



MINUTE OF MEETING OF THE MORAY SHADOW INTEGRATION JOINT BOARD

THURSDAY 24 SEPTEMBER 2015

SPYNIIE DENTAL CENTRE, ELGIN

PRESENT

Councillor Lorna Creswell (Chair)	The Moray Council
David Anderson	Non-Exec Board Member, NHS Grampian
Amanda Croft	Non-Exec Board Member, NHS Grampian
Councillor Gordon McDonald	The Moray Council (Substituting for Councillor Gowans)
Councillor John Divers	The Moray Council (Substituting for Councillor Morton)

ATTENDING

Pam Gowans	Chief Officer (Health & Social Care Integration)
Linda Harper	Professional Lead Nurse NHS Grampian
Dr Graham Taylor	Registered Medical Practitioner (Primary Medical Services)
Dr Ann Hodges	Registered Medical Practitioner (Non Primary Medical Services)
Dr Lewis Walker	Registered Medical Practitioner (Primary Medical Services)
Bob Sivewright	Finance Manager, NHS Grampian
Steven Lindsay	Full-time Partnership Representative, NHS Grampian
Val Thatcher	Public Participation Forum Representative
Elidh Brown	Third Sector Development Officer, TSI Moray (Substituting for Fabio Villani)
Robin Paterson	Integration Project Manager, The Moray Council
Moirra Patrick	Democratic Services Manager, The Moray Council as Clerk to the Board

IN ATTENDANCE

Bob Sievwright	Finance Manager, NHS Grampian (Substituting for Alan Sharp, Depute Director, Finance)
Tracey Abdey	Senior Project Officer, The Moray Council
Alasdair Walker	Mental Health Manager, NHS Grampian
Joyce Lorimar	Service Manager, Social Work, The Moray Council

APOLOGIES

Christine Lester	Non-Exec Board Member, NHS Grampian
Councillor Patsy Gowans	The Moray Council
Councillor Sean Morton	The Moray Council
Susan MacLaren	Chief Social Worker, The Moray Council
Jane Mackie	Head of Community Care, The Moray Council
Laurence Findlay	Corporate Director (Education & Social Care), The Moray Council
Tony Donaghey	UNISON, The Moray Council
Margaret Wilson	Chief Financial Officer, The Moray Council
Alan Sharp	Depute Director Finance, NHS Grampian
Fabio Villani	Chief Officer, TSI MORAY

	ORDER OF BUSINESS	
	The Meeting agreed to alter the order of business as set down on the Agenda and take Item 5 “Community Engagement” prior to Item 4 “Strategic Plan and Timelines” and to take Item 15 “Mental Health Presentation” immediately following Item 4.	-----
1.	MINUTE OF THE MEETING OF THE MORAY SHADOW INTEGRATION JOINT BOARD DATED 30 JULY 2015	
	<p>The Minute of the Meeting of the Moray Shadow Integration Joint Board dated 30 July 2015 was submitted and approved.</p> <p>Under reference to paragraph 4 of the Minute in relation to the presentation on the Moray Learning Disability Service the Chief Officer advised that following a request to the Community Planning Board the presentation will be made in the first instance to the Community Planning Officers Group which she will be arranging through the Corporate Policy Unit Manager, the Moray Council</p>	<p>Clerk</p> <p>Chief Officer H&SCI</p>
2.	ACTION LOG DATED 30 JULY 2015	
	<p>The Action Log of Moray Shadow Integration Joint Board (SMSIJB) 30 July 2015 was noted and the following actions arising therefrom were agreed:</p> <ol style="list-style-type: none"> 1. Revised format to show live actions only 2. Revised format of minutes 	Chief Officer H&SCI

