

MINUTES – PUBLIC

Meeting	Integration Joint Board (IJB)
Date, Time and Place	Thursday 25 May 2017 at 2pm Bressay Room, NHS Shetland (NHSS) Headquarters, Montfield, Burgh Road, Lerwick, Shetland
Present [Members]	<p><u>Voting Members</u> E Macdonald T Morton E Watson M Williamson <i>[Chair]</i> A Duncan</p> <p><u>Non-voting Members</u> S Beer, Carers Link Group S Bokor-Ingram, Chief Officer C Hughson, Third Sector Representative M Nicolson, Chief Social Work Officer I Sandilands, NHS Staff Representative K Williamson, Chief Financial Officer</p>
In attendance [Observers/Advisers]	J Best, Solicitor, SIC C Ferguson, Director of Corporate Services, SIC B Kerr, Communications Officer, SIC J Riise, Executive Manager – Governance and Law, SIC R Roberts, Chief Executive, NHS L Malcolmson, Committee Officer, SIC <i>[note taker]</i>
Apologies	<p><u>Voting Members</u> M Burgess</p> <p><u>Non-voting Members</u> S Bowie, Senior Clinician – GP K Carolan, Senior Clinician – Senior Nurse J Unsworth, Senior Consultant: Local Acute Sector</p> <p><u>Observers/Advisers</u> M Boden, Chief Executive, SIC</p>
Chairperson	Mrs Williamson, Chair of the Integration Joint Board, presided.
Declarations of Interest	None.
Minutes of Previous Meetings	<p>The minutes of the meeting held on 10 March 2017 were confirmed, with the exception of the following:</p> <p>Item 13/17 – last paragraph, Ms Beer said that she had asked if the posts would be advertised through the job centre and was told she would be given an answer. The Director of Community Health and Social Care advised that he would follow up on this</p>

	question after the meeting.
20/17	Appointments to IJB Committees
Report No. GL-28-17-F	<p>The IJB considered a report by the Executive Manager – Governance and Law – SIC which presented the appointments required to ensure the membership of the IJB and its committees are maintained, following the Local Authority ordinary elections on 4 May 2017.</p> <p>The Executive Manager – Governance and Law introduced the report. Having noted the content of the report and the decisions required, the IJB made the following nominations:</p> <p>Chair of the IJB Audit Committee, Emma Macdonald.</p> <p>Vice-Chair of the IJB Audit Committee, Tom Morton.</p> <p>Member of the IJB Audit Committee, Mark Burgess, in absentia.</p> <p>Ms Macdonald and Mr Morton both accepted their nominations.</p> <p>The Chair expressed her concern at being a Member of the IJB Audit Committee whilst holding the position as Chair of the IJB, and said that she would take advice.</p> <p>During discussion it was noted that in Appendix 1 headed “Integration Joint Board - Members and Advisors”, “Lead Nurse” should be changed to read “Senior Clinician – Senior Nurse”.</p> <p>It was also noted that that a comma is required when referring to the “Clinical, Care and Professional Governance Committee. A request was made that the membership of the Clinical, Care and Professional Governance Committee be reviewed, in the term of this Committee, to ensure that there is a balance between the NHS and SIC representation.</p>
Decision	<p>The Integration Joint Board:</p> <ul style="list-style-type: none"> • Noted the SIC Councillor appointments made to the IJB, and the full membership list as stated in Appendix 1. • Appointed Emma Macdonald, as Chair of the IJB Audit Committee; • Appointed Tom Morton, as Vice-Chair of the IJB Audit Committee; • Appointed Mark Burgess as a member of the IJB Audit Committee; and • noted the position with regard to appointments on the Clinical, Care and Professional Governance Committee and

