadvantage and deprivation.

The report went on to provide detailed information on community participation in decision making processes; making spending decisions that reflected the communities needs and priorities; building community capacity and social capital; and the next steps.

The Joint Board **agreed:-**

- (1) to note the work to date working with community planning partners, to test and extend the use of Participatory Budgeting in Aberdeenshire to engage local people in decision making, and
- (2) that the Partnership Manager (Strategy and Business Services) and Health and Wellbeing Lead Officer, Aberdeenshire Health and Social Care Partnership, arrange a development session to take place on Participatory Budgeting and thereafter a report be provided to the Joint Board to consider how Participatory Budgeting could involve the public in decision making to deliver on emerging health and social care partnership locality planning priorities and whether to continue to invest Integrated Care Funding in Participatory Budgeting to support the Health and Social Care Partnership to involve local people in funding decisions.

17. HMP AND YOI GRAMPIAN HEALTH CENTRE

With reference to minute of meeting of the Joint Board of 25 October, 2017 (Item 14) there was circulated a report dated 15 November, 2017 by the Acting Partnership Manager (North) on the recovery action plan for HMP and YOI Grampian Health Centre. The report also provided an update on the key priority actions that were approved at the meeting of the Joint Board on 25 October, 2017, particularly in relation to stabilising the service and the nursing workforce.

The report explained that the operation and delivery of HMP and YOI Grampian Health Centre sat within the national context of Prisoner Health Care in Scotland, and strategic developments would continue to inform and impact on future service delivery, key areas of activity at national level highlighted in the report. It was proposed that updates be a routine part of future reporting to the Integration Joint Board in relation to the service.

The report went on to outline the recent review of progress in relation to the Health Centre Improvement Action Plan which had concluded that while some actions had been fully achieved, a number remained outstanding, primarily as a result of ongoing challenges with staffing levels. The proposed Recovery Action Plan was included as an appendix to the report and intended to outline the actions that were being completed. The actions had been prioritised for completion in phases and the plan reflected this. Progress towards completing the key priority actions, that were approved by the Joint Board at the meeting on 25 October, 2017 were detailed within Phase One of the Recovery Action Plan.

The report concluded by outlining the National Strategic Developments and the Scottish Prison Service and National Health Service partnership work.

The Joint Board **agreed:-**

- (1) to note the proposed Recovery Action Plan for the HMP and YOI Grampian Health Centre,

- (2) to note the progress towards achieving key priority actions approved previously by the Joint Board at the meeting on 25 October, 2017,
- (3) to note the wider national strategic developments in relation to health care delivery in Scottish prisons,
- (4) that the Chief Officer, Aberdeenshire Health and Social Care Partnership, continue to provide regular updates on progress with the Action Plan to future meetings of the Joint Board, and
- (5) that the Chief Officer, Aberdeenshire Health and Social Care Partnership, provide detail from the report with Aberdeen City and Moray Health and Social Care Partnerships.

18. ABERDEENSHIRE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE AND OUTCOMES FRAMEWORK QUARTER 2 REPORTING – JULY TO SEPTEMBER, 2017 / 2018

There was circulated a report dated 7 December, 2017 by the Partnership Manager (Business Strategy), Aberdeenshire Health and Social Care Partnership which presented the Joint Board with the Health and Social Care Partnership performance information reported against the priorities for the period July to September, 2017. It included as an exception report those indicators, which were currently red status, i.e. not meeting local targets and outwith tolerances, as detailed in Appendix 3 to the report.

The performance information was to allow the Joint Board scrutiny and sat alongside the Implementation and Change Action Plan. The scale and breadth of improvement projects meant it was difficult to align system information to any single project as the major projects aimed to hit multiple areas within the system in order to affect change.

The Joint Board **agreed** to:-

- (1) acknowledge the content of the Integration Joint Board Performance Quarter 2 Report,
- (2) acknowledge the performance of the National Core Suite Indicators,
- (3) acknowledge the performance against the Strategic Commissioning Plan by exception, as detailed within the report, and
- (4) note that the report would be submitted to Area Committees for their information and that any feedback from the Area Committees would be shared with Joint Board members to ensure there was an interactive process.

19. FORENSIC MEDICAL EXAMINERS SERVICE

There was circulated a report by the Chief Officer, Aberdeenshire Health and Social Care Partnership regarding the delivery of the Forensic Medical Examiners service and the delivery of health care to people in police custody. The report detailed issues and actions in respect of the Forensic Medical Examiners service and in this regard the Joint Board **agreed** to:-

- (1) note that the operational challenges around the delivery of the Forensic Medical Examiners service and custody health provision has been considered by the Aberdeenshire Clinical and Adult Social Work Governance Group on 6 December, 2017 and that that group had asked for the NHS Grampian Clinical Governance Committee to be made aware of the issues, and

- (2) support the actions taken by officers to both raise awareness of the risk currently faced in the delivery of these services and in the actions that had been taken to reduce the risks.

20. WORK PLAN FOR TRAINING AND SKILLS DEVELOPMENT

There was circulated a report dated 11 December, 2017, by the Partnership Manager (Strategy and Business Services) on the procurement of Training and Skills Development services for Health and Social Care which would support people to undertake activities which provided opportunities for continuous development and learning. The report explained that these services would be jointly commissioned with Aberdeen City Council.

The Joint Board **agreed**:-

- (1) to note the provision of services for Training and Skills Development, as detailed in Appendices 1 and 2 to the report,
- (2) in this regard, to direct Aberdeenshire Council to procure the services on behalf of the Joint Board; noting that the contract requirements aligned with the Strategic Plan, and
- (3) in respect of the requirements to make direction, that the budget for these services be identified within the existing budgets previously approved.