	<p>3. To note that feasibility of appointment of a Chief Finance Officer had concluded with no firm view and that option to appoint a separate Chief Finance Officer as it would not be cost effective and in terms of retaining a robust financial management resource it was considered that the current arrangement should be retained. It was further agreed that the Chief Officer H&SCI would draft up the conclusions from the the discussion during the next quarter.</p> <p>4. That a workshop be prepared for the Board to discuss the level of financial detail that can practically be provided to the the SIJB.</p>	
3.	<p>COMMUNITY ENGAGEMENT</p>	
	<p>The Board was presented with the Communication and Engagement Plan (2015/16) which set out the scope, purpose and principles and standards of the Plan.</p> <p>The Chief Officer (H&SCI) advised the meeting of the need to recognise the various activities by numerous partners in relation to community engagement and the challenge this presented and reiterated the need for the SIJB to move forward with this plan.</p> <p>In response to concerns raised regarding the involvement of the Community Planning Partnership (CPP) she advised that once constituted the Moray Integrated Joint Board would become a full member of the Moray CPP.</p> <p>Thereafter following lengthy discussion the meeting agreed:</p> <ul style="list-style-type: none"> (i) to note the Community Engagement Plan; (ii) to note the need for a 6 week lead in time for events involving clinical staff, and (iii) to note that once constituted the Moray Integrated Joint Board will become a full member of the Community Planning Partnership. 	
4.	<p>STRATEGIC PLAN AND TIMELINES – Presentation by the Chief Officer(H&SCI)</p>	
	<p>The Board was provided with a presentation outlining the strategic plan content:</p> <ul style="list-style-type: none"> • which will describe how the integrated partnership will make changes and improvements to develop health and social services for adults over the coming three years. • which will explain what the IJB priorities are, why and how they were decided and how it intends to make a difference by working closely with partners in Moray • The Plan is underpinned by a number of national and local policies, strategies and action plans. 	

	<ul style="list-style-type: none"> • It will provide the strategic direction for how health and social care services will be shaped in Moray in the coming years and describe the transformation that will be required to achieve the Moray vision. <p>The presentation also outlined the key challenges and key themes and detailed the specific actions that will be taken during the next 12 months and what will be developed over the next three years demonstrating a shift and moving towards reform.</p> <p>The Chief Officer also provided the Board with a copy of the Development of Strategic Commission Plan – Moray Flash Report which detailed the progress to date and which set out the next steps and asked that feedback from the Board on its usefulness in terms of reporting progress in regard to the Strategic Plan be provided to her.</p> <p>Thereafter following lengthy discussion the Board noted that the Chief Officer (H&SCI) would be pulling together an outline plan over the next four weeks.</p>	
<p>5.</p>	<p>MENTAL HEALTH PRESENTATION – Presentation by Alasdair Walker, NHS Grampian Clinical Services Manager and Joyce Lorimar, Service Manager, Social Work, The Moray Council</p>	
	<p>The Board was provided with a presentation in relation to Mental Health and Well-being in Moray which provided an introduction to the Specialised Mental Health and Social Care Services and detailed the NHS and Council services with a specific remit in mental health. The presentation also set out the key messages in relation to mental health and wellbeing and outlined the gaps within the service provision in Moray and how these were being addressed.</p>	
<p>6.</p>	<p>REVENUE BUDGET MONITORING STATEMENT FROM 1 APRIL TO 31 JULY 2015</p>	
	<p>The Moray Shadow Integration Joint Board (MSIJB) was presented with the Revenue Budget Monitoring Statement from 1 April to 31 July 2015.</p> <p>Following discussion the Board agreed :-</p> <ul style="list-style-type: none"> (i) to note the report; (ii) to note that a detailed financial presentation will be presented to the Board at the next meeting, and (iii) that future monthly reports be provided in the form of Appendix 1 of the report and include information highlighting the main areas of concern. 	

7.	ADDITIONAL PARTNERSHIP FUNDING	
	<p>There was presented a report by the Chief Officer (H&SCI) advising the Board on the funding available for the next 3 years in Moray for the development of integrated health and social care services and outlining the governance arrangements in place. The report further advised on the progress made by the Joint Commissioning Group in continuing to drive change and ensure a robust mechanism for the allocation of funds.</p> <p>Following discussion the Board agreed to note the governance arrangements in place and the progress made by the Joint Commissioning Group.</p>	
8.	UPDATE ON INTEGRATION SCHEME	
	<p>The Chief Officer(H&SCI) advised the Board that the draft Scheme had been submitted to the Scottish Government for final checking and a response was expected in November 2015. She further advised that the draft Scheme would be presented to respective meetings of the NHS Board and The Moray Council for information.</p>	
9.	UPDATE ON RISK MANAGEMENT PROCESSES – Briefing Note by Tracey Abdey, The Moray Council	
	<p>There was submitted to the Board a briefing note on the development of a risk policy for the Moray Integrated Joint Board (IJB) and asking the Board to consider the proposal to adopt the specified template as a Corporate Risk Register for the IJB as detailed in the appendix to the briefing note.</p> <p>Following consideration the Board agreed to adopt the specified template as a Corporate Risk Register for the IJB.</p>	
10.	WINTER PLANNING PROCESS	
	<p>The meeting noted that an integrated winter planning process for Moray was being prepared and would be presented to October meeting.</p>	
11.	DRAFT PROGRAMME OF PRESENTATIONS AND DEVELOPMENT SESSIONS	
	<p>There was submitted and noted a draft programme of presentations and development sessions.</p>	
12.	LEGISLATION AND MEMBERSHIP TABLE	
	<p>Under reference to the Item 3 of the Action Log dated 30 July 2015, there was presented and noted a briefing note detailing the membership, roles and responsibilities, including the legislative basis in relation to the Moray Shadow Integration Joint Board and the Strategic Planning</p>	

