

Agenda Item No 3 (a)

MINUTE of MEETING of the **HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD** held in the Town and County Hall, Forfar on Wednesday 18 April 2018 at 2.00pm.

Present: Voting Members of Integration Joint Board

HUGH ROBERTSON, Non-Executive Board Member, NHS Tayside
Councillor JULIE BELL, Angus Council
Councillor LOIS SPEED, Angus Council
Councillor DEREK WANN, Angus Council
JUDITH GOLDEN, Non-Executive Board Member, NHS Tayside

Non Voting Members of Integration Joint Board

DAVID BARROWMAN, Service User
SANDY BERRY, Chief Finance Officer
PETER BURKE, Carers Representative
ALISON CLEMENT, Clinical Director, Angus IJB
VICKY IRONS, Chief Officer
KATHRYN LINDSAY, Chief Social Work Officer
DOUGLAS LOWDON, Consultant Acute and Elderly Medicine
BILL MUIR, Third Sector Representative
BARBARA TUCKER, Staff Representative

Advisory Officers

GEORGE BOWIE, Head of Community Health and Care Services - South, AHSCP
DAVID COULSON, Associate Director of Pharmacy, NHS Tayside
GAIL SMITH, Head of Community Health and Care Services – North, AHSCP
DAVID THOMPSON, Manager – Legal Team 1, Place Directorate, Angus Council
HAZEL SCOTT, General Manager, Public Health (on behalf of Drew Walker, Director of Public Health)
MICHELLE WATTS, Associate Medical Director, NHS Tayside

HUGH ROBERTSON, in the Chair.

1. APOLOGIES

Apologies for absence were intimated on behalf of Chris Boyle, Staff Representative; Ivan Cornford, Independent Sector Representative; Jim Foulis, Associate Nurse Director; Richard Humble, GP Representative; Bill Troup, Head of Integrated Mental Health Services and Drew Walker, Director of Public Health.

2. DECLARATIONS OF INTEREST

Councillor Bell declared a non financial interest in Item 11 as an elected member on the Board of Voluntary Action Angus (VAA).

3. MINUTES INCLUDING ACTION LOG

(a) PREVIOUS MEETING

The minute of meeting of the Angus Health and Social Care Integration Joint Board of 10 January 2018 was submitted and approved as a correct record subject to the following amendments:-

Item 5 stated “Following discussion, where some members raised concerns in relation to the budget settlement proposal...” to be replaced with “Following discussion, Councillor Julie Bell raised concerns over the budget allocation, with support from Alison Rogers and Judith Golden...”

In addition, Item 9 the job title referred to should read “North” instead of “South”.

(b) ACTION LOG

The action log of the Health and Social Care Integration Joint Board of 21 February 2018 was submitted.

The Chief Officer referred to the second action point which outlined that further clarification required to be sought from Perth and Kinross Integration Joint Board Chief Officer in terms of the reassurances on community mental health investment. She indicated that Bill Troup, Head of Integrated Mental Health Services would be raising this outstanding action point at a meeting of the Mental Health Services Programme today. She advised that a further update would be provided to the Integration Joint Board in due course.

The Integration Joint Board thereafter noted the contents of the Action Log.

4. GENERAL DATA PROTECTION REGULATIONS (GDPR) UPDATE

With reference to Article 6 of the minute of meeting of this Board of 21 February 2018, members noted that since the inception of the Integration Joint Board, legal advice had been that the IJB did not require to register with the Information Commissioners Office. 11 of the 31 IJB's across Scotland had, however, had chosen to register. There were various reasons for this, including the nature of their Integration Scheme arrangements, the belief that it was a requirement as the IJB held personal information on IJB members, and a tendency towards voluntary registration. In light of this, the emerging guidance on the GDPR, and the passage of the Data Protection Bill, Legal Services had reviewed the position and had concluded that for a number of reasons including processing around consultation activities, the IJB ought to register with the Information Commissioners Office.

