

MINUTES – PUBLIC

Meeting	Integration Joint Board (IJB)
Date, Time and Place	Thursday 21 September 2017 at 10.30am 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 Martha Nicolson, Chief Social Work Officer Ian Sandilands, Staff Representative Edna Watson, Senior Clinician – Senior Nurse Karl Williamson, Chief Financial Officer</p>
In attendance [Observers/Advisers]	Jonathan Belford, Executive Manager – Finance, SIC Jan Riise, Executive Manager – Governance and Law, SIC Clare Scott, Executive Manager – Adult Services, Community Health and Social Care, SIC Hazel Sutherland, Head of Planning and Modernisation, NHS Jo Robinson, Executive Manager - Occupational Therapy & AHPs, SIC Jaine Best, Solicitor, SIC Karlyn Watt, External Auditor, Deloitte Leisel Malcolmson, Committee Officer, SIC [<i>note taker</i>]
Apologies	<p><u>Voting Members</u> M Burgess</p> <p><u>Non-voting Members</u> Mark Boden, Chief Executive, SIC Ralph Roberts, Chief Executive, NHS</p> <p><u>Observers/Advisers</u> None.</p>
Chairperson	<p>Mrs Williamson, Chair of the Integration Joint Board, presided.</p> <p>The Chair advised, by way of an update, that there had been interest shown in the Public Representative advertisement.</p>

	<p>Tribute was paid to Mr Unsworth, following his retirement and thanks was expressed for his contributions on the IJB.</p> <p>Thanks was also expressed to Kathleen Carolan who had temporarily been a non-voting member in the Senior Clinician – Senior nurse position. The Chair said that many of Ms Carolan’s suggestions had been taken on board that were about IJB development.</p> <p>The Chair noted that Mrs Hughson was substituting for Mr Burgess and that Ms Beer would cover two roles as both carer’s representative and third sector representative.</p> <p>The Chair also welcomed Ms Watt, External Auditor, Deloitte.</p>
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Apologies	<p><u>Voting Members</u> M Burgess</p> <p><u>Non-voting Members</u> Mark Boden, Chief Executive, SIC Ralph Roberts, Chief Executive, NHS</p> <p><u>Observers/Advisers</u> None.</p>
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Declarations of Interest	<p>Ms Macdonald declared an interest in item 5 “Commissioned Services” and advised that she would provide more detail at that time.</p>
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45/17	2016/17 Annual Audit Report
Report No. CC-45-17-F	<p>The IJB considered a report by the Chief Financial Officer – NHS, which presented Deloitte’s Annual Audit Report on the 2016/17 Audit.</p> <p>Ms Watt, Deloitte, introduced the report and commented on the key areas contained therein.</p> <p>The Vice-chair thanked Ms Watt for the report and to all staff involved over the past year both in the Council and Deloitte.</p> <p>Officers responded to a number of technical financial questions and concerns were expressed by the Vice-Chair in terms of regionalisation of services.</p> <p>In responding to a question regarding the graph at page 18 of the Appendix, Ms Watt advised that the information related to an example, from Sheffield, in respect of Early Intervention and she agreed to share this information. Caution was however</p>

	urged in terms of comparing case studies as the information may be skewed where the circumstances are not like for like.
Decision	The IJB NOTED the content of the report.

46/17	Final Audited Accounts 2016/17
Report No. CC-46-17-F	<p>The IJB considered a report by the Chief Financial Officer – NHS detailing the audited annual accounts and sought approval for signature by 30 September 2017 with a view to publishing no later than 31 October 2017.</p> <p>The Chief Financial Officer introduced the report.</p> <p>A change to page one of the Audited Accounts was required, namely to amend “Lead Nurse for the Community” to “Senior Clinician – Senior Nurse”</p> <p>Officers responded to a number of technical financial questions. During discussion the IJB discussed the provision of frozen meals to 11 customers and it was agreed that further information would be provided to Ward Members and IJB members through a briefing note, on the outcome of discussion with responsible services in regard to the evaluation being undertaken.</p> <p>In discussing the overspend in terms of unscheduled care and the provision of locums to cover consultants and junior doctors and an increase in acute patient care, it was suggested that although these instances are recorded as overspends the reality is that this is the provision of unforeseen specialist need. It was noted that the IJB has a planning role in terms of budgets and this should be looked at more closely.</p> <p>The Vice-Chair commented on the need for more funding from the Scottish Government and advised that he and the Chair had been trying to raise awareness in this regard and that they would meet with two politicians and the Chairs of IJBs at a meeting to be held in the next four weeks. He said that he would be requesting that the Chairs and Vice-Chairs approve a letter to be sent to the Ministers in the Scottish Parliament stating that the whole of Scotland needs more money for the IJB function.</p> <p>At the invitation of the Chair, the Chair of the IJB Audit Committee advised that the report had been considered by the IJB Audit Committee who commended the Annual Accounts to the IJB.</p> <p>Ms Cornick moved that the IJB approve the recommendations contained in the report, seconded by Ms Manson.</p>
Decision	The IJB Committee APPROVED the audited Annual Accounts

	for 2016/17 for signature and NOTED the Management Representation Letter for signature.
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47/17	2018/19 Budget Setting Process
Report No. CC-50-17-F	<p>The IJB considered a report by the Chief Financial Officer - NHS which presented key information relating to the 2018/19 budget setting process.</p> <p>The Chief Financial Officer introduced the report.</p> <p>The Chair commented on the budget setting process and on the need for the IJB to ensure that it is appropriately involved, and whether it will require more meeting dates to be set. It was noted that budget seminars have been arranged between 13 and 17 November and the Executive Manager – Finance confirmed that the IJB have been engaged in the budget setting process over the last few years.</p> <p>In responding to questions Officers advised that Brexit would not affect the budget setting process this year. Members were also advised that in terms of initial discussion, 3% efficiency savings were being looked at and how that will contribute to the funding gap. The Executive Manager – Finance advised that the Medium Term Financial Plan shows a gap of £7m. Members were advised that at 4.11b of the report there was an acknowledgement of the work needed to meet the estimated 5 year funding gap of £20m in the SIC overall budget. Members recognised that there had been a lot of work over the last 7 years but work has to continue on how to do more with less or the same with less but in a different way.</p>
Decision	The IJB NOTED the content of the report.