	Group.	
13.	ROLES AND RESPONSIBILITIES	
	There was submitted and noted a copy of the Scottish Government Guidance on the Roles and Responsibilities of the Integration Joint Board.	
14.	AOCB	
	<p>In response to concerns raised as to how the work to be undertaken by the SIJB would be progressed, the Chief Officer (H&SCI) advised that a workplan document would be circulated showing all areas of governance needing to be covered.</p> <p>David Anderson advised that PricewaterhouseCoopers would be attending a meeting of the NHS Board Meetings and advised that he would be happy to extend an invitation to attend that meeting to the local authority Board Members.</p>	



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IN ATTENDANCE

Robin Paterson	Integration Project Manager, The Moray Council
Moira Patrick	Democratic Services Manager, The Moray Council as Clerk to the Board

1.	STRATEGIC PLAN UPDATE	
	<p>There was presented to the Board a report for noting providing a summary of the progress in relation to the Strategic Plan. The report outlined the work of the Moray Strategic Planning Group who are overseeing and contribution to the development of the Plan which will be presented in draft form for consultation mid-November 2015. The report also outlined the five emerging themes for the strategic priorities and reinforced the timeline for completion of February 2016.</p>	Chief Officer (H&SCI)
2.	DRAFT WINTER PLAN 2015-16	
	<p>There was presented to the Board report asking the Board to approve The Moray Winter Plan 2015/16. The report outlined the Plan which had been prepared in response to the NHS Grampain Winter Plan and planning process as set out by the Scottish Government, and which seeks to ensure adequate preparation for winter pressures is in place.</p> <p>Following discussion the Board agreed to approve the Moray Winter Plan 2015/16</p>	Chief Officer (H&SCI)
3.	REVENUE MONITORING STATEMENT TO 30 SEPTEMBER 2015	
	<p>The Moray Shadow Integration Joint Board (MSIJB) was presented with the Revenue Budget Monitoring Statement to 30 September 2015.</p> <p>The Chief Officer (H&SCI) advised the meeting that encouraging discussions were ongoing in relation to population based budgeting that would see a disaggregation of the budget as part of the process of budget allocation for the IJBs. This process was specifically associated with hosted services and this would demonstrate the Moray proportion of budget. She advised that when this exercise was complete a spreadsheet showing this disaggregation would be available to the Board for comment. She further advised caution when considering any disaggregation and the need to be mindful not to undermine services where economies of scale and access to specialist resources require a joined up budget.</p>	Chief Officer (H&SCI)

	Following further discussion the Board agreed to note the revenue monitoring statement to 30 September 2015.	
4.	INTEGRATION SCHEME	
	<p>The Chief Officer(H&SCI) advised the Board that the draft Scheme will be submitted to the Board in advance of the next meeting for information only. Final comments were back from the Scottish Government and that she was working with Margaret Forrest, Legal Services Manager, in preparing the final version which following sign off by the respective NHS and TMC Chief Executives would be submitted to the Scottish Government for approval. She reminded the Board that this was the agreement at the point of approval of the draft Scheme back in March 2015. The Scheme will also go to Elected members and NHS Grampian Board for information.</p> <p>The Board noted the update and thanked the Chief Officer and all those involved for the work they had undertaken in preparing the draft Integration Scheme.</p>	Chief Officer (H&SCI)
5.	KEY DELIVERABLES MONTHLY UPDATE	
	<p>There was presented to the Board a report outlining the form of a monthly report that attempts to capture and demonstrate the level of work underway and act as a checks and balance for discussion across the NHS and the Council in achieving clarity and assurance for the many partners involved</p> <p>Following discussion the Board agreed:-</p> <ul style="list-style-type: none"> (i) that the Key Deliverables report form a monthly report that will provide assurance that significant areas of work are in hand, and (ii) A check sheet be prepared in relation to the planning and organisaiton in repsect of how the new integrated services will be launched. 	
6.	DEVELOPMENT SESSION	-----
	<p>Thereafter following the close of the formal business there followed a presentation to the Board on Joint Performance Reporting and an update regarding Leadership, Intelligent Board, Governance and Statutory Role.</p>	



