



Shetland Islands Council

18 February 2015

Chair's Report – Special Development Committee – 16 December 2014

Report No. SIC-0218-DV-49

Dissolution of the Shetland Development Trust - Authorised Signatory

1.0 Summary

- 1.1 The purpose of this report is to advise the Council of the action taken following a recommendation from Development Committee, in relation to the requirement for a further Director to be appointed to Camvo 88 Ltd., to substitute in the absence of Cllr A Cooper, to authorise documentation during the winding up of the Shetland Development Trust (SDT).

2.0 Decision Required

- 2.1 That the Council **RESOLVE** to **NOTE**:

- 2.1.1 the recommendation from Development Committee in relation to a substitute Director to be appointed to authorise documentation during the winding up of the Shetland Development Trust; and, and the subsequent action taken by the Chief Executive to implement that recommendation.

3.0 Report

- 3.1 Development Committee, on 16 December 2014, considered the Exempt report "Dissolution of the Shetland Development Trust".
- 3.2 During the discussion, the Chair advised that his extended absence outwith Shetland will coincide with the requirement for authorisation for the winding up of the SDT, and to the proposal that Mr T Smith, as Vice-Chair of the Committee is appointed as a substitute Director of Camvo 88 Ltd. in order to progress the necessary authorisation.
- 3.3 The extract from the minute is as follows:

"The Chair advised that part of the process to wind up the SDT includes the requirement for the Chair of Development Committee, as Director of

Camvo 88 Ltd., to be an authorised signatory. The Chair advised that as he will be out of Shetland in the early part of 2015, Mr T Smith, Vice-Chair of the Committee, should be appointed by the Council as a substitute Director to undertake the necessary authorisation. The Committee concurred”.

- 3.4 In order to meet the required timescales for authorisation of the relevant documents, it has been necessary for the Chief Executive to exercise his powers to authorise the changes at Companies House to enable Mr T Smith to be appointed a Director of Camvo 88 Ltd. with immediate effect.

4.0 Implications

- 4.1 Detailed information concerning the proposals for the Dissolution of the SDT was contained within the report already circulated to Members, including the strategic and resources implications for the Council.
- 4.2 There are no additional implications to be considered by the Council.

For further information please contact:

Mr A Cooper, Chair of Development Committee
29 January 2015

List of Appendices

None

Background documents:

Special Development Committee – 16 December 2014

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4574>

END



Shetland Islands Council

18 February 2015

Chair's Report – Development Committee – 14 January 2015

Report No. SIC-0218-DV-06

Shetland Islands Marine Spatial Plan – Supplementary Guidance

1.0 Summary

- 1.1 The purpose of this report is to consider the recommendation from the Chair of the Development Committee in relation to a report requiring a Council decision.
- 1.2 The Committee considered a report recommending that the Council resolves to adopt the Shetland Islands Marine Spatial Plan (SIMSP) as Supplementary Guidance (SG) to the Local Development Plan (LDP).

2.0 Decision Required

- 2.1 That the Council RESOLVES to adopt the SIMSP as Supplementary Guidance and notify Scottish Government of its intention.

3.0 Report

- 3.1 Shetland has been involved in developing the field of marine spatial planning since 2006 resulting in the development of the SIMSP.
- 3.2 The current SIMSP was the subject of a three month public consultation period commencing in January 2014 as part of the process of adoption as Supplementary Guidance. The current version of the SIMSP was developed under the auspices of an Advisory Group and three stakeholder sub-groups covering community, industry and policy interests.
- 3.3 Through the Advisory Group comments received from the consultation were incorporated, where appropriate, into the SIMSP. The Council's Development Plans and Heritage Service has been closely involved in these discussions to ensure the SIMSP and the LDP are consistent with one another in policy terms.

- 3.4 As the final step prior to adoption by the Council the SIMSP requires scrutiny by Scottish Ministers. This will focus on ensuring the principles of good public involvement and a proper connection with national and local planning policy have been achieved.
- 3.5 At Development Committee on 14 January 2015, a request was made for a paper to be prepared to support proposals for local control of the seabed around Shetland.
- 3.6 The Chair will present any further information to the Committee as to the debate or the issues that the Committee considered.

4.0 Implications

- 4.1 Detailed information concerning the proposals was contained within the report already circulated to Members, including the strategic and resources implications for the Council.
- 4.2 There are no additional implications to be considered by the Council, other than those set out in the report.

For further information please contact:

Mr A Cooper, Chair of Development Committee
14 January 2015

List of Appendices

None

Background documents:

Development Committee – 14 January 2015

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4485>

END



Shetland Islands Council

18 February 2015

Strategy for Secondary Education in Shetland – Amendment to Statutory Consultation Timeline

Report No. SIC-0218-CS04

Chair's Report – Education and Families Committee 20 January 2015

1.0 Summary

- 1.1 The purpose of this report is to consider a recommendation from the Chair of the Education and Families Committee in relation to a report requiring a Council decision.
- 1.2 The Committee considered a report recommending to Shetland Islands Council that it agrees a number of recommendations relating to ceasing statutory consultations on proposed school closures, a revised timeline for planned statutory consultations, and the waiving of Hall of Residence fees and associated transport costs.

2.0 Decision Required

2.1 That the Council RESOLVES:

- To cease the current statutory consultation on the options of the proposed closure of Mid Yell Junior High School Secondary Department, or the discontinuation of Secondary 4 education only, does not proceed to publish a consultation report, and that this consultation is carried out in full again at a future date to be agreed;
- To cease the current statutory consultation on the options of the proposed closure of Whalsay School Secondary Department, or the discontinuation of Secondary 4 education only, does not proceed to publish a consultation report, and that this consultation is carried out in full again at a future date to be agreed;
- Not to commence statutory consultation on the options of the proposed closure of Baltasound Junior High School Secondary Department or the discontinuation of Secondary 4 education only, in August 2015, and that this consultation is postponed and starts at a future date to be agreed;

- Not to commence statutory consultation on the options of the proposed closure of Aith Junior High School Secondary Department or the discontinuation of Secondary 4 education only, in October 2015, and that this consultation is postponed and starts at a future date to be agreed;
 - Not to commence statutory consultation on the options of the proposed closure of Sandwick Junior High School Secondary Department or the discontinuation of Secondary 4 education only, in October 2015, and that this consultation is postponed and starts at a future date to be agreed.
- 2.2 Agree that the Director of Children's Services come forward in 2017 with a revised timeline for these planned statutory consultations.
- 2.3 Agree that the Hall of Residence fees and transport fees should be waived from June 2015 for pupils from S3, in order to maintain the integrity of the Strategy for Secondary Education and to facilitate the Shetland Learning Partnership.