It was acknowledged that the amount of personal data controlled and/or processed by the IJB would be relatively small compared with the local authority and NHS. However, the primary outcome of the conclusion was that it would be necessary for the IJB to appoint a data protection officer to govern the organisation's use of data. This was consistent with the approach outlined in the report to the IJB of 21 February 2018 (Changes to Statutory Information Governance Requirements). Additionally, work was progressing on the GDPR implementation plan, including the development of a records management plan and a review of the data sharing arrangement between NHST, Angus Council, Perth and Kinross and Dundee Councils. To support implementation of GDPR, development sessions had been organised for staff. The Partnership's Senior Leadership Team had received training on 29 March 2018.

5. THE CARERS (SCOTLAND) ACT 2016 UPDATE

With reference to Article 8 of the minute of meeting of this Board of 21 February 2018, members noted that it was agreed that a short term Working Group would be convened to consider the financial impact of implementation of the Carers Act for the IJB; the meeting had not yet taken place as the work being undertaken by Angus Council's Finance section to determine the "before and after" picture had not yet been concluded. The Head of Community Health and Care Services – South advised that preliminary figures had been provided earlier today which would allow this matter to be progressed further.

6. INTEGRATION SCHEME UPDATE

With reference to Article 8 of the minute of meeting of this Board of 21 February 2018, the Board noted that they had considered a report in relation the implementation of the Carers (Scotland) Act 2016 (Report No. 20/18 refers). This report advised the Board of the requirement to amend the Integration Scheme between Angus Council and NHS Tayside to incorporate various new functions and duties contained in the Act into integration arrangements. The Board noted that following the statutory process set out in Section 46 of the Public Bodies (Joint Working)(Scotland) Act 2014, the revised Integration Scheme had

been submitted for approval to the Scottish Ministers on 2 March 2018. The Scottish Ministers had confirmed approval of the revised Integration Scheme on 3 April 2018. A copy of the revised Integration Scheme can be found at <https://www.angus.gov.uk/media/angus-integration-scheme> .

A copy of the original Integration Scheme showing the changes in the revised Integration Scheme was available on request.

7. THE APPOINTMENT OF CHAIR OF AUDIT COMMITTEE

There was submitted Report No IJB 23/8 by the Chief Officer to appoint the Chair of the Audit Committee.

The Report indicated that Alison Rogers' term of office within NHS Tayside had come to an end. Alison Rogers was also the Chair of the Audit Committee. The Board's Standing Orders provided that the Chair of the Audit Committee need not be a voting member of the Board.

Having heard from the Chair, the Integration Joint Board agreed to appoint Councillor Julie Bell as Chair of the Audit Committee.

8. FINANCE REPORT

With reference to Article 4 of the minute of meeting of this Board of 21 February 2018, there was submitted Report No IJB 24/18 by the Chief Finance Officer providing an update to the Board regarding the financial position of Angus Integration Joint Board (IJB) combining financial monitoring information and could be read in conjunction with separate financial planning papers.

The Report indicated that the Board were previously notified that due to the financial projections for Angus IJB (Health), NHS Tayside had, in line with the Integration Scheme, previously formally requested a recovery plan be submitted to them setting out plans for improving the overall financial position of Angus IJB (Health) in this financial year. This reflected the financial strain within NHS Tayside of which part was attributable to services delivered within Angus IJB. The IJB's financial position would require increasingly difficult decisions to be made to generate improvements in the projected financial position. For 2018/19, both Angus IJB's Partners would wish to see that the IJB had a balanced financial plan.

The Integration Joint Board's detailed forecast financial position for 2017/18 was set out in Appendix 1 to the Report. This showed that the overall position for Angus IJB as at February 2018 was a small projected year end underspend. This was after material Prescribing overspends had been offset by non-recurring health underspends and the underspends within Adult Services.

