

MINUTES – PUBLIC

Meeting	Integration Joint Board (IJB)
Date, Time and Place	Wednesday 6 September 2017 at 10.00am Bressay Room, NHS Shetland (NHSS) Headquarters, Montfield, Burgh Road, Lerwick, Shetland
Present [Members]	<p><u>Voting Members</u> Natasha Cornick Allison Duncan Catherine Hughson [<i>substitute for Mark Burgess</i>] Emma Macdonald Shona Manson Marjory Williamson [<i>Chair</i>]</p> <p><u>Non-voting Members</u> Sue Beer, Carers Link Group and Third Sector Representative Simon Bokor-Ingram, Chief Officer/Director of Community Health and Social Care Susanne Gens, Staff Representative Edna Watson, Senior Clinician – Senior Nurse Karl Williamson, Chief Financial Officer</p>
In attendance [Observers/Advisers]	Mark Boden, Chief Executive, SIC Ralph Roberts, Chief Executive, NHS Jan Riise, Executive Manager – Governance and Law, SIC Jo Robinson, Executive Manager - Occupational Therapy & AHPs, SIC Clare Scott, Executive Manager – Adult Services, Community Health and Social Care, SIC Hazel Sutherland, Head of Planning and Modernisation, NHS Hazel Tait, Team Leader – Finance, SIC Shelley Humphray, Senior Assistant Accountant, SIC Colin Manson, Project Manager – Health and Social Care, SIC Bob Kerr, Communications Officer, SIC Leisel Malcolmson, Committee Officer, SIC [<i>note taker</i>]
Apologies	<p><u>Voting Members</u> M Burgess</p> <p><u>Non-voting Members</u> I Sandilands, NHS Staff Representative</p> <p><u>Observers/Advisers</u> J Best, Solicitor, SIC</p>
Chairperson	Mrs Williamson, Chair of the Integration Joint Board, presided. The Chair welcomed the two new voting Members to the IJB, Natasha Cornick and Shona Manson, from the NHS Board.

	<p>An update was provided on the vacancies on the IJB, namely the Public Health representative and the Senior Clinical Local Acute Sector.</p> <p>Feedback had been received and a suggestion made that some meetings be held outside the central area and this will be taken on board.</p> <p>The Chair advised that the order of the agenda would be changed with items 2 and 8 being presented first.</p>
Declarations of Interest	Mr Duncan declared an interest as a Director of Voluntary Action Shetland (VAS) as there is mention of VAS throughout the agenda.
Minutes of Previous Meetings	The minutes of the meeting held on (i) 23 June 2017 was approved on the motion of Mr Duncan, seconded by Ms Watson; and (ii) 13 July 2017 was approved on the motion of Mr Duncan, seconded by Ms Macdonald.
37/17	Financial Monitoring Report to 30 June 2017
Report No. CC-44-17-F	<p>The IJB considered a report by the Chief Financial Officer that presented the 2017/18 Management Accounts for the period to 30 June 2017.</p> <p>The Chief Financial Officer introduced the main terms of the report.</p> <p>The Vice-Chair advised that he had spoken on two separate occasions to the Minister for Transport and the Islands and the Minister for Public Health and Sport and it had been confirmed that there will not be additional funding made available for the services in Shetland. He also advised that it was not just Shetland that was affected but that the IJB's and Local Authorities in other areas were also affected. He said that with the difficulty of attracting GPs to remote areas there was the additional cost of using locum doctors which, he said, was not sustainable into the future. He said that the Government's decision will be catastrophic for Shetland.</p> <p>Officers responded to a number of specific financial questions and advised that there had been no announcement from the Scottish Government for a pay uplift specifically but should there pay cap to be removed it would mean an additional cost pressure for both the Council and the Health Board which in reality would mean finding more savings to fund any pay increases. The IJB were advised that in terms of pensions, the Shetland Islands Council are fully aware of the pressures that would be coming but not on actual costs therefore rather than place a burden on services it made a contingency therefore there will be no burden on the IJB.</p>