MINUTE OF MEETING OF THE MORAY SHADOW INTEGRATION JOINT BOARD

THURSDAY 26 NOVEMBER 2015

SPYNIE DENTAL CENTRE, ELGIN

PRESENT

VOTING MEMBERS

Councillor Lorna Creswell (Chair)	The Moray Council
Christine Lester (Depute Chair)	Non-Exec Board Member, NHS Grampian
David Anderson	Non-Exec Board Member, NHS Grampian
Amanda Croft	Exec Board Member, NHS Grampian
Councillor Patsy Gowans	The Moray Council
Councillor Sean Morton	The Moray Council

NON-VOTING MEMBERS

Pam Gowans	Chief Officer (Health & Social Care Integration)
Margaret Wilson	Chief Financial Officer (S95), The Moray Council
Dr Graham Taylor	Registered Medical Practitioner (Primary Medical Services)
Dr Lewis Walker	Registered Medical Practitioner (Primary Medical Services)
Linda Harper	Professional Lead Nurse NHS Grampian
Steven Lindsay	Full-time Partnership Representative, NHS Grampian
Val Thatcher	Public Participation Forum Representative
Fabio Villani	Chief Officer, tsiMoray
Tony Donaghey	UNISON
Ivan Augustus	Carer Representative

ALSO PRESENT

Councillor Fiona Murdoch	The Moray Council
Councillor John Divers	The Moray Council

IN ATTENDANCE

Robin Paterson	Integration Project Manager, The Moray Council
John Campbell	Provider Services Manager, The Moray Council
Deborah O'Shea	Principal Accountant, The Moray Council

Bob Sivewright
Sandra Gracie

Finance Manager, NHS Grampian
Strategic Development Officer, Moray Health &
Social Care Partnership
Senior Communications Officer, NHS Grampian
Democratic Services Manager, The Moray Council
as Clerk to the Board

Emma Pettis
Moira Patrick

APOLOGIES

Susan Maclaren
Jane Mackie
Dr Ann Hodges

Chief Social Worker, The Moray Council
Head of Community Care, The Moray Council
Registered Medical Practitioner (Non Primary
Medical Services)

1.	MINUTE OF THE MEETING OF THE SHADOW INTEGRATION JOINT BOARD DATED 24 SEPTEMBER 2015
	<p>The minute of the meeting of the Shadow Integration Joint Board dated 24 September was submitted and approved.</p> <p>David Anderson raised concern in regard to the content of the minutes being presented Concerns related to the robustness of the record of key discussions demonstrating rigorous challenge and then the consolidation and recording of decisions made.</p> <p>In response the Chief Officer advised that this was a matter for discussion out with the meeting and she would arrange a meeting with the relevant parties to address the issues raised.</p>
2.	MINUTE OF THE MEETING OF THE SHADOW INTEGRATION JOINT BOARD DATED 29 OCTOBER 2015
	<p>The minute of the meeting of the Shadow Integration Joint Board dated 29 October 2015 was submitted and approved with a note to the same comments as noted in item 1 of this minute.</p>
3.	ACTION LOG DATED 24 SEPTEMBER 2015
	<p>The Action Log of Moray Shadow Integration Joint Board dated 24 September 2015 was noted.</p> <p>Clarification was sought in regard to what actions should be recorded and whether the format of the Action Log required to be reviewed and it was agreed that this be discussed out with the meeting</p>
4.	REVENUE BUDGET MONITORING REPORT FROM 1 APRIL TO 31 OCTOBER 2015
	<p>There was submitted to the Board a report providing an update on the current revenue budget reporting position as at 31 October 2015 and a provisional forecast position for the year end for services already confirmed in IJB Core budgets. There was also further information providing an update in relation to the development of budgets for Hosted Services and Set Aside services. It was noted that there was still significant work underway specifically in relation to NHS budgets.</p>

During discussion concern was raised in relation to the format of the report, a lack of clear recommendations and questions in regard to the current overspend elements outlined within the report. Concern was also expressed that the Board would not be in a position to make decisions on 1 April 2016 based on this type of report.