The overall financial position of the Integration Joint Board had a material impact on the way Angus Integration Joint Board provided services in future. By making ongoing progress with delivery of efficiencies and cost reduction programmes alongside service redesign and modernisation, the Integration Joint Board would be most able to deliver the services it required to deliver to the local population on a sustainable basis.

The Chief Finance Officer provided a brief overview of the Report.

Councillor Julie Bell raised concerns in relation to the prescribing budget and the Board heard from the Chief Finance Officer who confirmed that the prescribing budget was the major risk to the Integration Joint Board. He also referred to Report IJB 30/18 which was due to be considered later in the agenda, which outlined the prescribing update and interventions.

The Integration Joint Board agreed:-

- (i) to note the overall financial position of Angus Integration Joint Board and specifically the projected year end position; and
- (ii) to note the risks documented in the Financial Risk Assessment.

9. ANGUS IJB FINANCIAL PLAN 2018/19 TO 2020/21

There was submitted Report No IJB 25/18 by the Chief Finance Officer providing an update to the Board regarding the developing Angus Integration Joint Board Financial Plan for the period 2018/19 to 2020/21.

The Report indicated that previous financial Integration Joint Board financial reports had highlighted the necessity for the IJB to develop a multi-year financial plan, consistent with the IJB's overall Strategic Plan that demonstrated that the Strategic Plan could be delivered within the available resources.

Compiling the plan had proved challenging due to issues such as the lack of clarity regarding budget settlements with Partners (i.e. NHS Tayside and Angus Council), and previously impending decisions including those regarding the Angus Care Model. As some of those factors had now either been resolved or partially resolved, it was more practical to compile a 2018/19 and multi-year financial plan.

The plan represented the current IJB financial planning framework for 2018/19 to 2020/21. Clearly shortfalls remained in 2018/19 and, at a much more material level, in future years. The IJB would need to address both in year shortfalls, and, in a manner consistent with developing strategic plans, longer term financial planning shortfalls.

The scale of interventions described reflected the challenges that the IJB needed to address while remaining shortfalls (in year and beyond) and demonstrated that further development of interventions would also be required. This included looking at issues such as containing future pressures and managing down the current level of prescribing spend. Future iterations of financial plans would bring together more closely the funding, commitments and interventions associated with Adult Services and Health Services within the IJB as part of an integrated IJB financial plan.

The Chief Finance Officer provided an overview and update to the Report.

Members raised concerns in terms of the potential shortfalls for Adult Services for 2019/20 and beyond and also queried the reasons for the delay in the development of the Large Hospital Set Aside framework.

Having heard the response from the Chief Finance Officer and having also heard from the Chief Officer who indicated that in term of the Large Hospital Set Aside, a report could be provided later in the year.

The Chair also highlighted that in terms of the next NHS Tayside Board meeting in June 2018, due consideration would require to be given in terms of increasing the prescribing budget.

The Integration Joint Board agreed in terms of Adult Services:-

- (i) to approve the planning framework set out for 2018/19;
- (ii) to note the potential shortfalls for 2019/20 and beyond and requested reports were brought back to the Integration Joint Board outlining how these would be addressed in line with the Integration Joint Board's current and developing Strategic Plan by August 2018; and
- (iii) to request regular updates regarding all parts of the 2018/19 plan that were not yet completed.

Also in terms of Health Services, the Integration Joint Board agreed:-

- (iv) to note the status of the budget settlement discussion and note the working assumptions regarding the 1.5% uplift and Agenda for Change uplift;
- (v) to note that a detailed budget settlement paper re NHS resources would come forward in due course for consideration by the Integration Joint Board;
- (vi) to approve the planning framework set out for 2018/19, but noted that there remained a residual shortfall and requested future reports to the Integration Joint Board to address that shortfall;
- (vii) to note the potential shortfalls for beyond 2018/19 and requested reports were brought back to the Integration Joint Board outlining how these would be addressed in line with the Integration Joint Board's current and developing Strategic Plan by August 2018;
- (viii) to request regular updates regarding all parts of the 2018/19 plan that were not yet completed; and
- (ix) that the Chief Officer would provide an update report in terms of the Large Hospital Set Aside to the Integration Joint Board, later in the year.

