



## MINUTE - PUBLIC

<b>Meeting</b>	Integration Joint Board
<b>Date, Time and Place</b>	Thursday 4 February 2016 at 10 a.m. Council Chamber, Town Hall, Lerwick, Shetland
<b>Present [Members]</b>	<p><u>Voting Members</u> G Cleaver B Fox K Massey C Smith <i>[Chair]</i> C Waddington <i>[Vice-Chair]</i></p> <p><u>Non-voting Members</u> S Bokor-Ingram, Chief Officer K Williamson, Chief Financial Officer S Beer, Carers Representative S Gens, SIC Staff Representative H Massie, Patient/Service User Representative J Unsworth, Senior Consultant: Local Acute Sector E Watson, NHS Chief Nurse Community and ACF</p>
<b>In attendance [Observers/Advisers]</b>	<p>C Ferguson, Director of Corporate Services SIC J Riise, Executive Manager – Governance and Law SIC C Marsland, Director of Finance NHS S Duncan, Financial Accountant SIC C Anderson, Senior Communications Officer SIC L Adamson, Committee Officer SIC <i>[note taker]</i></p>
<b>Apologies</b>	<p><u>Voting Members</u> M Williamson</p> <p><u>Non-voting Members</u> C Hughson, Voluntary Sector Representative S Bowie, Senior Clinician – GP I Sandilands, NHS Staff Representative</p> <p><u>Observers/Advisers</u> R Roberts, Chief Executive NHS</p>
<b>Chairperson</b>	Mr C Smith, Chair of the Integration Joint Board, presided.

<b>Declarations of Interest</b>	None.
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<b>01/16</b>	<b>Confirm minutes of meeting held on 20 November 2015</b>
	The IJB approved the minutes of the meeting held on 20 November 2015 on the motion of Mr B Fox, seconded by Mr G Cleaver.

<b>02/16</b>	<b>2016/17 Budget</b>
<b>Report No. CC-09-16-F</b>	<p>The IJB considered a report which allowed for understanding on funding and the controllable budget proposals for the services within their remit.</p> <p>The IJB Chief Financial Officer summarised the main terms of the report, informing on the total funding allocation, the anticipated cost of service delivery and the shortfall in funding at this time of £1,861m in the health part of the budget. He advised that a recommendation is required from the IJB in regard to the IJB budget, for reporting to the Council meeting on 10 February and the NHS Board on 16 February and that the final budget will be reported to the IJB on 29 February, aligning to the Joint Strategic Commissioning Plan 2016-19. He also advised on the due diligence work being undertaken that will give assurance that the budgets are sufficient to meet the Strategic Plan and confirmed that a Recovery Plan will be required to detail how the gap in funding will be addressed.</p> <p>During the discussion, the Members were reminded on the legal requirement for the IJB to comment on the budget proposals, prior to the Council and NHS setting their budgets.</p> <p>In response to comments relating to intentional rather than unintentional vacancies and the impact in that regard on staff morale, retention of staff and service provision, it was advised that while the Council budget has a savings target of £166k efforts will be made to fill all vacancies as fast as possible.</p> <p>Dr Waddington advised of her concern that as the IJB is responsible for some of the most vulnerable people in Shetland, and with a growing population, there are difficult choices to make to balance the budget at this stage with further issues in terms of long-term redesign in the years ahead. In regard to the process, the Director of Corporate Services SIC advised on the importance for Members of the IJB, and in particular the advisory Members, to consider and express their views before the budgets are set and on the potential issues for the Strategic Plan. She confirmed that the views and resolution from the IJB will be reported to Council on 10 February, with a similar report to the NHS Board on 16 February.</p> <p>During the discussion Members advised on their difficulty to make comments on the budgets at this time, until clarity is provided in the Recovery Plan. The Chief Officer acknowledged the challenges being faced in regard to the timing of the</p>

