

Minutes of a meeting of the **Integration Shadow Board** held on Monday 17 November 2014 at 2.00pm in the Board Room, NHS Borders, Newstead.

Present:

Cllr C Bhatia	Mrs P Alexander
Cllr J Torrance	Mr D Davidson
Cllr F Renton	Dr D Steele
Cllr D Parker	Dr S Mather
Cllr J Mitchell	Dr S Watkin
Cllr S Aitchison	

In Attendance:

Miss I Bishop	Mrs Manion
Mr C Campbell	Mrs T Logan
Mrs C Gillie	Mr D Robertson
Mrs J Davidson	Mrs J McDiarmid
Dr S MacDonald	Mr D Bell
Mrs E Rodger	Mrs E Torrance
Mr B Davies	Mr B Howarth
Mr N Hendry	

1. Apologies and Announcements

Apologies had been received from Dr Jonathan Kirk, Dr Eric Baijal, Mrs Fiona Morrison and Mr Andrew Leitch.

The Chair confirmed the meeting was quorate.

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 15 September 2014 were approved.

4. Matters Arising

4.1 Newsletter: The action was reassigned to Mrs Susan Manion. A draft newsletter was being produced for release.

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

5. Localities

Mrs Susan Manion outlined the expectations and purpose of localities in respect of the strategic plan.

Mr David Davidson sought confirmation that the Melrose Community would be included in the list of natural communities.

During discussion several elements were highlighted including: utilising sub data zones to report against outcomes; local response to high level outcomes and input to develop and design services most appropriate to that locality; work being undertaken in terms of community planning and development across community learning and adult learning; mapping of GP practices within the localities to the natural community zones; factor in the community planning partnership to the strategic plan for health inequalities; identification of natural communities and difficulties in reaching communities that did not access the Area Forums.

Mrs Pat Alexander enquired if the natural communities fitted in with the community councils. Cllr Catriona Bhatia confirmed that all community councils linked to the Area Forums and they fitted in with the localities.

Dr Stephen Mather enquired if there was an opportunity to reduce costs further by moving to a single unitary locality. Mr Calum Campbell advised that any discussion in relation to management units would be a decision for both he and Mrs Tracey Logan to agree. Mrs Tracey Logan commented that service delivery localities were essential in providing better outcomes and more focus for each of the communities.

Cllr Catriona Bhatia advised that children's services were included in the localities.

The **INTEGRATION SHADOW BOARD** agreed five localities for the purposes of strategic planning as part of the integration of Health & Social Care.

The **INTEGRATION SHADOW BOARD** agreed to receive a communications plan in relation to the strategic plan on how to reach communities that did not rely on the Area Forums.

6. Arms Length Organisation Progress Update

Mrs Elaine Torrance advised the Board of the next phase of development of the Scottish Borders Council Arms Length Organisation. She advised that work had progressed in regard to stakeholder engagement and implications for teams. In regard to the Integration Joint Board Mrs Torrance spoke of strategic commissioning and connections in terms of governance. Mrs Torrance proposed that a member of the Integration Joint Board should be a part of the strategic governance group.

Mrs Torrance also advised that part of the Arms Length Organisation business case included the joint equipment store and direct sales and advice to individuals. Mrs Torrance would submit a paper to the Borders NHS Board in regard to the joint equipment store.

Cllr Catriona Bhatia advised that a working group of Cllrs would meet the following day to oversee the transition of the Limited Liability Partnership (LLP) and both she and Cllr Frances Renton were members of that group.

Several key elements were raised during discussion including: input to quality of service standards; service level agreements; commissioning of services from the Arms Length Organisation by Scottish Borders Council through social work, procurement and contracts team; impact of self directed support choice; and depending on what the LLP delivers by way of its accounts, some of that may be potentially profit sharing or back to Scottish Borders Council for its reserves.

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

The **INTEGRATION SHADOW BOARD** agreed in principle to the proposal that a member of the Integration Joint Board be appointed to the Strategic Governance Group (SGG).

The **INTEGRATION SHADOW BOARD** agreed that the Chief Officer or nominated representative be the commissioning lead on the SGG.

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

7. Programme Highlight Report

Mr James Lamb introduced the report highlighting that good progress was being made and the programme was on track against national and local milestones in terms of the Integration Scheme and Strategic Plan. He reported that the Integration and Governance Group would have delivered by early 2015 and the Strategic Planning Group would become the focus of activity.

Other key elements to the programme included: the publication of regulations; strategic planning standing group; ongoing operational arrangements; engagement stakeholder events; IT performance workstream and looking at requirements in terms of information and technology. Mr Lamb presented a variation on the Gantt chart.

Cllr John Mitchell noted the involvement of the third sector was low and enquired how that would be progressed. Mrs Susan Manion advised that the engagement events had originally been designed to target service users and the third sector, however that approach had been reviewed and there was now a targeted approach being take specifically to engage with service users and care groups in specific localities.

Mrs Jane Davidson enquired of the risks to the current parent organisations or the Integration Joint Board with the strategic plan being delivered in October 2015. Mrs Manion advised that the Integration Joint Board would be live as of 1 April 2015 and the Scottish Government were keen for all strategic plans to be completed by the end of 2015. There was no risk to the process of establishment of the integration arrangements, however there would be a risk of not getting the Strategic Plan right if it was done too quickly ahead of October 2015. The Integration Joint Board would have legal status from 1 April 2015 but would not be fully operational until the Strategic Plan had been approved. In essence the Integration Joint Board would remain as a shadow Board for the 2015 period.