3.0 Report

- 3.1 The report recommended that current statutory consultations on the proposed closure of the secondary department or the discontinuation of Secondary 4 provision at Mid Yell Junior High School and Whalsay School cease; and begin again at a future date to be agreed. In addition, that planned future statutory consultations on the proposed closure of the secondary department or the discontinuation of Secondary 4 at Baltasound Junior High School, Aith Junior High School and Sandwick Junior High School are postponed to a future date to be agreed.

The Director of Children's Services advised at the meeting that a revised timeline for consultation would be brought forward in 2017, with the caveat that there may be a need to consider this earlier should the Council's budgetary position change dramatically, and there were further budgetary constraints.

- 3.2 Children's Services considers that at this time, no decision would be taken to make a change to the secondary school estate in Shetland in order to progress the Strategy at a time when the affected communities in Shetland may be more receptive to considering change: when the Shetland Learning Partnership is up and running, and when the new Anderson High School has been built.
- 3.3 One of the recommendations in the report considered by the Education and Families Committee was amended in order to clarify that transport costs should also be waived for pupils wishing to attend the Halls of Residence from S3.

4.0 Implications

- 4.1 Detailed information concerning the proposals are contained within the report already circulated to Members, including the strategic and resources implications for the Council.

- 4.2 There are no additional implications to be considered by the Council, other than those set out in the report.

For further information please contact:

Vaila Wishart, Chair of Education and Families Committee
21 January 2015

List of Appendices

None

Background documents:

Report No. CS-04-F

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4474>

END



Shetland Islands Council

18 February 2015

Secondary School Comparison Project

Report No. SIC-0218-CS01

Chair's Report – Education and Families Committee 20 January 2015

1.0 Summary

- 1.1 The purpose of this report is to consider a recommendation from the Chair of the Education and Families Committee in relation to a report requiring a Council decision.
- 1.2 The Committee considered a report presenting the findings and recommendations of the School Comparison Project, and seeking approval to explore further each of the recommendations.

2.0 Decision Required

That Shetland Islands Council RESOLVE to:

- 2.1 Note the content of the Secondary School Comparison Project Report.
- 2.2 Agree that the five recommendations detailed below are further explored.

Recommendation 1: Set out clear priorities and actions at local authority level for improving further on Shetland's very strong overall attainment record in line with Audit Scotland's 2014 '*School education*' recommendations.

Recommendation 2: Carry out a review of promoted posts and management structures in Shetland's school estate.

Recommendation 3: Carry out a further review of secondary teaching posts with a view to identifying further opportunities to share teaching staff.

Recommendation 4: Review other aspects of secondary provision to make secondary education more efficient and sustainable, including:

- Examining the scale of subjects to choose from in all our schools as part of personalisation and choice in Secondary 3 and for qualifications from Secondary 4 to Secondary 6;
- The organisation of classes, including possible composites in Secondary 1 and 2 in junior high settings where pupil numbers

allow, clarity on viable class-sizes in general and consider the delivery of Higher and Advanced Higher courses in the same class in Brae High School;

- The use of ICT to support online and distance learning where appropriate;
- The opportunity for young people to move to other schools to access subjects as part of their learning programmes by looking at removing transport costs and hostel fees for pupils from Secondary 3;
- Examine further the cost per pupil and pupil/teacher ratios in all of Shetland's secondary schools / departments.

Recommendation 5: Review the local authority's approaches to quality assurance in schools as part of a wider review of Children's Services, Schools and Quality Improvement Staffing.

- 2.3 Agree that the Director of Children's Services will appoint a Lead Officer to take forward each of the five recommendations.
- 2.4 Agree that further reports on each of the recommendations will be presented to Education and Families Committee by September 2015.

3.0 Report

- 3.1 The Secondary School Comparison Project Report (Appendix A) outlines the key findings emerging from the comparative data gathered as part of the Secondary School Comparison Project.
- 3.2 The Secondary School Comparison Project Report also makes reference to the current budget situation for the Children's Services Directorate and the significant financial challenges that lie ahead between 2016 and 2020.
- 3.3 Recent cost per pupil figures are included in the Secondary School Comparison Report, which underlines that real progress has been made in reducing Shetland's comparative costs for secondary education over the last two years. This work has resulted in a 13% reduction in the average cost per secondary pupil and represents a combination of real savings, and costs within the Local Finance Return being moved elsewhere.
- 3.4 The report recommended the five recommendations outlined above for further exploration at this stage for moving forward from this comparative study.
- 3.5 Elements of the fourth recommendation are already agreed Council policy as part of the Shetland Learning Partnership's development of a common curriculum structure. The Council is asked to support a study into the feasibility and capacity of offering free hostel accommodation and transport costs for pupils from Secondary 3 onwards, who wish to study at another school, to support their learning programmes.

- 3.6 The School Comparison Project focused on secondary provision. However, as Junior High Schools have primary and nursery departments, it is therefore suggested that the second recommendation also includes a review of management and promoted post structures across the Shetland school estate.
- 3.7 It is proposed that a Lead Officer is appointed to take forward each of the five recommendations with further reports presented to the Education and Families Committee by September 2015 following discussions with school management teams, teaching staff, the LNCT, teaching unions and parent and pupil councils.

4.0 Implications

- 4.1 Detailed information concerning the proposals are contained within the report already circulated to Members, including the strategic and resources implications for the Council.
- 4.2 There are no additional implications to be considered by the Council, other than those set out in the report.

For further information please contact:

Vaila Wishart, Chair of Education and Families Committee
21 January 2015

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Secondary School Comparison Project Report

<http://www.shetland.gov.uk/coins/viewDoc.asp?c=e%97%9Dd%8Fm%7C%88>

Background documents:

Report No. CS-04-F

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4474>

END



Shetland Islands Council

18 February 2015

Get It Right for Children and Young People in Shetland: Integrated Children's Services Plan 2014-2017

Report No. SIC-0218-CS05

Chair's Report – Education and Families Committee 20 January 2015

1.0 Summary

- 1.1 The purpose of this report is to consider a recommendation from the Chair of the Education and Families Committee in relation to a report requiring a Council decision.
- 1.2 The Committee considered a report presenting Shetland's Integrated Children's Services Plan which has been developed by the Integrated Children and Young People's Strategic Planning Group (ICYPSPG), supported by extensive engagement through the Children's Forum, who will take forward delivery and service improvement.
- 1.3 The Plan focuses on key priorities within the Single Outcome Agreement 2014 and brings together more detailed work on themes such as Child Protection, Looked After Children, Shetland's Parenting Strategy, and supports the implementation of the Children and Young People's Act 2014.

