



Minutes of a meeting of the **Integration Shadow Board** held on Monday 4 August.2014 at 2.00pm in the Board Room, NHS Borders, Newstead.

**Present:** Mrs P Alexander (Chair)  
Cllr S Aitchison  
Mr D Davidson  
Dr S Mather  
Cllr J Mitchell  
Cllr D Parker  
Dr D Steele  
Cllr J Torrance

**In Attendance:** Miss I Bishop  
Mrs C Gillie  
Mrs E Rodger  
Mrs S Manion  
Miss F Morrison  
Ms J Miller  
Mr E Torrance  
Mrs T Logan  
Mr D Robertson  
Mrs J Davidson  
Mrs A McCollam  
Mr D Bell  
Mr J Lamb

## 1. Apologies and Announcements

Apologies had been received from Cllr Catriona Bhatia, Mr Calum Campbell, Cllr Frances Renton, Dr Jonathan Kirk, Dr Simon Watkin, Dr Sheena MacDonald, Mr Andrew Leitch, Mrs Jeanette McDiarmid and Mrs Jenny Wilkinson.

The Chair confirmed the meeting was quorate.

The Chair welcomed Susan Manion, Chief Officer and David Bell, Joint Staff Forum representative to the meeting.

The Chair welcomed Mrs Alyson McCollam, Joint Head of Health Improvement to the meeting who presented the Early Years Collaborative item on the agenda.

The Chair announced that NHS Borders had formally announced Mrs Pat Alexander as the Vice Chair of the Adult Health & Social Care Shadow Integration Board.

## 2. Declarations of Interest

The Chair sought any verbal declarations of interest pertaining to items on the agenda.

The **INTEGRATION SHADOW BOARD** noted there were none.

### **3. Minutes of Previous Meeting**

The minutes of the previous meeting of the Integration Shadow Board held on 30 June 2014 were amended at page 3, paragraph 4 replacing “cordial” with “cordia” and with that amendment the minutes were approved.

### **4. Matters Arising**

**4.1 Item 9: Newsletter:** James Lamb advised that the next newsletter would be released within the next 4 weeks.

**4.2 Item 6: Self Directed Support:** Iris Bishop advised that she had been furnished with 2 potential dates in September for the Self Directed Support presentation and would circulate them to the Board.

The **INTEGRATION SHADOW BOARD** noted the action tracker.

### **5. Integration of Health & Social Care – Programme Highlight Report**

Mr James Lamb presented the Highlight Report and updated the Board on the Scheme of Integration and Strategic Plan which were the two principle plans required under the Integration Legislation.

The main focus of the discussion was the consultation and engagement arrangements, utilising the next NHS Borders Public Governance Committee development session for engaging on integration as the membership of that committee involved both NHS and Scottish Borders Council staff as well as members of the public and third sector; a period of 6 weeks notice to engage with clinicians; utilising area forums and community council meetings; local media; the Chief Officer appointment and the resource plan.

Cllr John Mitchell suggested that specific dates be included in the timeline and shared with the Board.

Mrs Evelyn Rodger commented that she understood in regard to the strategic plan and resources required that the existing strategic planning processes would be drawn on without creating additional layers of administration.

Mrs Rodger further queried that the Strategic Plan would not be finalised until April 2016 which would be a year after formation of the Joint AH&SC Integration Board. Mr Lamb confirmed that April 2016 was the date the legislation required the Strategic Plan to be in place. He emphasised that every effort would be made to have it in place prior to April 2016 and at present it was intended that a draft Strategic Plan would be circulated for consultation by April 2015.

Mrs Susan Manion commented that in relation to engagement and consultation she was exploring the mechanisms available to ensure engagement and consultation took place with staff and clinicians, GPs, local communities, third sector organizations and the independent private sector. She intended to update and redraft the current consultation and engagement plan, how it would be overseen and outline the timescales to ensure both organizations could approve it in a timely fashion.