	Members discussed in more detail the UK wide problem of recruiting GPs and were advised of the ongoing work in primary care to use Nurse Practitioners in certain areas as well as redesign endeavours in multi disciplinary teams. Members acknowledged the challenges involved and that all partners needed to consider what can be provided to provide a good health care system and that it was not just for the Officers to resolve.
Decision	The IJB NOTED the 2017/18 Management Accounts for the period to 30 th June 2017.
<p>On the motion of Mrs Williamson, seconded by Mr Duncan 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 1 and 6 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.</p> <p><i>(Members of the press left the meeting)</i></p>	
38/17	Bridging the Funding Gap for 2017/18 – Update
	<p>The IJB considered a report by the Chief Officer that presented progress on finding savings to meet the financial gap remaining for 2017/18 and proposals for future savings.</p> <p>The Chief Officer introduced the report</p> <p>Following considerable discussion, Ms Cornick moved that the IJB approve recommendations 1.1-1.4 taking note that the figure at 1.2(d) be amended and agreed that delegated authority be granted to the Chief Officer, taking advice from relevant officers including the Chief Financial Officer, to issue directions from the IJB, in consultation with the Chair.</p> <p>Ms Manson seconded the motion.</p>
Decision	The IJB approve recommendations 1.1-1.4 taking note that the figure at 1.2(d) be amended and agreed that delegated authority be granted to the Chief Officer, taking advice from relevant officers including the Chief Financial Officer, to issue directions from the IJB, in consultation with the Chair.
<p><i>(Mr Boden left the meeting)</i></p> <p><i>(11.35 – 11.45am. Following a ten minute recess, Members of the press returned to the meeting)</i></p>	
39/17	Shetland Islands Health and Social Care Partnership Quarterly Performance Overview, April – June 2017

**Report No.
CC-41-17-F**

The IJB considered a report by the Head of Planning and Modernisation – NHS that presented the Shetland Islands Health and Social Care Partnership Quarterly Performance Overview, April – June 2017.

The Head of Planning and Modernisation introduced the report and sought feedback on the new format and content of the report.

During discussion suggestions were made for additional information to be added to the report, namely: under the North Isles Outcomes that unpaid carers be included in the models; that Sickness reporting include information relating to NHS figures as a comparator; anticipated timescales/end dates for projects to be included.

Reference was made to an earlier offer by the Director of Corporate Services for a Risk Register facilitated workshop session and it was agreed that this would be followed up.

Concern was expressed following recent indications that customers are not able to get their preferred care home location and a request was made for a breakdown of each request and care home figures. Following discussions around the use of agency staff and the need to be more flexible in the use of staff between care homes and the community, whilst operating at a safe level, it was agreed that the Chief Officer would look into this further. Feedback would be provided to Members on the position in terms of vacant care home beds and whether there are customers who are not in their preferred location as a result of insufficient staff resources.

Further discussion included the costs of responding to Freedom of Information requests and the Executive Manager – Governance and Law, SIC, advised that this was a statutory obligation that has to be complied with and resources have to be applied. He advised that his service reports to Corporate Management Team, SIC, on whether the response times are adequate, which continue to be above average. The Executive Manager – Governance and Law advised that Officers are looking into the cost of records management and that information can be shared when complete. He said that it is important to improve records management which in turn will keep the associated costs down.

In response to an observation made on the role of the IJB and why it is necessary to have an overview of all elements and not just the integrated services as the strategic commissioning body, the Chief Officer explained that this had been a question from the start. He said that although some of the detail is presented on an operational level to the NHS Board this is the only opportunity some Members have to consider that. He said that there is duplication in order to package matters together so that they can be considered in the round. This raised a question on why the Council no longer has a Social Services

	<p>Committee to consider operational detail for the SIC run services and it was noted that the reinstatement of that Committee would be a matter for the Council and not the IJB.</p> <p>It was agreed that the Risk Register facilitated workshop session mentioned earlier should also be combined with an away day/workshop session to provide an overview of the IJB's role.</p>
Decision	The IJB NOTED the content of the report.
40/17	Reserves Policy
Report No. CC-43-17-F	<p>The IJB considered a report by the Chief Financial Officer that presented the Reserves Policy that would confirm the agreement between partners in regards to the carry forward of funds from one year to another and avoid any potential disputes arising.</p> <p>The Chief Financial Officer introduced the report and in response to a question, on whether the policy should contain an investment strategy, he explained that the IJB doesn't hold cash reserves so cannot invest the funds to increase revenue. The cash sits with the NHS and SIC and is managed under their own standing financial instructions.</p> <p>The IJB approved the recommendations to approve the IJB Reserves Policy, on the motion of Ms Cornick, seconded by Mr Duncan.</p>
Decision	The IJB APPROVED the Integration Joint Board Reserves Policy.
41/17	Shetland's Autism Spectrum Disorder Strategy 2016 – 2021: Action Plan Update
Report No. CC-38-17-F	<p>The IJB considered a report by the Executive Manager - Adult Services, Community Health & Social Care that presented the Shetland's Autism Spectrum Disorder Strategy 2016-2021: Action Plan Update.</p> <p>The Executive Manager – Adult Services, Community Health and Social Care introduced the report and was complemented on the readable report and on the considerable amount of work that had been achieved in a short space of time.</p> <p>In responding to questions, the Executive Manager – Adult Services, Community Health and Social Care confirmed that the “Forward Directions Service” would be transferred to the new Eric Gray Centre building and explained that it supports young people transitioning from school, and largely supports young adults with autism. She also advised that this service works closely with other community groups and is an important service</p>