10. THE ANGUS CARE MODEL PROGRESS REPORT

With reference to Article 9 of the minute of meeting of this Board of 10 January 2018, there was submitted Report No IJB 26/18 by the Chief Officer providing an update to the Integration Joint Board on the current position in relation to the implementation of the Angus Care Model which aimed to facilitate a more integrated and innovative approach to service provision for people in need of care and support.

The Report indicated that a further four "Continuing the Conversation" events had taken place across the four localities during March 2018. The events were attended by 91 people from Forfar, Carnoustie, Arbroath and Brechin. The majority of the people in attendance at the events indicated that they felt encouraged, interested, hopeful and reassured about how the Angus Care Model was being developed.

Audit Scotland would commence a second audit to assess progress with Health and Social Care Integration. The audit would include a focus on how integration was changing the way services were planned and designed around the needs of local communities. The team from Audit Scotland were interested to learn more about the progress being made in relation to the Angus Care Model and would visit Angus in May 2018.

An information pack was currently being processed which would provide specific locality information and give people a better understanding of the Angus Care Model. In addition, a range of media communication to raise awareness of what this meant in relation to health and social care service provision across the whole of Angus would be used.

The Chief Officer provided an overview and having heard from some members who commended the public sessions but also highlighted the need to engage further with the wider community to ensure that people were fully aware of their own care pathways.

The Integration Joint Board agreed:-

- (i) to note the progress made in the implementation of the Angus Care Model; and
- (ii) to acknowledge the work underway to raise awareness and communication of the Angus Care Model.

11. COMMUNICATION, PARTICIPATION AND ENGAGEMENT PROGRESS UPDATE

With reference to Article 11 of the minute of meeting of this Board of 14 December 2016, there was submitted Report No 27/18 by the Chief Officer providing the Integration Joint Board with an update on the communication and engagement activity following the IJB's

approval of the Communication, Participation and Engagement (CPE) Strategy on 14 December 2016.

The Report indicated that a recent publication from the Health and Sport Committee in September 2017 suggested that despite integration being one of the biggest changes in the way health and social care services were run in decades, the general public did not appear to be aware of the fundamental change.

It was recognised that despite efforts to raise awareness about the need to shift the balance of care, further work was required to raise the profile of the Angus Health and Social Care Partnership, the role of the Integration Joint Board and to promote the important role of the Partnership at a local level.

Progress made to implement the Community, Participation and Engagement Plan and future plans were detailed in Appendix 1 to the Report.

The Report also indicated that efforts to promote the Angus Care Model with a broad range of stakeholders within our localities and embedded active participation as further developments with input from key stakeholders were implemented.

The Chief Officer highlighted the requirement to continually look at new opportunities to highlight the Angus Care Model.

The Chief Social Work Officer highlighted there was a requirement to improve the communication, participation and engagement activities with the hard to reach groups and that this group should also be expanded to include young people in transition and carers.

Councillor Speed also raised the importance of ensuring that any information being provided should be easy to read and user friendly.

The Integration Joint Board agreed:-

- (i) to note the progress made on the implementation of the Communication, Participation and Engagement Strategy despite the limited resources available within the Partnership to undertake such activities; and
- (ii) to note the work underway to consider management capacity to support future communication plans.

12. EQUALITIES OUTCOMES

With reference to the Article 14 of the minute of meeting of this Board of 23 March 2016, there was submitted Report No 28/18 by the Chief Officer requesting the Board to approve the revised Mainstreaming Equalities Report following agreement of the Equalities Outcomes by the Integration Joint Board in March 2016.