2.0 Decision Required

That Shetland Islands Council RESOLVE to:

- 2.1 Approve the Integrated Children's Services Plan 2014-2017, including the priorities and action plan to be monitored and managed by the Education and Families Committee.

3.0 Report

- 3.1 Shetland's Integrated Children's Services Plan 2014-2017 aims to help deliver one of the key priorities within the Single Outcome Agreement 2014: "Shetland is the best place for children and young people to grow up".
- 3.2 Key actions in the first year of the plan are:
 - To further implement Getting It Right for Every Child (GIRFEC) in Shetland, with monitoring and evaluation that improves our

understanding of outcomes and the impact of services on children's wellbeing. This includes:

- exploring electronic systems to support staff working with GIRFEC
- using the Barnado's Outcomes Framework in all Child's Plans.

- To extend the learning from the Early Years Collaborative to make improvements to services and to the experience of children and families.
- To better identify vulnerable children and young people, to improve access to services for those with greatest need, and to tackle inequalities.
- To develop our skills and capacity for self-evaluation so that we continue to learn and develop in terms of quality and effectiveness of service delivery and planning, including using the experience and findings of the forthcoming Children's Services Inspection.

3.3 In addition, there are specific indicators relating to the following outcomes: safe, healthy, achieving, nurtured, active, respected, responsible and included. Progress on implementation of the plan will be monitored by the Planning Group reporting through the Single Outcome Agreement 2014, and on health issues through the Shetland Health Board's Performance Report.

4.0 Implications

- 4.1 Detailed information concerning the proposals are contained within the report already circulated to Members, including the strategic and resources implications for the Council.
- 4.2 There are no additional implications to be considered by the Council, other than those set out in the report.

For further information please contact:

Vaila Wishart, Chair of Education and Families Committee
21 January 2015

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Integrated Children's Services Plan 2014-17

<http://www.shetland.gov.uk/coins/viewDoc.asp?c=e%97%9Dd%8Fmz%8F>

Background documents:

Report No. CS-05-F

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4474>

END



Shetland Islands Council

18 February 2015

Chair's Report – Policy and Resources Committee – 9 February 2015

Health and Social Care Integration – Update Report

Report No. SIC-0218-CRP02

1.0 Summary

- 1.1 The purpose of this report is to consider the recommendation from the Chair of Policy and Resources Committee, in relation to a report requiring a Council decision.
- 1.2 The Committee considered a report from the Social Services Committee, which presented information regarding the development of the Integration Scheme and the Strategic (Commissioning) Plan 2015-2018 as part of the Health and Social Care Integration Transition Programme established to implement the Public Bodies (Joint Working) (Scotland) Act 2014 in Shetland.
- 1.3 Following the Social Services Committee, additional background documents have been circulated to Members, which included consultation responses received on the draft Integration Scheme.

2.0 Decision Required

- 2.1 That the Council **RESOLVES** to adopt the recommendation from Policy and Resources Committee, namely to adopt the Integration Scheme and Strategic Plan, and in line with the recommendation of Policy and Resources Committee in regard to the further consultation responses received, that the Council further **RESOLVES** to adopt the following additions and changes to the Integration scheme:
 - That one staff representative of the Council and one staff representative of the Health Board are added to the list of co-opted non-voting members on the Integrated Joint Board (IJB).
 - That the first Chair of the IJB will be from the Council and the Vice-Chair will be from the Health Board; that the initial term of office for the Chair and Vice-Chair will be from the establishment of the IJB up to 31 March 2017; and, that the Chair and Vice-Chair roles will rotate every 3 years thereafter.

- That the detail including job titles is removed from the section on Support for Strategic Planning and Corporate Services Support and that the detail is included in the Supplementary Documentation to the Integration Scheme.
- That the revised wording agreed by the NHS Clinical Governance Committee with regard to Clinical and Care Governance should be included in the Integration Scheme and that the detail of these arrangements will be in the Supplementary Documentation.
- That subject to any subsequent change to the budget allocation from Scottish Government, the budget allocation for the IJB will be agreed by the Parties by the end of the calendar year prior to each new financial year due to start the following April; and
- That the entry regarding Allied Health Professionals should be changed to include the list of services specified by the Executive Manager – Occupational Therapy.

3.0 Report

- 3.1 The report concluded by stating that the Council and the Shetland NHS Board must prepare an Integration Scheme for the body corporate model of integration and submit this to the Scottish Government before 1st April 2015. A draft Integration Scheme has been prepared and views sought from a wide range of stakeholders. Approval of the Integration Scheme is sought whereby this deadline will be met and any gap between the demise of the CHP and the establishment of the Integration Joint Board of the Body Corporate will be minimised.
- 3.2 A draft Strategic (Commissioning) Plan has also been prepared in line with guidance published by the Scottish Government and is presented for approval following discussion with stakeholders. The Strategic Plan includes all plans for health care services for the Shetland population as well as those services that will be integrated under the Act. The Strategic Plan is for 2015-18, which is a year ahead of the requirement set by the Scottish Government.
- 3.3 Copies of the report have been previously circulated or can be accessed via the Council's website at the link shown below, or by contacting Committee Services.
- 3.4 The Chair will present any further information to the Council as to the debate or issues that the Committee considered.

4.0 Implications

- 4.1 Detailed information concerning the proposals was contained within the report already circulated to Members, including the strategic and resources implications for the Council.
- 4.2 Shetland NHS Board met on 10 February 2015 to discuss these matters and it is expected that the Council will receive formal intimation which can be shared with Members before or after the meeting.

For further information please contact:

Mr G Robinson, Chair of Policy and Resources Committee
11 February 2015

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None

Background documents:

Social Services Committee – 29 January 2015

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4337>

Policy and Resources Committee – 9 February 2015

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4528>

END



Shetland Islands Council

18 February 2015

Chairs' Report – Policy and Resources Committee – 9 February 2015
Shetland Islands Health and Social Care Partnership – Chief Financial Officer
Report No. SIC-0218-CRP01

1.0 Summary

- 1.1 The purpose of this report is to consider the recommendation from the Chair of Policy and Resources Committee, in relation to a report requiring a Council decision.
- 1.2 The Committee considered a report from the Social Services Committee, which presented proposals to include the role of Chief Financial Officer of the body corporate in an existing post within the Health Board.

2.0 Decision Required

- 2.1 That the Council **RESOLVES** to adopt the recommendation from the Policy and Resources Committee, namely to SUPPORT the proposals in the report.

