

Minutes of a meeting of the **Health & Social Care Integration Joint Board** held on Monday 10 August 2015 at 2.00pm in the Council Chamber, Scottish Borders Council

Present:

Cllr C Bhatia	Mr P Alexander
Cllr J Mitchell	Mr J Raine
Cllr F Renton	Mr D Davidson
Cllr D Parker	Dr S Mather
Cllr J Torrance	

In Attendance:

Mrs F Morrison	Mr S Burt
Mrs C Gillie	Mr D Robertson
Mrs J McDiarmid	Mrs S Manion
Mr J McLaren	Dr Cliff Sharpe
Mrs T Logan	Mrs J Davidson
Mr J Lamb	Mrs E Torrance
Mr A Leitch	Ms C Petterson
Mrs M Briggs	

1. Apologies and Announcements

Apologies had been received from Mrs Karen Hamilton, Dr Sheena MacDonald, Mrs Evelyn Rodger, Mr David Bell, Mr James Lamb, Mr Eric Beijal and Miss Iris Bishop. The Chair confirmed the meeting was quorate.

The Chair welcomed Mr Simon Burt, Interim General Manager Mental Health and Learning Disabilities Services and Ms Carin Petterson, Communications Officer to the meeting. The Chair also welcomed Mrs Marie Briggs, Administrative Assistant who minuted the meeting in Miss Iris Bishop's absence.

The Chair welcomed members of the public to the meeting.

2. Declarations of Interest

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

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted there were none.

3. Minutes of Previous Meeting

Mr David Robertson requested that the following changes be made to the minutes of the previous meeting:

The minute reads "*Mr Robertson confirmed that volatility in prescribing would continue...*" It should read "*The board were advised that volatility in prescribing would continue...*"

Following this change, the minutes of the previous meeting of the Health and Social Care Integration Board held on 22 June 2015 were approved.

4. Matters Arising

4.1 Action Register: Integrated Care Fund Proposed Governance

Mrs Susan Manion stated that the note of when the Torbay model would be going live will be absorbed in the ICS six monthly report scheduled for 12 October 2015.

5. Strategic

5.1 Development of the Draft Strategic Plan for Health and Social Care

Mrs Manion gave an overview of the content of the report. She reminded the board that the final draft for formal consultation will be presented to the NHS Board on 1 October 2014 and Full Council on 8 October 2015, before being presented at the Integrated Joint Board (IJB) Meeting for sign off on 12 October 2015.

Cllr Catriona Bhatia confirmed that as part of the process she and Mrs Pat Alexander will be meeting with the management team to request any further input.

There were no further questions in relation to the report.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the draft Strategic Plan.

6. Governance

6.1 Programme Highlight Report

Mrs Manion gave an overview of the content of the report. She highlighted that the status of the Scheme of Integration is currently “Amber” however is still within the broad national timescales. She also noted that the status of the Strategic Planning Framework is currently “Red”, however with the revised timescale the status has reduced to “Amber” and therefore is well within the broad national timescales.

Mrs Manion confirmed that the report will be redrafted and will be presented at the IJB meeting on 12 October 2015.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** agreed that a revised version of the Programme Highlight Report will be presented at the IJB meeting on 12 October 2015.

6.2 Interim Standing Orders

Ms Manion highlighted the changes to the meeting in terms of the minimum amount of meetings that should take place. The Standing Order now reflects that the IJB shall meet no less than four times per year on the basis that six formal meetings are held.

Mr John Raine felt that it is difficult to combine the standing orders of two organisations and requested clarification of the membership of the board; voting members, non-voting members, others invited to attend. Mr Raine stated that the Standing Order should be clear as to how

the board is constituted as the current explanation could be misleading. Mrs Manion stated that the board constitution can be verified in the legislative requirements.

Mr Raine queried whether members who have pecuniary interests should be asked to leave the meeting rather than there be a restriction on participating in the debate. Mr Robertson believed this to already be the case. Mr Raine felt that this should be clearer in the Standing Orders.

Cllr Davidson noted that it states clearly in the Standing Orders that “every question at a meeting shall be determined by a majority of votes of the members present and who are entitled to vote on the question.” Cllr Davidson queried the outcome if two partner agencies disagree. Mrs Manion explained that this is highlighted in the Integration Scheme. She confirmed that once the Integration Scheme is agreed this point could be added to the Standing Orders.