The Report indicated that the Equality Act 2010 required the Integration Joint Board to prepare equality outcomes and a mainstreaming report. The equality outcomes had been drawn from the 2016 Strategic Plan as well as the Joint Strategic Needs Assessment 2018 update and Equality Evidence Base. The mainstreaming equalities report included the equality outcomes and set out the commitment of the Integration Joint Board to these outcomes.

The Chief Officer would include progress reports on the Mainstreaming Report and the Equality Outcomes in line with the legal requirements set out in Statutory (Specific Duties) (Scotland) Regulations 2012 to the Integration Joint Board as part of the annual performance report from June 2017.

The Integration Joint Board agreed:-

- (i) to note and approve the Mainstreaming Equalities Progress Report 2016-2018 as outlined in Appendix 1 to the Report; and

- (ii) to note and approve the Equalities Mainstreaming Report 2018-2020 as outlined in Appendix 2 to the Report.

13. PERFORMANCE – DELAYED DISCHARGE

With reference to Article 9 of the minute of meeting of this Board of 21 February 2018, there was submitted Report No IJB 29/18 by the Chief Officer, providing an update on the performance regarding the Delayed Discharge position in Angus.

The Report was submitted in response to the recent significant increases in Delayed Discharges highlighted in the Quarter 3 2017/18 Performance Report.

The Heads of Community Care and Health (both North and South) and the Clinical Director, Angus IJB provided informative overviews and updates in terms of the Report.

The Consultant for Acute and Elderly Medicine commended the Report but highlighted that there was no reassurance yet as to the solution in terms of delayed discharge but expressed the requirement to monitor the progress over the next few months.

The Chair highlighted that Angus was one of the best performing IJB's in Scotland but emphasised that there was still the opportunity to improve performance.

The Integration Joint Board agreed:-

- (i) to note and approve the performance, reasons and actions to be taken, where necessary, to address the increase in Delayed Discharges, as outlined in Appendix 1 to the Report; and
- (ii) to approve the Effective Discharge Pathway Improvement Plan, as outlined in Appendix 2 to the Report.

14. PRESCRIBING MANAGEMENT UPDATE

With reference to Article 10 of the minute of meeting of this Board of 10 January 2018, there was submitted Report No IJB 30/18 by the Chief Officer, providing an update on the prescribing management plans in Angus.

The Report indicated that Tayside Health and Social Care Partnerships (HSCPs) currently budgeted c£80m annually for Family Health Services (FHS) prescribing and NHS Tayside a further £54m for community and secondary care prescribing. Tayside's NHS prescribing costs have historically been significantly higher per weighted patient than the Scottish average resulting in annual overspends over a number of years.

Prescribing management continued to be managed regionally through the NHS Tayside Prescribing Management Group. Details of the Angus prescribing governance and structures and processes approved at the Clinical Care and Professional Governance Group on 21 March 2018 were outlined in Appendix 1 to the Report.

The current major work streams, agreed regionally and locally, and an update on Angus progress in relation to each work stream was outlined in Section 3, Table 1 alongside considerations for 2018/19. The planned financial benefit of the active interventions were outlined in Appendix 2 to the Report.

In addition to the proposals outlined in Table 1, actions in 2018/19 to further reduce the prescribing spend within Angus HSCP were outlined in Section 4 of the Report.

The Clinical Director provided an information overview and update of the Report.

Several members raised their concerns in terms of the prescribing overspend, the effect of the overspend on other services and sought further clarification in relation to the creation of the £50k fund to support local interventions in prescribing.

Having heard the responses from the Chief Officer, Chief Finance Officer and the Clinical Director, the Integration Joint Board agreed: -

- (i) to note the contents of the Report and the scale of activity being progressed across Angus and regionally to address the prescribing overspends;
- (ii) to request a further Report providing detail regarding the 2018/19 prescribing action plan and associated financial information to be presented for approval at the Integration Joint Board in June 2018;
- (iii) to note the financial planning framework and to note this would both continue to evolve and would be reflected in the overall Angus Integration Joint Board Financial Planning framework; and
- (iv) to approve the creation of a fund of c£50k to support local interventions in Prescribing to address the prescribing overspends.