3.0 Report

- 3.1 The report concluded by stating that the Council and the Board must prepare an Integration Scheme for the body corporate model of integration and submit this to the Scottish Government before 1st April 2015. The draft Integration Scheme includes information regarding the financial governance arrangements required to support the new integration model which will be a body corporate.
- 3.2 The body corporate is required to appoint its own Chief Financial Officer and maintain its own accounts. The most appropriate and efficient way to do this in Shetland would be to include the role of Chief Financial Officer for the body corporate in an existing post given that the number of transactions will be small and existing resources can continue to be used to prepare the accounts and budget monitoring reports for the IJB with support from the Local Partnership Finance Team. It was further noted that Internal Audit services for the IJB would be provided by the Council's Internal Audit function.

- 3.3 Copies of the report have been previously circulated or can be accessed via the Council's website at the link shown below, or by contacting Committee Services.
- 3.4 The Chair will present any further information to the Council as to the debate or issues that the Committee considered.

4.0 Implications

- 4.1 Detailed information concerning the proposals was contained within the report already circulated to Members, including the strategic and resources implications for the Council.
- 4.2 There are no additional implications to be considered by the Council.

For further information please contact:

Mr G Robinson, Chair of Policy and Resources Committee

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None

Background documents:

Social Services Committee – 29 January 2015

<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=17076>

Policy and Resources Committee – 9 February 2015

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4528>

END



Shetland Islands Council

18 February 2015

Chair's Report – Policy and Resources Committee – 9 February 2015

SDS Implementation Update

Report No. SIC-0218-CC02

1.0 Summary

- 1.1 The purpose of this report is to consider the recommendation from the Chair of Policy and Resources Committee, in relation to a report requiring a Council decision.
- 1.2 The Committee considered a report from the Social Services Committee, which provided information to Members in relation to progress since implementation of the Social Care (Self-Directed Support)(Scotland) Act 2013, and sought approval of a Self-Directed Support Policy.

2.0 Decision Required

- 2.1 That the Council **RESOLVES** to adopt the recommendation from the Policy and Resources Committee, namely to approve the Self-Directed Support Policy.

3.0 Report

- 3.1 The report concluded by stating that the implementation of the Social Care (Self-directed Support) (Scotland) Act 2013 has gone well locally with all people being assessed as eligible for support being offered the four options of Self-directed Support. The most popular choice remains local authority support. Staff and partners have received some training and this will continue. Local procedures have been updated and a policy is attached with the recommendation to recommend approval to Council.
- 3.2 Copies of the report have been previously circulated or can be accessed via the Council's website at the link shown below, or by contacting Committee Services.
- 3.3 The Chair will present any further information to the Council as to the debate or issues that the Committee considered.

4.0 Implications

4.1 Detailed information concerning the proposals was contained within the report already circulated to Members, including the strategic and resources implications for the Council.

4.2 There are no additional implications to be considered by the Council.

For further information please contact:

Mr G Robinson, Chair of Policy and Resources Committee

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None

Background documents:

Social Services Committee – 29 January 2015

<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=17126>

Policy and Resources Committee – 9 February 2015

<http://www.shetland.gov.uk/coins/Agenda.asp?meetingid=4528>

END

**Shetland Islands Council****18 February 2015****Shetland Health and Social Care Partnership (SH&SCP) 2015
Integration Joint Board (IJB) Membership, Roles & Responsibilities****CRP-04-15-F****Director of Corporate Services****1.0 Summary**

- 1.1 This paper sets out the current position with regard to the decisions already taken by Shetland Islands Council (the Council), Shetland NHS Board (the Health Board) and their proper committees; the Council's Social Services Committee and the Community Health Partnership (CHP) Committee, with regard to the IJB and the further decisions that are required to:
- 1) Complete the Integration Scheme for Shetland's Health and Social Care Partnership body corporate model of integration for formal submission by the Parties (the Council and the Health Board) to the Scottish Government for approval; and
 - 2) Appoint a Member of the Council from among those already nominated to be the Council's members of the IJB with voting rights to be the Chair/Vice-Chair of the IJB when it is established.

2.0 Decision Required

That the Council:

- 2.1 APPROVE the proposal that the first chair of the IJB will be from the Council;
- 2.2 AGREE that the first term of office for the chair will be from the establishment of the IJB through to 31 March 2017 and that at that time the role of Chair will pass to the NHS. Thereafter the rotation of Chair and Vice-Chair will be in accordance with the terms set out in the final approved Integration Scheme for the SH&SCP; and

- 2.3 APPOINT a Member of the Council from among those already nominated to be the Council's members of the IJB with voting rights to be the Chair/Vice-Chair of the IJB when it is established.

3.0 Detail

Background

- 3.1 The following paragraphs are taken from the Draft Integration Scheme version 5.1 which was presented to the Council's Social Services Committee and the CHP Committee at a concurrent meeting of the two Committees on Thursday 29 January 2015.
The Committees approved version 5.1 for recommendation to the Council and the Health Board (Min Ref SS 01/15).

"2. Local Governance Arrangements

Having regard to the requirements contained in the Integration Scheme Regulations, the Parties require to supply the detail of the voting membership, the chair and vice chair of the Integration Joint Board (IJB). The IJB, and the Parties will have to communicate with each other and interact in order to contribute to the Outcomes, however the IJB does have distinct legal personality and the consequent autonomy to manage itself. There is no role for either Party to independently sanction or veto decisions of the IJB.

The Integration Joint Board (IJB)

- *Voting Members*
Three Elected Members of the Council and
Three Non-Executive Directors of the Board
- *Co-opted Non-voting Members*
 - *The Joint Accountable Officer as chief officer for the Body Corporate*
 - *Senior clinicians including a GP, a consultant working in the acute sector locally and a senior nurse*
 - *The Council's Chief Social Work Officer*
 - *A patient/service user representative*
 - *A carers' representative*
 - *A representative of the third sector.*
- *Chair and Vice-chair*
An Elected Member of the Council will be nominated for the role of Chair / Vice-chair by the Council and be from among their number on the IJB.
A Non-Executive Member of the Health Board will be nominated for the role of Chair / Vice-chair by the Health Board and be one of the three Non-Executive Health Board Members on the IJB.
The first Chair of the IJB will be from the ?????????? and the Vice-chair will be from the ??????????.
- *Terms of Office*

- *All appointments including the appointment of the Chair and Vice-chair will be reviewed every 3 years or as required when a position becomes vacant for any reason.*
- *The Chair and Vice-chair roles will rotate every 3 years. The Elected Members of the Council on the IJB will be nominated by the Council following each local government election as part of the process of appointing the office bearers of the Council and at any subsequent review of the office bearer appointments. The Non-Executive Board Members on the IJB will be nominated by the Health Board following the end of the four year appointment of each Non-Executive Member on the Health Board and at any subsequent review.”¹*