	the Joint Staff Forum.
21/17	Decision Making Structures
Report No. CC-23-17-F	<p>The IJB considered a report by the Head of Planning and Modernisation – NHS, that set out for Members the IJB's Decision Making Structures.</p> <p>The Director of Community Health and Social Care introduced the report and highlighted that permission was being sought for the Strategic Planning Group to revise its remit.</p> <p>During discussions the Director of Corporate Services provided more explanation behind the decision making process for Community Health and Social Care Service in terms of making recommendations to Policy and Resources Committee of the Council.</p> <p>The Director of Corporate Services was also asked for an explanation on the difference between an instruction and a direction from the IJB. She informed the IJB that there was significance given in the Public Bodies Joint Working Act around terminology to be used by the IJB and confirmed that in this regard the IJB needed to be clear when directions are being made. The Chief Executive, NHS said that it was important that all Members are understanding of this requirement and suggested that some time be spent working through examples in order that everyone is clear on what is required rather than trying to establish an understanding during debate at a meeting. The Director of Community Health and Social Care agreed and said that if this could be included within the induction seminars he would do so otherwise another session may be required.</p> <p>The IJB agreed the terms of the report.</p>
Decision	<p>The Integration Joint Board:</p> <ul style="list-style-type: none"> • noted that there are robust governance arrangements in place to support the IJB in reaching good decisions, through its five connected groups and committees; • noted that NHS Shetland is currently carrying out an exercise to review its decision making arrangements in line with national best practice; • noted that Shetland Islands Council is carrying out a specific review of the arrangements in place for consultation and engagement with staff; and • approved the request from the Strategic Planning Group to revisit their Terms of Reference to better clarify its role and purpose, especially with regard to involvement in strategic change management projects. • agreed to support an Organisational development approach to continuously improving the governance arrangements of the IJB, Shetland Island Council and NHS Shetland, to

	ensure effective interface to meet the needs of the Shetland community
22/17	Managing Strategic Risks
Report No. CC-22-17-F	<p>The IJB considered a report by the Head of Planning and Modernisation – NHS, that presented the IJB’s strategic risks that form part of the Shetland Islands Health and Social Care Partnership’s Joint Strategic Commissioning Plan.</p> <p>The Director of Community Health and Social Care introduced the report and drew attention to the decision required at paragraph 1.1(d) of the report and suggested that the IJB may wish to hold a seminar or delegate authority to officers to bring forward proposals on the level of risks that the IJB is willing to carry.</p> <p>During consideration support was expressed for a seminar to be held and a suggestion was made by the Director of Corporate Services-SIC, that the IJB consider having this process externally facilitated by Zurich who hold seminars on Risk Management and Partnership working. Caution was expressed however that there had already been a resignation from a non-voting member due to the amount of work and number of meetings to attend and in agreeing with these comments the Chair suggested that, as a starting point, an additional column be added to the appendix to collate the views of Members and take, from that feedback, items that would form part of a seminar. It was agreed that this would be discussed with the author of the report. It was also suggested that information be provided in advance of a seminar to make best use of the time when together, acknowledging that the use of an external facilitator may provide focus to discussions.</p> <p>The IJB agreed the terms of the report.</p>
Decision	<p>The Integration Joint Board:</p> <ul style="list-style-type: none"> • Approved the revised Strategic Risk Register, following the recent approval of the Strategic Commissioning Plan • Approved the assessment of ‘current risk’ to reflect the control and mitigation measures which are in place • Noted the future actions which might help to further mitigate the level of risk carried by the IJB • Determined, and made arrangements to determine at a future date, the level of risk which the IJB is willing to carry by setting ‘target risks’ for each of the strategic risks.
23/17	Annual Business Programme and Meeting Dates 2017
Report No. CC-21-17-F	The IJB considered a report by the Head of Planning and Modernisation – NHS, which presented the Annual Business Programme and Meeting Dates 2017 for approval.

	<p>The Director of Community Health and Social Care introduced the report.</p> <p>Discussion took place regarding the suitability of the dates for new Members and it was acknowledged that any changes to the diary was likely to have an impact on a larger number of attendees, and Members were reminded that the option of substitutions was available to them. It was noted therefore that this year's dates would remain as set out in the appendices with the opportunity available to Members to discuss the next year's diary at the end of this year.</p> <p>Attention was drawn to the length of time between the stages of the decision making process and it was highlighted that any recommendations from the Joint Staff Forum in June, could only then be considered by the IJB in December. It was agreed that this would be brought to the attention of the Head of Planning and Modernisation.</p> <p>The IJB were further advised that due to the number of items on the agenda for June, consideration would be given to moving some items to the August meeting, where possible.</p> <p>The IJB agreed the terms of the report.</p>
Decision	<p>The Integration Joint Board (IJB):</p> <ul style="list-style-type: none"> • Approved the Annual Business Programme • Approved the meeting dates for 2017.

The meeting concluded at 3.05pm.

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Chair