48/17	Shetland Islands Health and Social Care Partnership: Joint Strategic Commissioning Plan, Refresh 2018-2021
Report No. CC-48-17-F	<p>The IJB considered a report by the Head of Planning and Modernisation - NHS which detailed a refresh of the Joint Strategic Commissioning Plan to ensure that it still addressed relevant issues and responded to need and demand in an effective way.</p> <p>The Head of Planning and Modernisation introduced the report and the process undertaken. She advised that on Appendix 2 within the Activity Data table, the Adult Social Work Services figure should read 414 instead of 220, and that Unpaid Carer's figure should read 121 not 190. The Head of Planning and Modernisation added that the plan would be used as an audit tool with stakeholders.</p> <p>Reference was made to the change in the Unpaid Carers figure</p>

	<p>and it was suggested that the figure of 190 did not reflect the identified carers, as that figure was likely to be double, and 121 was an underestimation. The IJB were advised that there are many unpaid carers who are not recorded on the SWIFT system. The Head of Planning and Modernisation stated that she would be happy to work with others to ensure that accurate figures are recorded.</p> <p>During discussions around tackling inequalities, and in particular vulnerable groups, it was noted that there are many barriers to individuals not accessing work and the activity data demonstrated the hard work in the public sector and that tribute had to be paid to those working in this field.</p> <p>The Vice-Chair advised of a recent visit to Fair Isle which he attended with, the Director of Human Resources and Support Services, NHS and the Senior Clinician – Senior Nurse, who had attended in both a Senior Nurse and Lead Officer role. He advised that 2 meetings had been held with the community regarding the challenges of providing 24/7 residential cover in the non-doctor island setting. Discussions were held outlining the issues faced by the service which included a challenge around working time compliance and, therefore, a different model would have to be found going forward for providing cover in the islands for the period of time that the substantive postholder would be absent i.e. for the 10 weeks of the year when the postholder was either on Annual leave or training. The Vice-Chair noted that this had been received well by the community and he believed that the same visit to other islands would also be welcomed. The IJB were advised to speak with Ms Watson following the meeting if they required any further information about the discussions held on Fair Isle or the plans being put in place for the discussions with the other island communities.</p> <p>The IJB also commented on the unmet need in day care provision and it was noted that this situation was being monitored closely by the Chief Officer and the service had been trying to actively recruit staff. It was agreed that an update would be provided to the Carer Representative on the staff situation on the West side.</p> <p>Mr Duncan moved that the IJB approve the recommendations contained in the report, Ms Cornick seconded.</p>
Decision	<p>The Integration Joint Board (IJB) APPROVED the process of updating the Shetland Islands Health and Social Care Partnership's Joint Strategic Commissioning Plan for 2018-21.</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 9 of Part 1 of Schedule 7A to the Local Government (Scotland) Act 1973.

12.20pm The IJB adjourned for a short break.

12.30pm The IJB reconvened.

Ms Macdonald declared an interest in the following item as a Trustee on the Board of Women's aid. She said that she had taken advice and should discussion move into more detail on Women's aid she would vacate the room.

49/17	Commissioned Services
	<p>The IJB considered a report by the IJB Chief Officer which presented Business Justification Cases for approval.</p> <p>The Chief Officer introduced the report providing an overview of procurement process, and the role of the IJB to consider whether the proposal meets the strategic aims and objectives of the IJB.</p> <p>During discussions and comment, specific to the services listed the Vice-Chair stated that a more detailed report and a seminar should be held before a decision is made on paragraph 1.1. It was further suggested that a special meeting of the IJB be could be called if an early decision is required. It was also noted that the volume of information provided in the agenda as a whole was too much for Members to read before the meeting and consideration should be given to reducing the size of agendas. In response, to the request for more detailed information on this report, it was noted that the report presented today was to approve the justification case for each project and that any decisions on budgets would be presented to the IJB thereafter.</p> <p>Following further discussion, Ms Cornick moved that the IJB approve the recommendations contained in the report, seconded by Ms Manson.</p> <p>Mr Duncan moved, as an amendment, that a decision on the recommendations be deferred until more detailed information had been provided and a seminar held. Mrs Hughson seconded.</p> <p>Following summing up, voting took place with a show of hands and the results were as follows:</p> <p>Amendment (Mr Duncan) 2 Motion (Ms Cornick) 4</p> <p>The Chair said that she acknowledged the concerns raised in terms of the size of agendas, which had now been raised on several occasions. The Chair invited those present to contact her directly if they wished to be part of a group of 4 to discuss the size and timing of agendas and how the board can be run</p>

	more efficiently and effectively. A request was also made that officers are more visible and do not sit behind Members in the meetings.
Decision	The IJB APPROVED four business justification cases and AGREED that these business justification cases fit with the strategic aims and objectives of the IJB, and APPROVAL was made for procurement to proceed via the Council's Policy & Resources Committee.

The meeting concluded at 1.10pm.

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Chair