- 3.2 Members of the Committees were advised that the latest version had taken on board comments received from the Scottish Government, in particular that much of the detail included in the earlier version approved by the Council and the Health Board for consultation purposes had now been removed and transferred to the Integration Scheme Supplementary Documentation. There were also some minor changes to the wording of some sections.
- 3.3 The Director of Corporate Services advised the Committees that on accessing the Council’s website on 29 January, she had been able to see the previous version, version 4. It appears that this was a delay affecting anyone searching for the document through a web browser and that the web links provided to stakeholders including Community Councils would provide access to the latest version, version 5.1. Version 4 has now been deleted and should no longer be accessible on the internet. The main differences between the two versions are with regard to the level of detail that is required to be in the Integration Scheme by the Scottish Government as described in paragraph 3.2 above and some minor changes to wording.
- 3.4 There was however, a material change with regard to the nomination and appointment of the members of the Integration Joint Board (IJB). There is also a requirement to state in the Scheme whether the first Chair of the IJB would be from the Council or the Health Board. A proposal in this regard had not been included in the consultation draft.

Voting Members of the IJB; Chair and Vice-Chair appointments

- 3.5 We have been advised that the Parties (the Council and the Health Board) are required, “....to supply the detail of the voting membership, the Chair and Vice Chair of the Integration Joint Board (IJB).” This includes the appointment of the Member of the Council and the Member of the Health Board who will be the Chair/Vice-Chair of the IJB.

¹ Shetland Health and Social Care Partnership 2015 Integration Scheme
http://www.shetland.gov.uk/Health_Social_Care_Integration/default.asp

- 3.6 The Council at a meeting on 5 November 2014 agreed that councillors Cecil Smith, Gary Cleaver and Billy Fox would be the Council's voting members on the IJB (Min Ref. SIC 79/14). The Health Board similarly agreed three non-executive Board members for the IJB at their meeting on 16 December 2014.
The NHS Board members for the IJB are Keith Massey, Marjorie Williamson and Catriona Waddington.
- 3.7 The voting members of the IJB appointed by the Parties are now invited to the meetings of the Health and Social Care Integration (H&SCI) Steering Group and briefing sessions are being planned for the voting members as part of the induction process for the IJB.
- 3.8 In line with the advice from the Scottish Government, the Council and the Health Board are also required to nominate a Chair/Vice-Chair from among their members on the IJB. This report seeks a decision of the Council in that regard.
- 3.9 The Health Board will similarly seek a decision on their nomination of one of their members on the IJB who will be either Chair/Vice-Chair once the IJB has been established.
- 3.10 We are required to state in the Integration Scheme whether the first Chair of the IJB will be from the Council or from the Health Board. Following discussions with colleagues in the Health Board, it is proposed that the first Chair will be from the Council and that in light of the local government elections due in May 2017 that the first term of office for the Chair will be from the establishment of the IJB up to 31 March 2017. Thereafter the rotation of the Chair and Vice-Chair would be in line with the arrangements set out in the Integration Scheme. Approval of the Integration Scheme is the subject of a Chair's report on today's agenda.
- 3.11 When undertaking the business of the IJB, the voting members must act in accordance with the interests and objectives of the IJB.

Non voting members of the IJB

- 3.12 Progress with regard to the appointment of the co-opted non-voting members of the IJB is summarised in the table below however the IJB must make these appointments for itself once it is established.

Role	Current Position
Joint Accountable Officer for Shetland's Health & Social Care Partnership and Chief Officer reporting to the IJB	This role is specified in the job profile of the Director of Community Health and Social Care and the current post holder was appointed on that basis.
Senior clinicians including a GP, a consultant working in the acute sector locally and a senior nurse	There have been no specific nominations made in this regard. NHS Shetland will expect to agree

	these through internal mechanisms.
The Council's Chief Social Work Officer (CSWO)	This is one of the Council's proper officers and whoever holds this appointment in the Council must be on the IJB. The CSWO currently attends CHP Committee.
A patient/service user representative	The Council and the Health Board agreed this should be a representative of the Public Partnership Forum (PPF). The chair of the PPF has been nominated by the PPF and currently attends meetings of the CHP Committee.
A carers' representative	The Council and the Health Board agreed this should be the representative from the Carers' Link Group who currently attends meetings of the CHP Committee.
A representative of the third sector	The Council and the Health Board agreed this should be the representative of Voluntary Action Shetland (VAS) who is currently a member of the CHP Committee.
A Staff Representative for each of the Parties	The NHS Staff representative will be nominated by the Area Partnership Forum. The Council will seek a nomination from Employees Joint Consultative Committee.

- 3.13 The role of the non-voting members of the IJB is essentially an advisory and representative one. They are required to advise the IJB with regard to the interests and objectives of the IJB on behalf of the group they represent.
- 3.14 Individual non-voting members may have other responsibilities that are an integral part of the business of the Health and Social Care Partnership. For example, VAS are the Third Sector Link Organisation recognised by the Scottish Government who are required to sign off the plans for the Integrating Care Fund on behalf of the Third Sector in Shetland. This responsibility does not transfer to the wider IJB membership. Similarly the CSWO remains accountable to the Council for all social work matters as one of the Council's proper officers.

The IJB

- 3.15 The IJB is the governing body of the Health and Social Care Partnership under the body corporate model of integration in terms of the Public Bodies (Joint Working) (Scotland) Act 2014 (the Act).
- 3.16 The Council and the Health Board retain accountability for their respective functions and statutory duties.
The Council and the Health Board each specify and agree jointly:-
- The functions that are delegated to the Body Corporate;
 - The budget allocated for those functions; and
 - The required performance levels.
- The detail is set out in the Integration Scheme and Strategic (Commissioning) Plan and the governance arrangements are summarised in the diagrams attached in the Appendices to this report.
- 3.17 The IJB is responsible for:-
- Developing, consulting on and finalising the Strategic (Commissioning) Plan through a Strategic Planning Group (however the Council and the Health Board can agree to require the IJB to rewrite/change the Strategic Plan in order to ensure that it fulfils the functions of the two statutory agencies);
 - Establishing Locality Planning Groups and any Themed Strategy Groups, e.g. mental health, to inform the Strategic Plan;
 - Commissioning integrated services from the Council and the Health Board; under the body corporate model all staff remain employees of either the Council or the Health Board;
 - Performance against national outcome measures, national and local performance targets; and
 - Reporting performance to the Council and the Health Board.