15. UPDATE ON HOUSING ADAPTATIONS JOINT WORKING POLICY

There was submitted Report No IJB 31/18 by the Chief Officer providing an update on the operation of the Housing Adaptation Joint Working Policy following the first nine months of implementation.

The Report indicated that the provision of an efficient adaptations service was crucial to meeting the housing needs of people with medical and support needs, helping people to live independently in their own home and supporting the provision of social care services.

The Housing Adaptations Joint Working Policy was approved by the Communities Committee in February 2017 (Report 87/17 refers) and implemented from 1 April 2017. The Policy set out the approach to providing an adaptations service which promoted joint working between relevant services and minimises delays by ensuring that staff had appropriate decision-making authority.

The IJB had delegated authority for adaptations funding for private sector and Council housing. Registered Social Landlords (RSLs) currently received funding towards adaptations directly from the Scottish Government. The Occupational Therapy service was an important contributor to the operational delivery of the adaptations service and was a delegated function of the IJB.

The Policy would be reviewed after 12 months, however feedback from staff suggested that it was operating well. Regular case review meetings were being held in each Community Housing Team area and seven cases had been referred to the Joint Complex Case Panel. For complex cases the Panel was seen to be having a positive impact in enabling decisions to be reached more quickly and in a more joined up and consistent way.

Data gathered by the Occupational Therapy service provided the most consistent picture of performance of the adaptations service across all tenures and was outlined in Section 3 of the Report.

The Integration Joint Board agreed:-

- (i) to note the contents of the Report including progress in implementing the Housing Adaptations Joint Working Policy and current performance indicators; and
- (ii) to note the development of a common Performance Management Framework for adaptations.

16. RISK REGISTER UPDATE – MARCH 2018

With reference to Article 14 of the minute of meeting of this Board of 14 December 2016, there was submitted Report No IJB 32/18 by the Chief Officer providing an update on the reporting of strategic and key operational risks to the Integration Joint Board to March 2018.

The Report indicated that the Angus Health and Social Care Partnership, and other Partnerships in Tayside would be audited with regard to its Risk Management Policy and Strategy Implementation this year.

The risks to the implementation of the Risk Management Policy and Strategy had been identified within scope for the audit and were outlined in Section 2 of the Report.

The current policy outlined the governance roles and responsibilities for risk leadership within the Health and Social Care Partnership. Currently the entire risk management register was monitored at the Clinical, Care and Professional Governance Group on a bi-monthly basis. Measuring, managing and monitoring risk management performance was key to the effective delivery of key objectives.

The Chief Officer recommended that the review of systems of risk management assessment and assurance mechanisms be undertaken by the Angus Health and Social Care Integration Joint Board Audit Committee but highlighted that the frequency of reporting would require to be reviewed.

The Integration Joint Board agreed:-

- (i) a review of systems of risk management and assurance mechanisms for key controls;
- (ii) to monitor and review of the Integration Joint Board's Risk Rating Matrix at the Executive Management Team (EMT) on a quarterly basis;
- (iii) that strategic risks were reviewed within the Senior Leadership Team at a frequency to be agreed;
- (iv) that operational risks were reviewed within the Senior Leadership Team at a frequency to be agreed;
- (v) that Clinical, Care and Professional Governance (CCPG) risks were reviewed within the CCPG Forum on a bi-monthly basis;
- (vi) that financial risks were reviewed within the appropriate Finance Group at a frequency to be agreed; and
- (vii) that an Annual Report would be submitted to the Angus Health and Social Care Integration Joint Board Audit Committee.

17. DATE OF NEXT MEETING

The Integration Joint Board noted that the next meeting would take place on Wednesday 27 June 2018 at 2.00pm in the Town and County Hall, Forfar.