In response the Chief Financial Officer(CFO), The Moray Council, advised that until the 1 April 2016, the shadow IJB cannot take action hence the recommendation currently are that the Board considers and notes the report. Assurance was given by the CFO that from the local authority delegated budget perspective any overspend will have been dealt with. The CFO further suggested that in future the Board may require two reports split between actual and forecast spend. A discussion also took place as to the key information required by the board in order to be able to take decisions in the future. The content of reports will be further considered by the Chief Officer (H&SCI) (CO) and CFO outside the meeting.

The CO) advised that From an NHS budget position with the legacy deficit, budget holders were currently looking at how the deficit might be addressed and the implications of any possible actions taken will be set out as part of the plan to be able to take decisions appropriately. This work is underway and will be presented in the context of the savings plans being develop as part of the February budget setting process for 2016/17 budget. A consistent approach was being developed to ensure a consistent presentation of both delegated budgets.

The CFO advised that she will take up the post of S95 Officer for the Board for the first 12 months to determine what S95 support the Board will need.

Following further discussion during which clarification was sought as to how service/budget re-design would be implemented, the CO advised that a route map setting out the actions to be taken to achieve the strategic priorities and redesign would be established and that the financial framework would be set out to support achieving this. The challenges in redesign were noted in respect of the protections already in place for the NHS budget and the risks therefore for the social care budget going forward if a robust approach is not put in place. It was also noted that this was central to COSLA negotiations with the Scottish Government on behalf of councils and the settlement post the spending review and agreements reached.

The CO alongside CFO to consider further the format and content of future reports alongside the review of reporting to the SIJB in general.

5. CLINICAL NEGLIGENCE AND OTHER RISKS INDEMNITY SCHEME (CNORIS)

There was presented to the Board a report advising of the Clinical Negligence and other Risks Indemnity Scheme (CNORIS) which if minded, the IJB may choose to become a member of once formally established.

	<p>The report outlined the Scheme's primary objective to provide a cost effective risk pooling and claims management arrangement for those organisations for the activities which the Scheme covers.</p> <p>During discussion clarification was sought in regard to whether the Scheme would cover the non-voting members, in particular the 3rd Sector and other volunteer members. The CFO advised that the legal advice was that the 6 voting members would require to be covered as responsibility for any decisions taken by the IJB rests with them, however she would look further into indemnity for the 3rd Sector and other volunteers and report back on the outcome.</p> <p>Further clarification was sought in regard to when the cover would commence. In response the CFO advised that it was the intention to have the formal application submitted to in time to ensure that cover would commence on 1 April 2016.</p> <p>Thereafter the Meeting agreed that a formal application be prepared so that the insurance cover can start on the 1st April when the Board acquires its legal status and that enquiries be made whether other non-voting members not employed by respective parent bodies should be covered by CNORIS. CO to follow up with Tracey Abdy, Project Officer responsible for the report.</p>
6.	HEALTH & SOCIAL CARE INTEGRATION – INTERNAL AUDIT
	<p>There was presented a report advising the Board of the proposed internal audit coverage in the interim period based on an audit programme developed for use in NHS Grampian and by the Aberdeen City, Aberdeenshire and Moray Councils.</p> <p>Following discussion it was noted that PriceCooperWaterhouse would be attending the NHS Grampian Audit Committee meeting on 8 December and that David Anderson will provide feedback to the SIJB following that meeting,</p> <p>Thereafter the SIJB agreed to note:</p> <ul style="list-style-type: none"> (i) The planned internal audit coverage based on an audit programme development for use in NHS Grampian and by the Aberdeen City, Aberdeenshire and Moray councils; (ii) That the internal auditor of each body will report on the outcomes of the audit to the audit committees of the respective organisations in the next two months, the report in relation to the Moray Council being presented to the Council's Audit and Scrutiny Committee on 20 January 2016; and (iii) That the outcomes from the audit will be reported to the Shadow Integration Joint Board thereafter and prior to the formal establishment of the Integrated Joint Board.
7.	DELAYED DISCHARGE
	<p>The CO updated the meeting on recent issues affecting delayed discharge which she advised were being monitored closely by the Performance Team</p>