IJB Finance

- 3.18 The IJB must maintain its own set of accounts and have its own Audit Committee (see Appendix 2). The IJB must also appoint an officer responsible for finance for the Health and Social Care Partnership. This person will remain an employee of either the Council or the Health Board.
- 3.19 There will be a small number of transactions in the SH&SCP accounts and it is proposed that the role of chief financial officer reporting to the IJB is incorporated into an existing post within NHS Shetland's Finance Department. This is the subject of a separate report on today's agenda.

IJB Human Resources and Organisational Development (HR&OD)

- 3.20 The HR and OD arrangements are set out in the Integration Scheme and Supplementary Documentation and are summarised in a diagram attached in Appendix 3. These arrangements are well established having evolved over a number of years to support joint health and social care service delivery initially under the Joint Future initiative and latterly through Shetland's Community Health Partnership.

IJB Clinical and Care Governance

- 3.21 The IJB is responsible for directing service delivery from the Council and the Health Board in order to deliver the outcomes as set out in the Strategic (Commissioning) Plan. Consequently, the clinical and care governance arrangements are ultimately the responsibility of the Council and the Health Board as the two statutory agencies will continue to be responsible for operational service delivery.
- 3.22 Services provided directly by the Council and the Health Board will continue to be registered by the statutory agencies with national bodies such as the Care Inspectorate. Staff who provide or purchase services included in the integrated arrangements will continue in the employment of the Council or the Health Board reporting to the Joint Accountable Officer who will in turn be accountable to the Chief Executives of the Council and the Health Board for all aspects of service delivery. This is summarised in a diagram at Appendix 4.
- 3.23 The Council and the Health Board will establish a joint Clinical and Care Governance Committee that will ensure there is appropriate assurance for the Parties on the standards of care provided. This committee will also be available to provide advice and information for the IJB as necessary and required (see diagram in Appendix 5).

4. Implications

Strategic

4.1 Delivery on corporate priorities

Implementation of health and social care integration will contribute to achieving the following outcomes in the Shetland's Single Outcome Agreement (SOA):

"We have tackled inequalities by ensuring the needs of the most vulnerable and hard to reach groups are identified and met, and that services are targeted at those most in need.";

"People are supported to be active and independent throughout adulthood and in older age"; and

"We live longer healthier lives".

4.2 Community and Stakeholder Issues

Members of the Social Services Committee and CHP Committee; representatives of the third sector, carers and staff have been able to comment and advise of their views on the proposals for the body corporate through regular meetings and through workshops.

The Draft Integration Scheme and Draft Strategic Plan have been circulated for consultation with stakeholders before approval is sought from the Council and the Health Board.

4.3 Policy and Delegated Authority

The authority for the nomination and appointment of Elected Members to positions on external bodies and decisions with regard to the Integration Scheme for the body corporate model under the terms of

the Act lies with the Council and therefore this report requires decisions of the Council.

4.4 Risk Management

The main risks associated with this report are failure to support and agree the Integration Scheme and Strategic Plan which would delay service developments and work on the integration of health and social care.

4.5 Equalities, Health and Human Rights

The proposals in this report support the responsibilities of the Council with regard to equalities, health and human rights.

4.6 Environmental Issues

None.

Resources

4.7 Financial

There are no financial implications arising directly from this report. Shetland has received specific funding of £66,140 to support the implementation of the Act. This is being used to fund additional CHP projects manager resource, some additional capacity in the NHS finance team locally, work on localities and to cover the expenses of attending national events on integration.

4.8 Legal

The proposals in this report are compatible with the legislation on health and social care integration, the regulations as published to date and draft guidance.

4.9 Human Resources

The Joint Staff Forum will discuss any matters that affect staff as the work to implement the Act is developed further.

4.10 Assets and Property

There are no implications for assets and property arising directly from this report.

5.0 Conclusions

5.1 Drafts of the Integration Scheme and the Strategic (Commissioning) Plan for SH&SCP, which will be established as a body corporate under the terms of the Act, have been recommended by the Council's Social Services Committee and the CHP Committee for approval by the Council and the Health Board respectively. This is the subject of a separate report on today's agenda.

5.2 This report summarises the current situation with regard to the membership, roles and responsibilities of the IJB and seeks decisions of the Council with regard to the first appointment of a Member of the Council for the role of Chair/Vice-Chair of the IJB and regarding the

first term of office as these decisions are required in order to complete the Integration Scheme before it is submitted to the Scottish Government.

- 5.3 Approval by the Council and the Health Board of the Integration Scheme and the Strategic (Commissioning) Plan in February 2015 would mean that Shetland would be in a position to establish the new integrated model for health and social care early in 2015/16 minimising the need for any interim arrangements.
- 5.4 The Council's Social Services Committee and the CHP Committee can continue to meet concurrently during any interim period reporting to the Council and the Health Board respectively although from 1 April 2015, the CHP Committee would no longer have a formal status in law as under the terms of the Act, the legislation pertaining to the establishment of community health partnerships as sub-committees of NHS boards will be removed from the statute book.

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11 February 2015

Appendices

- Appendix 1 – Shetland Health and Social Care Partnership Planning Arrangements
- Appendix 2 - Shetland Health and Social Care Partnership Audit Arrangements
- Appendix 3 - Shetland Health and Social Care Partnership HR&OD Arrangements
- Appendix 4 - Shetland Health and Social Care Partnership Governance and Service Delivery Arrangements
- Appendix 5 - Shetland Health and Social Care Partnership Clinical and Care Governance Arrangements

Background Documents

Draft Integration Scheme V 5.1
http://www.shetland.gov.uk/Health_Social_Care_Integration/default.asp

Draft Joint Strategic (Commissioning) Plan
http://www.shetland.gov.uk/Health_Social_Care_Integration/default.asp

END

Shetland Health and Social Care Partnership Planning Model April 2015

The Council and the Health Board retain accountability for their respective functions and statutory duties.

