

## MINUTES – PUBLIC

<b>Meeting</b>	<b>Special Integration Joint Board (IJB)</b>
<b>Date, Time and Place</b>	<b>Friday 21 September 2018 at 10.40am Bressay Room, NHS Shetland (NHSS) Headquarters, Montfield, Burgh Road, Lerwick, Shetland</b>
<b>Present [Members]</b>	<p><b><u>Voting Members</u></b>  Allison Duncan  Jane Haswell [Substitute for Natasha Cornick]  Andrea Manson [Substitute for Robbie McGregor]  Emma Macdonald  Lisa Ward [Substitute for Shona Manson]  Marjory Williamson</p> <p><b><u>Non-voting Members</u></b>  Sue Beer, [Substitute for Catherine Williamson, Third Sector Rep]  Simon Bokor-Ingram, Chief Officer/Director of Community Health and Social Care  Maggie Gemmill, Patient/Service User Representative  Susanne Gens, Staff Representative  Jim Guyan, Carers Strategy Group Representative  Denise Morgan, [Substitute for Martha Nicolson, CSWO]  Ian Sandilands, Staff Representative  Edna Watson, Senior Clinician – Senior Nurse  Karl Williamson, Chief Financial Officer  Pauline Wilson, Senior Clinician: Local Acute Sector</p>
<b>In attendance [Observers/Advisers]</b>	Ralph Roberts, Chief Executive, NHS Gary Robinson, NHS Shetland Board Chairman Hazel Sutherland, Head of Planning and Modernisation, NHS Mary McFarlane, Pharmacist, NHS Christine Ferguson, Director of Corporate Services, SIC Jan Riise, Executive Manager – Governance and Law, SIC Sheila Duncan, Management Accountant, SIC Leisel Malcolmson, Committee Officer, SIC <i>[note taker]</i>
<b>Also In Attendance</b>	Connor Healy, Deloitte LLP James Corrigan, Deloitte LLP

<b>Apologies</b>	<p><b><u>Voting Members</u></b>  Natasha Cornick  Shona Manson  Robbie McGregor</p> <p><b><u>Non-voting Members</u></b>  Catherine Hughson, Third Sector Representative  Martha Nicolson, Chief Social Work Officer</p>
<b>Chairperson</b>	Marjory Williamson, Chair of the Integration Joint Board, presided.

<b>Declarations of Interest</b>	None.

<b>30/18</b>	<b>Annual Audit Report 2017/18</b>
<b>Report No. CC-38-18-F</b>	<p>The IJB considered a report by the Chief Financial Officer - NHS, which presented Deloitte's Annual Audit Report on the 2017/18 Audit.</p> <p>Mr Corrigan and Mr Healy, of Deloitte LLP, introduced the Annual Audit Report and referred to the key messages and issues set out therein.</p> <p>Mr Healy commented on the two significant risks identified and how those would be addressed and taken on board for next year. He advised that an unmodified opinion had been given on the accounts. Mr Healy also drew attention to the insights and recommendations made to the wider audit dimensions and advised that the statement of audit accounts was ready to be signed.</p> <p>Mr Healy went on to comment on the financial stability of the IJB and stressed that it was the responsibility of the IJB to achieve a balanced budget and it was not for the NHS or the SIC to make that balance. Mr Healy said that the short term funding gap of £2.3 was not part of the IJB's approved budget and it was not appropriate for that to continue. He gave Tayside and North Ayrshire as examples where different options were considered. He advised that in one area it had been agreed that over the next two years both the NHS and the Local Authority would pay 50% each towards the funding gap. Mr Healy said that this may not be a route for Shetland but it was important to know that there are options.</p> <p>Mr Healy also commented on the change in membership and leadership as well as the high level of substitutions that take place at meetings.</p> <p>In response to a question Mr Healy explained how integrated budgeting would work in practice, where money would be given to the IJB and it becomes the IJB's money. He said that across the country there is a culture of us and them rather than the IJB being viewed as a distinct body. Further discussion was held on the complexities of funding the IJB and Mr Healy said that Audit Scotland was aware of this issue and the need to produce guidance on it. He said that he would share Audit Scotland's solution with the Board and management which he hoped would be available by the year end.</p> <p>The Director of Corporate Services, SIC, advised that there are ways for the Board to consider these issues before the Audit</p>

	<p>Scotland guidance becomes available. She said that there is the Strategic Plan and if that was fully costed the funding from either party could be in line with the plan, If the funding does not match the Strategic Plan, then the Council and NHS can ask the IJB to redo the Strategic Plan. The Director of Corporate Services added that as the IJB moves towards its own Medium Term Financial Plan it doesn't have to wait for Audit Scotland. She said that the key issue is that public bodies are strapped for cash in meeting the needs of the public, but formal sign off by the three bodies of a fully funded Strategic Plan means that an integrated budget is possible.</p> <p>The Chief Officer stated that there is a pooled budget for drugs and alcohol and said this was a good example of where the NHS and SIC have integrated budgets and this could be considered across the rest of the IJB business.</p> <p>There followed a number of questions that Officers and the Auditors responded to, as required. During discussions on the involvement of Third Sector in Scenario Planning, it was noted that it will be possible to identify where the Third Sector can be more efficient than providing services in house so it was important to look at who could provide the best outcomes. Following some discussion on the feedback from the Health and Wellbeing Survey, it was agreed that Jim Guyan, Carer's Representative, will discuss the Health and Wellbeing Survey with the Carers Forum.</p>
<b>Decision</b>	The IJB NOTED Deloitte's Annual Audit Report on the 2017/18 Audit.