Mrs Davidson requested clarity on the roles of each organization and the Shadow Board during the intervening period.

Mrs Evelyn Rodger enquired if there was a risk register for the programme. Cllr Catriona Bhatia advised that the risks sat with the parent organizations. Mrs Manion confirmed that there was a risk register for the programme that was reviewed by the Integration Programme Board.

Mrs Manion also highlighted that the Community Health and Care Partnership would be formally disbanded as of 31 March 2015 and initial guidance had been received in that regard.

The INTEGRATION SHADOW BOARD noted the report.

The **INTEGRATION SHADOW BOARD** agreed to retain the format of the Gantt chart.

8. Draft Guidance Summary and Draft Consultation Response

Bob Howarth gave an overview of the content of the papers.

The **INTEGRATION SHADOW BOARD** noted the consultation response given the tight deadline for response.

9. The Scottish Borders Autism Strategy

Mr Bryan Davies and Mr Neil Hendry presented the Scottish Borders Autism Strategy detailing the background to the strategy, the challenges for the service and the next steps in taking the strategy forward.

Discussion focused on: funding; analyzing raw data from mapping project; identifying key themes; alignment with national guidance and recording and developing a database.

Mrs Jeanette McDiarmid commented that several actions had a five year timeline to 2019. Mr Davies commented that the document was live and he would be happy to review the timelines.

Cllr Catriona Bhatia noted that some of the actions were ambitious particularly those in regard to structures for delivery. Mr Davies confirmed that a cross agency steering group was leading the work.

Cllr Jim Torrance enquired about levels of diagnosis. Mr Davies advised that data collection was improving however there were many that remained undiagnosed.

Dr Sheena MacDonald commented that the action plan and strategy were aspirational and encompassed significant service developments at considerable cost. She enquired if a more detailed implementation plan would be produced involving mandatory training with multi-disciplinary teams and multi-agencies.

Mrs Jane Davidson clarified that at the Community Health & Care Partnership Planning & Delivery Group it had been agreed that the action plan and delivery plan would be tailored to be kept within existing resources.

The **INTEGRATION SHADOW BOARD** approved the Scottish Borders Autism Strategy as recommended by the CH&CP Planning & Delivery Committee at their meeting on 2 October 2014.

The **INTEGRATION SHADOW BOARD** approved the associated Delivery Plan.

10. Monitoring of the Shadow Integrated Budget 2014/15

Mrs Carol Gillie presented the periodic budget monitoring statements for the Partnership's Integrated Budget based on actual expenditure and income to 30 September 2014 and explanations of the major variances between projected outturn expenditure/income and the current approved budget. She highlighted several key points including: underspend; projection of an overspend at the yearend linked to GP prescribing costs; actions to address the pressures and projected year end overspend of £400k.

Mr David Davidson enquired if there had been an underestimation of costs in relation to care packages given the anticipated increase in demand particularly in the winter period. Mrs Elaine Torrance advised that home care was a cost pressure for the system and action was being taken to review packages and ensure when they were no longer required that they were removed.

Several other issues were raised during discussion including: recruitment to home care services; using staff flexibly; ensuring people have the right package of care for the right period of time; working in partnership with families; resilience communities; working with volunteers; Dovecot initiative; medicines awareness week; 2020 vision in relation to provision of care at home; telehealth/telecare and the technological infrastructure required to support its implementation.

Cllr John Mitchell enquired about the action being taken to address the prescribing costs overspend. Mrs Gillie advised that reductions in prescribing costs were being progressed through engagement with GPs around prescriptions.

Dr Sheena MacDonald advised that work was being progressed in relation to wastage around prescribing and she reminded the Board of the issue of rising costs due to supply issues for certain drugs. She further suggested that GPs would be pivotal in reviewing and discussing their patients prescribing needs.

Dr Doreen Steele enquired about the potential for additional social work monies to cover any shortfall in social care package costs. Mr David Robertson advised that the problem with the budget was the variability of the cost of care packages, highlighting that people would access more than one service. He advised that work was progressing in relation to costing and activity levels and adjustments would be made to budgets as the partnership moved forward.

Cllr Jim Torrance noted that the Board would face difficult decisions in the future in regard to funding care packages and ensuring they were removed when appropriate. He welcomed the medicines awareness week and suggested that some of the home carers could be empowered to advise GPs of prescriptions that were not being utilised in order to assist addressing the overspend on prescribing.

Cllr Sandy Aitchison enquired about the £2m revised budget. Mrs Gillie assured the Board that the £2m was in relation to the change fund and integration transitional fund and was fully

committed, however the invoices against it had yet to be received. She reiterated that the funding would be fully utilized.

The **INTEGRATION SHADOW BOARD** approved the budget monitoring reports and noted the projected outturn position to 31 March 2015.

The **INTEGRATION SHADOW BOARD** noted that budget holders/managers would continue to work to deliver planned savings measures and bring forward actions to meet both underlying pressures and those currently projected in the current forecast year end position of £0.4m.

11. Any Other Business

Cllr Jim Torrance reminded the Board of his request that abbreviations not be used within Board papers.

12. Date and Time of next meeting

The Chair confirmed that the next meeting of Integration Shadow Board would take place on Monday 8 December 2014 at 2.00pm in the Council Chamber, Scottish Borders Council.

The meeting concluded at 3.50 pm.