A discussion ensued relating to the circulation of all IJB, Committee and Sub-Committee papers and whether these should be published seven days prior to the meeting or after the meeting. The meeting agreed that the papers should be published seven days before any given meeting. It was also agreed that members of the IJB should receive a copy of the papers seven days in advance of any given meeting. Cllr Bhatia confirmed that subject to amendments the IJB agree to operate the changes from the point of the meeting.

6.3 Integration Scheme Update

Mrs Manion provided the meeting with a brief update on the development of the Integration Scheme. The first draft was submitted at the end of March 2015 and comments were returned at the end of May 2015. Taking these comments into consideration a redraft was completed at the end of July 2015 and is expected to be available on 21 August 2015. This will be shared with all members outlining draft and highlighting the responses. The IJB and Scottish Borders Council (SBC) have delegated responsibility to two chief executives to agree the scheme.

6.4 Communications Update

Ms Carin Petterson advised the meeting that the Scottish Borders Health and Social Care partnership attended the Border Union Show in July 2015. The purpose of attendance was to gain feedback from the public on what is most important to them. The results indicated that ‘improved support for unpaid carers’ was marked as the most important, followed by 24/7 services and early intervention.

Mrs Elaine Torrence added that as an incentive to provide feedback the public were encouraged to enter a competition with the chance to win an iPad mini. Entrants were asked to list ‘the top tip to improve health and social care services’. Ms Torrence confirmed she would confirm what the top tip was when this information is available.

The meeting discussed the overview of the feedback received at the Border Union Show and it was noted that the location of where the feedback is gained should be taken into consideration when analysing the results. For example; ‘transport links’ was not considered of high importance, however in some areas of the Scottish Borders transport links is an issue.

This feedback was gained at a show where 90% of those attending came by car. Mrs Jane Davidson felt it would be helpful to have information on where and from whom (staff or service users) the contributions were received.

Ms Petterson confirmed that contributors were encouraged to mention any other additions they wanted to add if this was something that was missing from the list.

Ms Petterson stated that a newsletter is under development with a focus on both staff and public engagement and a second draft of the communication plan will be completed.

Ms Petterson confirmed that the IJB have been presented with the new logo for the partnership between SBC and NHS and this has been well received.

More detail at the next phase of consultation to ensure that consumer comments (particularly service users) are extracted.

7. Updates

7.1 Mental Health Service Update

Mr Simon Burt provided the meeting with an overview of the Joint Mental Health Service and noted that the development of the Borders Mental Health Service has been in the process since 2006. The service has a clear focus on the principle that integration aims to improve the service for service users. Mr Burt highlighted the strategic direction of the service, the operational issues and the challenges faced by the service. He also explained the further developments to improve the service.

Dr Cliff Sharpe referred to the separation and re-amalgamation of the Joint Mental Health Service from past to present. He noted that the full integration is underway. Considering this he highlighted the importance that the Joint Integration sets a positive example to frontline staff allowing them to fulfill their roles and responsibilities to meet the needs of the service. Dr Sharp recognised that there are differences in SBC and NHS policies which can cause issues, however highlighted the importance of managing this to be united.

Mrs Manion acknowledged these important points and recognised the need to use the Joint Mental Health Service's experience on integration to inform how development can be informed.

Dr Sharp spoke positively about the Communication Plan and acknowledged the importance that this reflects the views of staff as well as service users.

Cllr Torrence reminded the meeting of the ongoing concern that SBC and NHS use very different IT systems. He added that there are issues which need to be overcome and queried the timescale of when this will be resolved. Mrs Davidson recognised the concerns relating to IT and also noted that SBC and NHS both have separate Human Resources Services.

Cllr Bhatia queried the integration between GP's and the Community Mental Health Teams (CMHT's). Dr Sharp stated that some mental health work is carried out by GP's who only refer a small number of patients to the Mental Health Service. He noted that the CMHT's have

always had positive links with GP's, however it has proven difficult to get GP's to join the partnership due to constraints. Consideration is currently ongoing as to how to include GP's in the partnership.