<b>31/18</b>	<b>Final Audited Accounts 2017/18</b>
<b>Report No. CC-37-18-F</b>	<p>The IJB considered a report by the Chief Financial Officer - NHS that presented the Audited Annual Accounts for 2017/18.</p> <p>The Chief Financial Officer introduced the report and advised that there were no material change to the Unaudited Accounts presented to the IJB on 20 June 2018.</p> <p>During questions it was noted that the post title on page two of Appendix 1 for Kathleen Carolan was incorrect and it should read Senior Nurse – Senior Clinician. It was also noted that there was a change to the timetable, however the Board was advised that as the accounts were to be signed following the meeting it would not be amended but taken account of for next year.</p> <p>During further discussion comment was made around the need for better digital connectivity with outlying islands and remote areas as well as the need to ensure that Scottish Ministers understand the excessive additional cost when employing locums in terms of transport and accommodation. It was noted that Shetland is in line to receive wider broadband coverage by 2021.</p>

	Mr Duncan moved that the Council approve the recommendations contained in the report, Ms Haswell seconded.
<b>Decision</b>	The IJB CONSIDERED and approved the audited Annual Accounts for 2017/18 and NOTED the Management Representation Letter.

<b>32/18</b>	<b>Performance Overview Quarter 1 – April – June 2018</b>
<b>Report No. CC-36-18-F</b>	<p>The IJB considered a report by the Head of Planning and Modernisation – NHS that summarised the activity and performance within the functions delegated to the IJB.</p> <p>The Head of Planning and Modernisation introduced the report and explained the new style of reporting of information in Appendix C with additional graphs. The Head of Planning and Modernisation advised that Mary MacFarlane, Pharmacist, was in attendance to answer any questions on Appendix 2, the Focus on Pharmacy and Prescribing.</p> <p>In responding to a question regarding the frequency of filling patient prescriptions, the Pharmacist advised that there would be savings if prescriptions were provided to cover an increased period of time. She explained however that it is not unusual for medication to be stopped or changed which would result in greater waste. She explained that in Shetland a prescription is given for 28 days but in chronic cases medication can be prescribed for one year which means that there is a lot less work involved in that process. In terms of efficiency the Pharmacist explained that it was challenging for prescribers but they recognise that they need to be as efficient as possible.</p> <p>Following further questions and discussion it was agreed that future reports would include more detail in the following areas:</p> <ul style="list-style-type: none"> <li>• CCR005 Occupancy of care homes - include details on the change of use of beds.</li> <li>• PH-HI-03 – include detail about online training</li> <li>• Para 4.2.1 of the report – provide more information on outcome measures for mental health and, share with members the mental health outcome framework.</li> </ul>
<b>Decision</b>	The IJB NOTED the content of the report.

<b>33/18</b>	<b>Shetland Islands Health and Social Care Partnership: Joint Strategic Commissioning Plan, Refresh 2018-2021</b>
<b>Report No. CC-32-18-F</b>	The IJB considered a report by the Head of Planning and Modernisation - NHS which presented a refresh of the Joint Strategic Commissioning Plan.

	<p>The Head of Planning and Modernisation introduced the report and said that it was best practice to refresh the document annually. She said that this was not done last year as it was agreed to wait for the outcome of the scenario planning. The Head of Planning and Modernisation informed the IJB that the refresh was carried out in consultation with stakeholders providing a balance between safety, quality and cost. She advised that although scenario planning had been undertaken it had not been possible to align the strategic plan with the financial plan but it was important to provide a report at this time to seek approval to go to consultation.</p> <p>During discussion the Head of Planning and Modernisation took on board comments in regard to training for carers and those being cared for in order to fully understand what the individuals health problems are and what could happen, which could help with the level of professional involvement required.</p> <p>Comment was made on anticipatory care plans and whether there may be interesting models in other areas that could be considered. Reference was made to New Zealand and Faroe was suggested as an island area of interest where there is an integrated health and social care services, that could be relevant to Shetland's situation. The Head of Planning and Modernisation said that there are models in place that are working in other areas in the UK and beyond.</p> <p>The Head of Planning and Modernisation advised on the next steps in the consultation process.</p> <p>Ms Macdonald moved that the IJB approve the recommendations contained in the report. Mr Duncan seconded.</p>
<b>Decision</b>	<p>The IJB APPROVED the Draft Joint Strategic Commissioning Plan 2018-21 for consultation, to invite comments from the relevant stakeholder groups in accordance with their remit using the exploratory questions at section 2.8.</p>

The meeting concluded at 12.20pm.

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Chair