	<p>with increasing demand.</p> <p>In response to a comment on the number of staff who had completed the online Autism Spectrum Disorder Basic Awareness training it was agreed that consideration would be given to whether this particular Brightwave training can also be provided to NHS staff.</p> <p>The IJB unanimously approved the recommendations contained in the report.</p>
Decision	<p>The Integration Joint Board (IJB) NOTED progress made in taking forward Shetland's Autism Spectrum Disorder Strategy 2016 – 2021 Action Plan; and</p> <p>Delegated authority to the Executive Manager - Adult Services, Community Health and Social Care to provide future updates to IJB and Education and Families Committee (E&FC) on an annual basis through the Joint Strategic Commissioning Plan (IJB) and the Children Services Directorate Plan (E&FC).</p>
42/17	A Regional Clinical Strategy and Developing a North of Scotland Regional Delivery Plan (RDP)
Report No. CC-39-17-F	<p>The IJB considered a report by the Head of Planning and Modernisation, NHS that presented A Regional Clinical Strategy and Developing a North of Scotland Regional Delivery Plan (RDP) for approval.</p> <p>The Head of Planning and Modernisation introduced the report and explained how this plan had been developed and the anticipated timescales for completion of a final by March 2018. She added that this plan included the Island factors for Island proofing.</p> <p>During questions, the Head of Planning and Modernisation advised that she could not respond to a political question relating to the rationalisation or centralisation of services. She did however explain the approach taken to preparing this plan, confirming that there was no financial charge apart from staff time. The Head of Planning and Modernisation said that there was much benefit in attending meetings on this matter, including the opportunity to share expertise and learn from others. She said that she does attend meetings by VC where possible but being visible and present at meetings has been good for supporting health care in rural areas.</p> <p>The Head of Planning and Modernisation commented on the philosophy behind the plan, being where it is safe and appropriate people should be cared for as close to home as possible. She gave Skerries as an example where if the technology allows then video conferencing can be used to contact the Gilbert Bain Hospital. She said that this is being promoted locally but the regional approach is no different.</p>

	<p>The Chief Executive, NHS spoke in support of the Head of Planning and Modernisation's responses adding that the IJB needs to see this as real opportunities but cautioned that there are some risks. He said that acute services in Shetland are only sustainable by working with its partners off Island. He said that if patients do need to travel for treatment it may be possible to provide ongoing care locally and in terms of cancer treatment that has been done successfully. The Chief Executive went, on to say that, in the future, looking at the Scottish Governments view that more services should be regional is not a new thing but it is about making it more structured if it needs to be, combined and linked with the Island proofing agenda.</p> <p>The IJB unanimously approved the recommendations contained in the report.</p>
Decision	The IJB approved the approach being taken to prepare the Regional Delivery Plan (RDP) within the North of Scotland.
43/17	Appointments to IJB and IJB Audit Committee
Report No. GL-41-17-F	<p>The IJB considered a report by the Executive Manager – Governance and Law that advised of the recent IJB voting Member appointments and sought appointment to the vacancies on the IJB Audit Committee.</p> <p>On the motion of Ms Williamson, seconded by Mr Duncan, Ms Shona Manson was appointed Vice-Chair of the IJB Audit Committee and Ms Cornick was appointed as Member of the IJB Audit Committee.</p>
Decision	<p>The IJB NOTED the Voting Member appointments made by the NHS Board to the IJB, namely: Natasha Cornick and Shona Manson who will sit alongside the existing NHS member Marjory Williamson; and</p> <p>APPOINTED Shona Manson as the Vice-Chair of the IJB Audit Committee and Natasha Cornick as a Member of the IJB Audit Committee.</p>
44/17	IJB Business Programme 2017
Report No. CC-42-17-F	<p>The IJB considered a report by the Chief Officer that presented the IJB Business Programme for the remainder of 2017.</p> <p>The Chief Officer introduced the report and advised that further reports on "bridging the gap" would be included as required.</p> <p>During discussions concern was expressed in regard to the volume of papers being issued with each agenda and the time required by Members to prepare for the meetings.</p>

	<p>The Chief Officer advised that he would take on board the comments made but that there was a level of detail required, and asked for, but this needed to be provided in a succinct way. It was agreed that consideration would be given to the amount of information provided on each agenda and whether fewer items should be reported and more meetings be arranged.</p> <p>The Chair invited those present to contact her directly with any views on how the IJB might work better.</p>
Decision	The IJB noted the report.

The meeting concluded at 1.05pm.

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Chair