Mrs Jane Davidson highlighted the potential risks in terms of governance and financial control in having a Strategic Plan 12 months after the Scheme of Integration had been put in place.

Mrs Tracey Logan commented that it was potentially an option to take forward. She clarified that the Programme Board were committed to taking forward the Strategic Plan as swiftly as possible.

The **INTEGRATION SHADOW BOARD** noted the report.

The **INTEGRATION SHADOW BOARD** agreed to receive the fuller key milestones chart for both the Scheme of Integration and the Strategic Plan.

The **INTEGRATION SHADOW BOARD** agreed to receive the updated Communications Consultation and Engagement plan.

## **6. Consultation on Draft Regulations**

Mrs Susan Manion introduced the consultation response to the draft regulations. She highlighted the following key themes: unscheduled care and unscheduled care beds; AHPs management variations across services and NHS Scotland; areas of clarity, accuracy and definition.

Dr Doreen Steele sought clarity on the various groups consulted on the draft regulations such as the Public Patient Forum (PPF) and the Public Reference Group (PRG). Mrs Elaine Torrance commented that the PRG had been consulted with.

Dr Steele enquired how domestic abuse was being addressed nationally as well as refuse services given that they were not within the community safety remit. Mrs Elaine Torrance commented that Domestic Abuse in some authorities was managed through social work departments, however in Scottish Borders Council it was linked to Community Safety and would be complicated to withdraw it from that forum.

Mr David Davison enquired if there was an issue in regard to mapping services under the various headings and if they could be managed better on a Borders wide basis. Mrs Tracey Logan commented that the services were looked at across the Community Planning Partnership in great depth.

Mr David Robertson commented that in regard to the role of the Section 95 Officer there was a job description for a separate Chief Financial Officer post to the new Integration body and he offered the observation that establishing further administrative posts to support the Board would not be the best use of public monies. Mrs Carol Gillie echoed his comments.

The **INTEGRATION SHADOW BOARD** approved the response to the draft regulations subject to the updates and changes discussed at the meeting.

The **INTEGRATION SHADOW BOARD** noted that the NHS Borders Board would approve the response at its meeting on Thursday 7 August.

The **INTEGRATION SHADOW BOARD** requested sight of the joint response through the email medium on Thursday 7 August for ratification.

## **7. Monitoring of the Shadow Integrated Budget 2014/15**

Mrs Carol Gillie reported that as at 30 June 2014 a total outturn expenditure of £133m was projected in line with the current budget. At month 3 pressures of £0.428m were evident and actions to manage those were being developed by managers to ensure the balanced position projected was delivered. Mrs Gillie highlighted several key areas of expenditure including: Learning Disabilities service; Older Peoples services; Home Care provision and Physical Disability services. Limited information was available at that time on GP prescribing costs.

The revenue monitoring position set out in the report was based on the actual income and expenditure to 30 June 2014. The Partnership was experiencing a pressure for 2014/15 of £0.428m but it would be managed through the identification of further action. Management teams were working with finance to identify and implement a range of remedial actions which would enable a balanced outturn at 31 March 2015 to be delivered.

Additionally, any further pressures arising in-year would be identified early and managed and reported to the Shadow Board on an ongoing basis during the year.

Mr David Robertson confirmed the summary position reporting on a number of pressures in older peoples services and that action plans were being developed to contain those pressures and ensure a balanced outturn position at the year end.

Mr David Davidson challenged whether the forecast projections were incorrect given the increase in demand for services. Mr Robertson advised that there were continual pressures on the social care budget. The paper before the Board was the first real monitoring position to the end of June 2014 and the financial plan reflected significant re-provision of older peoples services. Mr Robertson confirmed that social care was one of the main expenditure areas for the Council and the financial plan allowed for resources to be moved from other Council portfolios into social care at the end of the financial period to ensure a balanced outturn.

Mrs Gillie clarified that both organizations signed off their budgets based on assumptions at a point in time. She highlighted that both organizations were demand lead impacting on assumptions and they would address any cost pressures as they arose to ensure a balanced outturn position.