	<p>announcements on funding, however he said that the report as presented provides a good indication of the funding allocations, but said that some clarity was still needed on government allocations. He advised on the progress being made on the Recovery Plan, but with the uncertainty there is still detail to work through on how the savings will be apportioned. He confirmed that the Recovery Plan will be presented to the IJB on 29 February.</p> <p>During the discussion, Mr G Cleaver outlined his concern relating to the constraints faced by IJBs to strive to correspond budget allocations to the Strategic Plans, and on his desire to make representation to the Scottish Government in that regard. He advised also on the need for a detailed Recovery Plan to set out internal efficiency savings and what will be a change or reduction in the delivery of services. The Chief Officer advised that as much detail will be included in the Recovery Plan as is possible at this time, where at this time there will be more detail on some schemes than others.</p> <p>In response to a question, the Director of Corporate Services informed on the various avenues where the IJB could put forward concerns to the Scottish Government in regard to funding allocations and budget alignment.</p> <p>Mr Cleaver moved that the IJB approve recommendations 5.1 and 5.2 in the report, with an additional recommendation 5.3, namely, “to request that the Chief Officer drafts a communication to the Scottish Government, to express the IJB’s concern on the current non-alignment of budgeting and the undue pressure on decision making at a local level, for consideration and approval by the IJB at its meeting on 29 February”. Mr K Massey seconded.</p> <p>The Chair moved that a detailed and robust Recovery Plan is presented to the IJB on 29 February. In receiving the support of his seconder, Mr Cleaver agreed to include the request from the Chair into his motion.</p>
<b>Decision</b>	<p>The IJB:</p> <ul style="list-style-type: none"> <li>• Supported and recommended the proposals with regard to the IJB budget allocations for 2016/17 as set out in the report; and</li> <li>• Noted the information with regard to the due diligence work undertaken to date and that further reports will be presented to the IJB Audit Committee in this regard, and</li> <li>• Requested that the Chief Officer drafts a communication to the Scottish Government, to express the IJB’s concern on the current non-alignment of budgeting and the undue pressure on decision making at a local level, for</li> </ul>

	<p>consideration and approval by the IJB at its meeting on 29 February, and</p> <ul style="list-style-type: none"> <li>Requested that a detailed and robust Recovery Plan is presented to the IJB on 29 February 2016.</li> </ul>
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<b>03/16</b>	<b>Joint Strategic Commissioning Plan 2016-19</b>
<b>Report No. CC-06-16-F</b>	<p>The Board considered a report which presented the draft Joint Strategic Commissioning Plan for 2016/19 for approval.</p> <p>In introducing the report, the Director of Public Health advised Members that the IJB's approval is sought on the Plan on the understanding and expectation that the Plan will develop and change, for presentation for subsequent approval by the IJB in line with future budget and service changes.</p> <p>The Director of Public Health reported on the discussion at the first meeting of the Strategic Planning Group (SPG), in regard to areas for development for the next and subsequent years. These would include a joint commissioning and procurement strategy, a transparent options appraisal process, a market facilitation plan and further development of locality planning. She advised on the SPG's discussion around the need for improved engagement with stakeholders at an early stage, and to strengthen certain areas, for example carers support, where she advised that further guidance will be included. The Director of Public Health said that a range of responses have been received on the draft Plan during the consultation process, and confirmed that these responses have been sent to the relevant Managers.</p> <p>The Director of Public Health said that she would also welcome any comments on the structure and presentation of the Plan, to make it a user friendly living document that is useful to the IJB.</p> <p>During the discussion, Ms Beer made reference to the discussion at the SPG, and suggested the inclusion of a section in the Plan specific to Carers.</p> <p>In response to a question the Director of Public Health explained that the Market Facilitation Plan would address any gaps in services, with the emphasis to share best practice, where funding should be part of the core Plan.</p> <p>In responding to questions from Mr Cleaver in regard to localities working, the Director of Public Health advised on the governance issues relating to engagement with communities with the aim to make services more responsive to local needs.</p> <p>Mr K Massey commented that he had found the 2015/16 Plan a very useful document. He acknowledged however, that in going forward the Plan will become more complex due to the 3<sup>rd</sup> sector</p>