Cllr Davidson asked about the Borders Mental Health Service budget and whether this is combined or aligned. Dr Sharp confirmed that the budget is aligned.

Tracy Logan left the meeting

Mr Burt noted that as General Manager of the Learning Disability and Mental Health Teams, he is responsible for both SBC and NHS budgets. He said he manages any issues there are and noted that there have been no real issues with this.

Mrs Torrence stated that as well as concerns in terms of separate finances, there is also a concern about processes and procedures and how both services can integrate to provide a good service to the individual needs of the service user. The end result needs to be met with NHS and SBC working together in the confines of what can be done legally and professionally.

Mr Burt recognised the concerns, but stated that once staff buy into the integration they will work together. He added that it is also important that the management team are equally as committed.

Cllr Mitchell acknowledged the current plans of relocating the Mental Health Rehabilitation Ward at East Brig in Galashiels to the Crumhaugh site in Hawick and asked about the progress of this. Dr Sharpe confirmed that there have been constructive discussions with the local residents at the Crumhaugh site. Issues and concerns raised by residents were reasonable and as expected from neighbors of any health facility.

Mrs Carol Gillie stated that the Mental Health Integration has been useful for the IJB to consider, however added that the report is missing outcomes and what the service will deliver going forward.

Cllr Bhatia requested that the Mental Health Integration be considered at a future IJB meeting.

Mrs Manion noted the importance of ensuring that the national outcomes are being met and that progress is being made in the current circumstances. She added that she would also like to see progress that relates to Mental Health Older Adult Services (i.e. dementia patients).

Mr Burt confirmed that the Borders Mental Health Service are developing an operational procedure, working with Isobel Nisbet to ensure that this is effective. He added that there is also a contingency plan in place for this.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the work that had taken place to integration mental health services from a user perspective.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** endorsed the approach toward the strategic development, linked to the work already done and in the context of the new Strategic planning arrangements.

7.2 Integration: The Difference it can make to individuals

Mr Burt presented the meeting with a PowerPoint presentation on Integration and the difference this can make to individuals. Michael's story was shared with the meeting, which demonstrated how an integrated service and good partnership working can support someone with complex needs. The presentation considered what the service had done well and also what the service could have done better for Michael. In addition to this the Learning Disability Dementia Pathway and Post Diagnostic Dementia Pathway was explained to the meeting.

The meeting also saw a presentation relating to the role of Local Citizens Panels within Learning Disability Governance and some case examples of the influence that the Local Citizens Panels has on service users, carers, family members and communities.

Mr Burt invited the IJB to ask any questions about the presentation;

Cllr Torrence queried the assessment plan and whether this is prioritised on staff availability or based on service user needs. He also asked how long an assessment is likely to take. Mr Burt confirmed that the assessment is undertaken by a group of professionals who meet regularly as a group and discuss those being assessed or who have been diagnosed. Risk and vulnerability is considered in terms of the priority of the service user.

Once the service user reaches 40 years old, regular reviews of their care are held regularly and the case is allocated. This can cause some more challenges in terms of capacity and currently there is a Social Work waiting list with service users being allocated in low or high priority. Mr Burt assured that allocations are taking weeks rather than months.

Mrs Jeanette McDairmott asked if there is a single point of contact in place for service users who do not have an allocated Social Worker. Mr Burt confirmed that work is ongoing towards having a named person for each service user. This will be from within the joint team.

Ms Carol Gillie recognised that the presentation indicated what the service could have done better for Michael and felt that the IJB should focus attention on deliverable and measurable outcomes.

Mrs Alexander commented positively on Michael's story and felt this would help people relate to the service. She queried whether Local Area Coordinators would have more involvement in the assessment stage. Mr Burt explained that Local Area Coordinators would get involved if a person was struggling, however did not meet the health need to meet the criteria of referral. The Local Area Coordinators meet the needs of the person early to prevent the situation deteriorating potentially resulting in a drain of resources. The Local Area Coordinator also works with the person in the local area to set up or support them to find local activities to become involved in.

Mrs Torrence recognised that the Citizen's Panel are community led, however felt that the locality approach may be more powerful to support the community to make the changes in

their local area. In addition to this the Citizen's Panel needs investment and the community cannot be expected to provide this themselves. Cllr Bhatia felt the locality approach may work and said she will discuss this at the Tweeddale Access and Assistance Panel.