Mrs Evelyn Rodger enquired of the arrangements for financial probity post April 2015. Mrs Gillie advised that a process would be in place for monitoring and managing the budget through the Chief Officer, Mrs Susan Manion.

Mr Robertson commented that the responsibility for the management of the budgets within the Council sat with the budget managers and it was custom and practice to report financial performance quarterly to the Councils' Executive Committee of Elected members with a monthly report to the senior management team and he would favour a similar arrangement for the partnership board which existed as a governance rather than a management group. In terms of governance, reassurance would be provided to the Joint Board on a regular basis but in his view monthly reporting was excessive as management had to be given time to consider reports at an operational level and then agree and enact any management action required to balance budget variances. Mrs Tracey Logan was clear that the Senior Management of the Council received monthly financial reports and suggested reporting to the Board on a quarterly basis with more frequent reports submitted on an exception basis only.

Mrs Manion commented that the Scheme of Integration would include the detailed information for governance and accountability and at the same time there needed to be clarity on status and exception reporting.

The Chair enquired about harmonisation of vacancy management, discretionary spend and sickness absence. Mrs Logan commented that currently those matters were undertaken separately in each organisation and she envisaged looking to pursue those opportunities in the future as the integration agenda progressed.

The **INTEGRATION SHADOW BOARD** approved the budget monitoring reports at Appendix 1.

The **INTEGRATION SHADOW BOARD** noted that Budget Holders/Managers would continue to work to deliver planned savings measures and bring forward actions to meet the pressures of £0.428m in 2014/15.

## **8. The Integrated Care Fund for Scottish Borders for 2015/16**

Mrs Susan Manion advised the Board of the content of the letter received from the Scottish Government announcing the allocation of the Integrated Care Fund. She advised that a group was to be set up with stakeholders to identify specific proposals and build on the work of the Reshaping Care Board.

The Chair welcomed the guidance approach to tackling inequalities.

Mr David Davidson sought assurance that his understanding of the letter was to use the monies for new interventions and not to support what was already in place.

Mrs Evelyn Rodger welcomed the focus on outcomes and promoting real service change.

Dr Doreen Steele highlighted the need to work together with the Community Planning Partnership in respect to health inequalities.

The Chair enquired about next steps. Mrs Manion suggested that the Reshaping Care Board mechanisms be reviewed and refined to ensure delivery with a refreshed Terms of Reference and membership being proposed.

Mrs Jenny Miller commented that in terms of Third sector representation, she sat on the Reshaping Care Board and would be keen to be involved in the new group to ensure a more direct involvement of carers and users.

The **INTEGRATION SHADOW BOARD** agreed the report and asked that Mrs Manion bring back a further report to the next meeting detailing the next steps.

#### **9. Clinical & Care Governance Assurance Arrangements**

Mrs Evelyn Rodger updated the Board with regard to progress with national and local arrangements for clinical and care governance assurance, highlighting that responsibility for clinical and care governance would remain with existing agencies during the integration shadow period.

The **INTEGRATION SHADOW BOARD** noted the ongoing work regarding Clinical & Care Governance.

The **INTEGRATION SHADOW BOARD** supported attendance of Director of Nursing & Midwifery/Medical Director at the Shadow Board.

The **INTEGRATION SHADOW BOARD** agreed to receive a further paper in September on arrangements for Clinical & Care Governance Assurance in line with the model integration scheme.

#### **10. Early Years Collaborative Progress Report August 2014**

Mrs Allyson McCollam presented the early years data and gave clarification on how the data was developed. She highlighted that annotation of the data would be introduced as the collaborative moved forward.

The **INTEGRATION SHADOW BOARD** noted the content of the paper and agreed to receive a progress report in December.

#### **11. Any Other Business**

There was none.

#### **12. Date and Time of next meeting**

The Chair confirmed that the next meeting of Integration Shadow Board would take place on Monday 15 September 2014 at 2.00pm in Committee Room 2, Scottish Borders Council.