	<p>involvement and that all sectors are to be consulted from the bottom up. He said that the 2016-19 Plan should be as concise a document as is possible, with links to all relevant documents.</p> <p>During the discussion, the Director of Public Health reported on the proposals to give focus to localities and involve users, carers and organisations to engage with the Strategic Planning Group. In response to questions, the Director of Public Health advised on the intention to avoid duplication of work and effort, where possible, however she commented on the importance that information, ideas and good practices are shared. As it develops, the Plan will present Shetland wide services and also include a section from each of the locality areas. The Chief Officer confirmed the intention not to duplicate layers and effort, but to strengthen the role of Community Councils and other existing community networks that currently work well.</p> <p>In regard to the structure of the Plan, Dr Waddington made comment on the challenges moving forward particularly on the Strategic issues that have come about because of the IJB.</p> <p>During the discussion, Mr H Massie informed the IJB of his concern regarding the lack of a substitute patient/service user representation to attend general meetings. He added however that he hoped the localities meetings would strengthen public engagement from a patient and service users' perspective.</p> <p>In response to a request for clarity, the Director of Public Health advised that a group with representation from the NHS and Council have been tasked to find opportunities for joint working and savings on property and capital projects. She confirmed also that, as the Plan is developed further, detail will be included in the Estates and Facilities section, providing information on the Council's Estates. The Director of Corporate Service reminded Members that decisions relating to capital assets remain under the remit of each organisation.</p> <p>The Chief Executive SIC said that while he acknowledged the challenges, the main focus for the coming year is locality management. In that regard, he encouraged Members to ask questions on how properties in localities can be best managed, maintained and condensed, to allow funds to be freed up to be directed at services.</p> <p>In response to comments, the Director of Public Health advised on the work in progress whereby service provision and budgets at a local level will be included in the Plan.</p> <p>On the motion of Mr C Smith, seconded by Mr B Fox, the IJB approved the recommendation in the report.</p>
<b>Decision</b>	<p>The IJB approved the draft Joint Strategic Commissioning Plan for 2016-19, recognising that in light of the evolving financial position a revised plan will be developed and be brought back to</p>

	the IJB for further consideration.
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<b>04/16</b>	<b>IJB Business Programme 2016/17</b>
<b>Report No. IJB-1516-Dates</b>	<p>The Board considered a report which informed of the planned business to be presented to the IJB over the financial year to 31 March 2017 and sought discussion in regard to any changes or additions required to that Programme.</p> <p>The Executive Manager – Governance and Law introduced the report.</p> <p>Mr K Massey advised that he had some issues with the timing of the Audit Committee meetings, which he would submit separately by email.</p> <p>The IJB approved the recommendation contained in the report on the motion of Mr C Smith, seconded by Mr G Cleaver.</p>
<b>Decision</b>	The IJB considered its planned business for the financial year to 31 March 2017 and RESOLVED to approve the Business Programme, as amended.

**On the motion of Mr C Smith, seconded by Mr B Fox, the IJB resolved, in terms of the IJB Standing Orders for Meetings, to exclude the public from this meeting during consideration of the following item of business, on the grounds that it is likely that, if the public were present, there would be disclosure of exempt information as defined in paragraph 6 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.**

<b>05/16</b>	<b>Service Redesign Update</b>
	<p>The IJB considered a report by the Director of Corporate Services.</p> <p>The Director of Corporate Services summarised the main terms of the report, and provided updates on a number of matters.</p> <p>Mr C Smith moved that the IJB approve the recommendations as set out in the report. Mr G Cleaver seconded.</p>
<b>Decision</b>	The IJB approved the recommendations as set out in the report.

The meeting concluded at 12.25pm.

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CHAIR