The chair thanked Mr Burt and Dr Sharpe for attending the meeting.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the presentation.

7.3 Transforming Nursing & Midwifery Roles

Mr David Thomson shared the Transforming Nursing and Midwifery Roles report with the meeting. Mr Thomson noted that part of the national programme, in conjunction with the Scottish Executive places an emphasis on the provision of care in hospitals to home based care, recognising that this places a different demand on nursing staff.

Cllr Torrence recognised the benefits of community care, however queried whether this will increase the number of staff required in communities rather than in hospital. Mr Thomson confirmed that this may result in a transfer of hospital based staff to communities, however noted that he is not in a position to say where and who. He highlighted the importance that there remains the right number of staff to deliver an acute service to the public.

Mr Thomson went on to say that this will be brought together by considering the roles and qualifications of staff to deliver the required care taking into consideration about how health care workers can be supported.

Cllr Frances Renton left the meeting.

A discussion ensued relating to the financial impact of moving resources from a central hospital to communities. The discussion progressed to discuss GP services and how this change would impact the service and the public. .

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the proposal and were assured that NHS Borders was fully engaged with the national work programme.

7.4 Exploring the implications for integration of social work services

Mrs Torrence spoke of the role of the Chief Social Work Officer (CSWO). The CSWO's role covers all social work and social care services and Mrs Torrence confirmed she is responsible for criminal justice services, child and adult protection, MHO services and out of hours social work. Mrs Torrence gave an overview of her report to support the role of the CSWO.

Cllr Mitchell asked about the reporting of critical incidents. Mrs Torrence explained that adult protection and child protection case reviews are brought to the Critical Services Oversight Group (CSOG). In attendance is the Chief Executive of NHS, Chief Superintendent of Police Scotland and the Chief Executive of Scottish Borders Council. Together CSOG identify cases which could have been handled better and are proactive in improving and addressing the issues. Mrs Torrence added that it is also her responsibility to provide this information in an annual report.

A discussion ensued relating to the recommendation of the report. Mrs Torrence agreed to hold a meeting to discuss this and change the working of the recommendation.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the Role of the Chief Social Worker report.

8. Finance

8.1 Monitoring of the Integration Joint Budget 2015/16

Mrs Gillie introduced the Monitoring of the Integration Joint Budget 2015/16 report to the meeting. Mrs Gillie shared that the projected year end expenditure position has been calculated at £146000 against the revised annual budget. She noted that it is still very early in the financial year therefore this sum should be viewed with caution. Mrs Gillie noted that although the overall budget has been increased, the overall prices continue to increase.

Mr Robertson confirmed that if the out turn position continues to the financial year end each department will each be responsible in bringing forward action plans to contain the overspend.

Mr Robertson confirmed that the overspend is as a result of frontline staff services. Cllr David Davidson acknowledged this, however noted that in the future the government will expect a delivery in the service regardless of funding. Mr Robertson advised the IJB to take police on financial decisions.

Mrs Manion noted that in Mr Burt's presentation he made reference to how resources can be shifted to focus on the best outcome. He also recommended planning ahead to ascertain what the issues may be. Mrs Manion acknowledged the difficulty planning ahead, however highlighted the importance of balancing outcomes and numbers with demand and capacity.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted the budget monitoring reports.

8.2 Chief Financial Officer Update

Mrs Manion updated the Health & Social Care Integration Joint Board on progress being made towards the appointment of a Chief Financial Officer. Mr Robertson confirmed that he and Mrs Gillie have reached an agreement and the draft will be discussed with Mrs Manion and both Chief Executives. There are elements of the size and remit of the role to be resolved. The vacancy will then be graded and then advertised.

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** will be notified on the process towards the appointment of a Chief Financial Officer once a decision has been made.

9. Any Other Business

The **HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD** noted there was no other business.

10. Date and Time of next meeting

The Chair confirmed that the next meeting of Health & Social Care Integration Joint Board would take place on Monday 12 October 2015 at 2.00pm in the Council Chamber, Scottish Borders Council.

The meeting concluded at 4:20pm