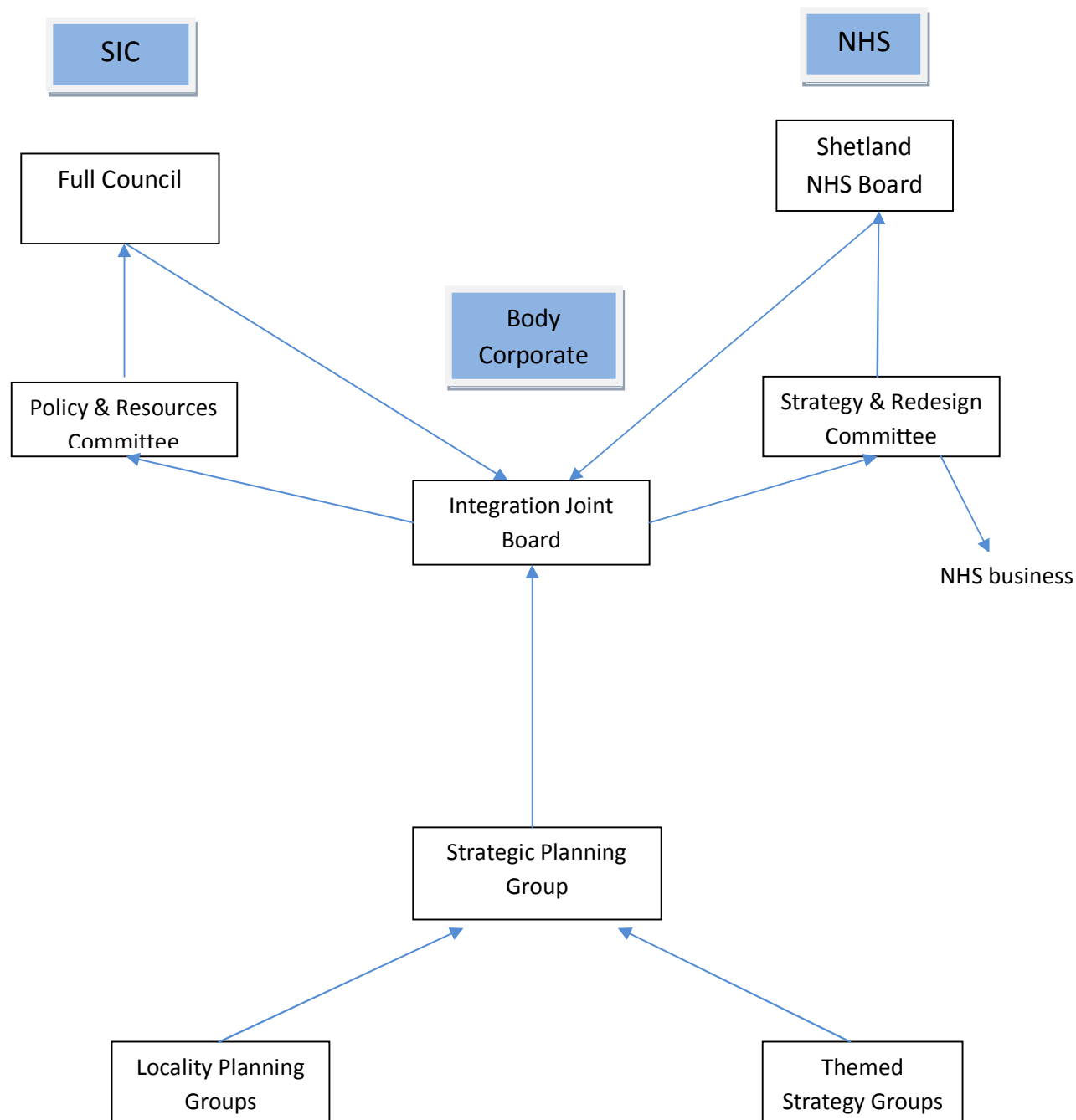
The Council and the Board each specify and agree jointly:-

- The functions that are delegated to the Body Corporate
- The budget allocated for those functions
- The required performance levels.

The Integration Joint Board of the Body Corporate reports performance to the Council and the Board.

The Body Corporate has responsibility for:-

- The appointment of the Joint Accountable Officer and an officer responsible for finance for the Body Corporate
- Developing, consulting on and finalising the Strategic (Commissioning) Plan through a Strategic Planning Group
- Establishing Locality Planning Groups and Themed Strategy Groups, e.g. mental health, to inform the Strategic Plan
- Commissioning integrated services through the Council and the Board
- Service delivery through the Joint Accountable Officer
- Performance against national outcome measures, national and local performance targets – to Scottish Govt as well as to parent bodies and IJB.



CF 5 January 2015

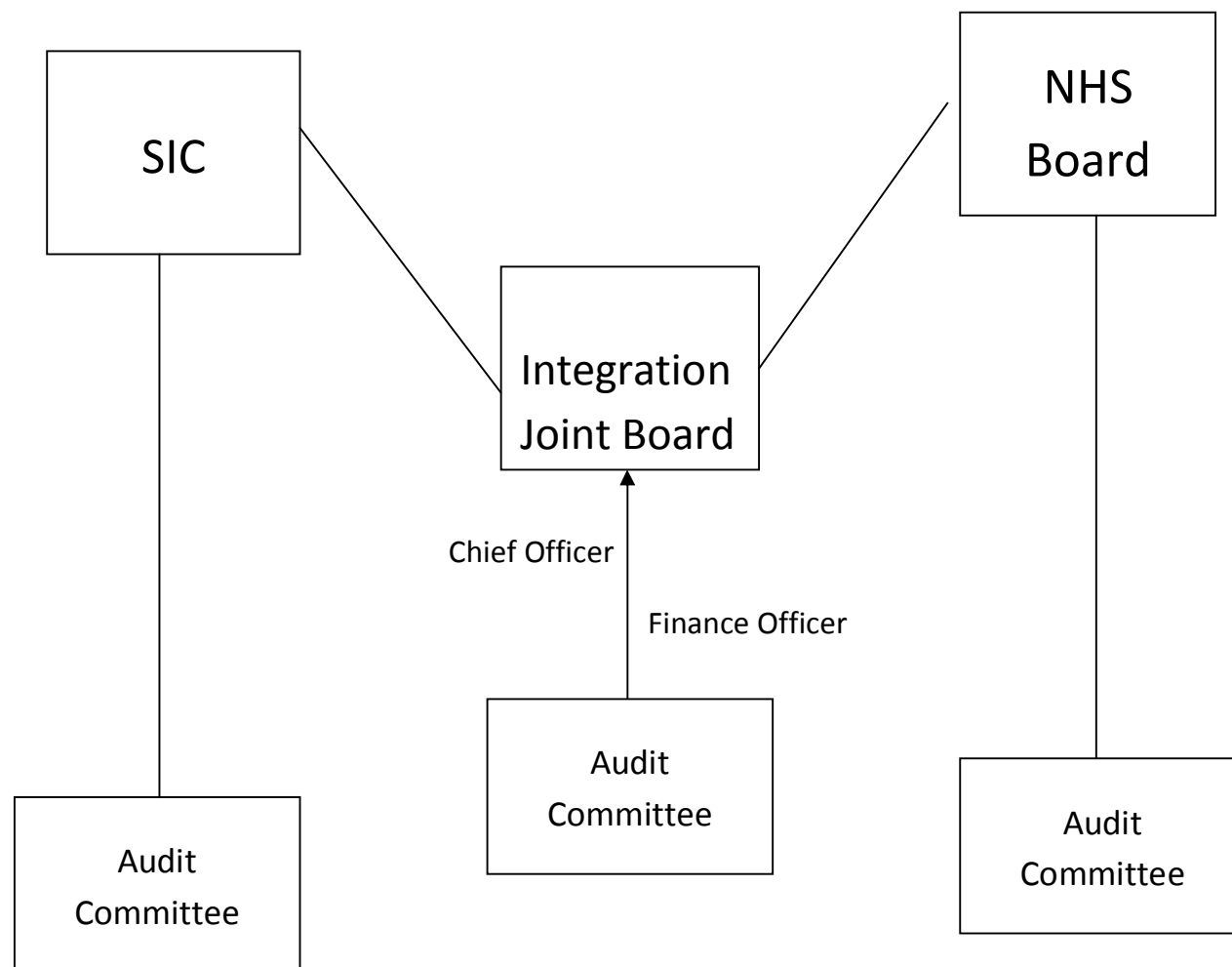
Governance Structures

Audit

Shetland Health and Social Care Partnership Governance Audit Model April 2015

The Body corporate will have a separate set of Annual Accounts prepared by its Finance Officer.

SIC and NHS audit responsibilities will remain across the range of each organisation's business, so NHS business will continue to be audited by NHS auditors, some of which will sit within integrated services. Audit activity on integrated services business will be reported to the IJB through its Audit Committee. Audit activity undertaken directly for the IJB will be minimal, since the majority of finance process and governance will be undertaken by the Local Authority or NHS for their respective managed services.



Shetland Health and Social Care
Partnership
Staff Governance Model
April 2015

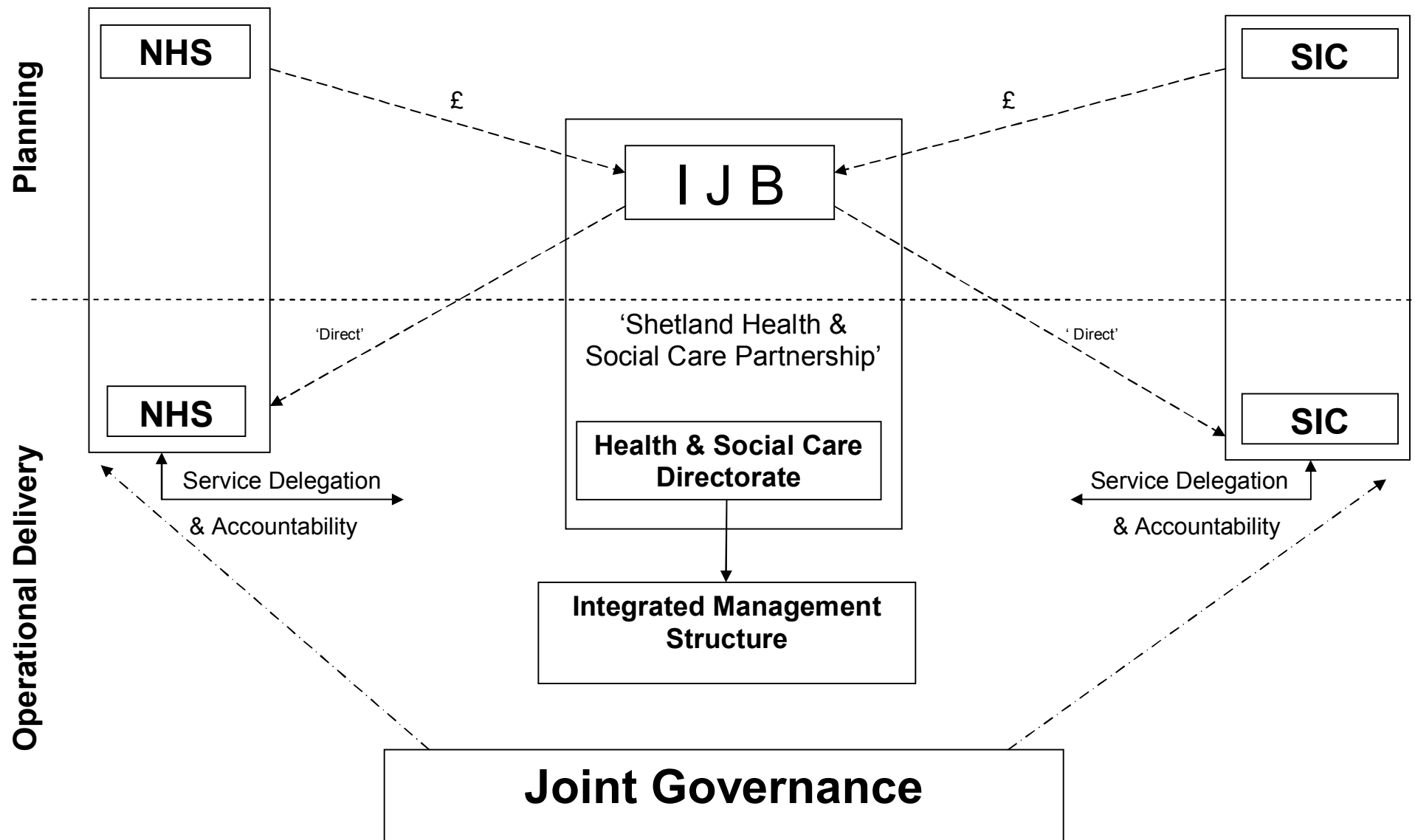
Joint Staff Forum reporting to IJB.

Where possible both organisations develop joint business through the joint arrangements including eg Joint Training Plan, developing joint / common policies & procedures, engaging and consulting staff on service change etc.

Where possible both organisations develop joint business through the joint arrangements including eg Joint Training Plan, developing joint / common policies & procedures, engaging and consulting staff on service change etc.

Staff





Shetland Health and Social Care
Partnership Clinical & Care Governance
Model April 2015

Single Clinical & Care Governance Committee will deal with both NHS & LA care governance business. Further detail to be described through the Integration Scheme supporting documentation on:

- supporting arrangements for work of Committee & care / clinical governance activity
- links to arrangements within Local Authority eg Council Complaints Review Committee process, care governance within Children's Services.

The Clinical & Care Governance Committee has delegated responsibility from NHS for assurance and scrutiny of clinical governance matters, and would fulfil the same function for SIC integrated services. It would report to the IJB to inform integrated (joint) commissioning, planning & procurement.

Governance Structures

Clinical & Care