	<p>who were investigating the reasons the issues arose and what action was being taken.</p> <p>John Campbell, Provider Services Manager (PSM) advised the meeting that the issues arose due to the lack of support package delivery due to the difficulty in recruitment of appropriate staff. He further advised that 800 support packages had been reviewed over the last 3 weeks and the service at ways to resolve the current shortfall in homecare, ensuring that packages in place were appropriate for individuals.</p> <p>The CO advised that she had been given assurance that although challenging this was indeed an unforeseen reduction in performance, however gave assurance that there were significant actions underway to address the issues and it was expected that the trend should start to demonstrate an improving picture within the next 2 weeks. The partnership and lead operational managers will continue to monitor and address the current situation.</p>
8.	PROVIDER SERVICES – PRESENTATION BY JOHN CAMPBELL (PROVIDER SERVICES MANAGER, THE MORAY COUNCIL)
	<p>The PSM provided the Board with a presentation outlining the breadth and scope of these services and the associated budgets involved, setting out the challenges and opportunities. There were a number of questions from the board members in relation to specific aspects of service in the context of the board members developing their understanding of this set of services which will be delegated fully to the board.</p> <p>Following discussion the Board noted the presentation and agreed that a copy of the presentation be circulated to the Board.</p>
9.	KEY DELIVERABLES – MONTLYLY UPDATE
	<p>There was submitted for noting the November review update of the key actions.</p> <p>The CO advised the Board that whilst a lot of work still required to be done for 1 April 2016 she was confident that things were on the right track. An at a glance report is being developed with timelines to set out for board members those activities which must be completed for the 1st April 2016 and those additional activities which must be completed but are not essential for business to continue appropriately and safely for the go live date.</p>
10.	WALK THROUGH THE DRAFT STRATEGIC PLAN
	<p>The Board considered the draft Strategic Plan which was presented by the CO and the Strategic Development Officer (SDO), Moray Health & Social Care Partnership.</p> <p>Board Members were asked to take time to consider the content of the strategic plan, noting the level of consultation and engagement so far and</p>

	<p>the significant work of the Strategic Planning Group and the SOD lead officer who had completed this first draft for further consultation.</p> <p>CO also noted that the plan was high level, setting direction and ethos going forward. She also emphasised the relationship to developing a route map for change and an implementation plan demonstrating clear actions to ensure clarity on what it was that the partnership would be doing and how this strategy would translate in terms of redesign.</p> <p>CO suggested additional development sessions in the New Year and that the first one should focus on the plan to allow robust discussion as part of the process of completing the final document for sign off at the February 2016 SIJB. Formal endorsement must be in place to go live 1st April 2016. This was agreed as a reasonable way forward and several members noted the plan as a positive step in the journey toward integration and thanked the SDO for her work alongside other members of the team who have assisted in achieving this.</p>
11.	AOCB Further Development sessions were suggested by the CO and it was noted by members that there was a need to focus on key actions and activities to develop the board as a robust decision making body. CO to put out dates and further sessions for consideration.
12.	DATE OF NEXT MEETING The Board agreed that the next meeting of the SIJB be brought forward to 21 January 2016.



MINUTE OF MEETING OF THE MORAY SHADOW INTEGRATION JOINT BOARD

THURSDAY 21 JANUARY 2016

GLEN MORAY MEETING ROOM, EIGHT ACRES HOTEL, ELGIN

PRESENT

VOTING MEMBERS

Councillor Lorna Creswell (Chair)	The Moray Council
Ms Christine Lester (Vice- Chair)	Non-Exec Board Member, NHS Grampian
Mr David Anderson	Non-Exec Board Member, NHS Grampian
Ms Amanda Croft	Exec Board Member, NHS Grampian
Councillor Patsy Gowans	The Moray Council
Councillor Sean Morton	The Moray Council

NON-VOTING MEMBERS

Ms Tracey Abdy, substituting for Mrs Margaret Wilson	Senior Project Officer, The Moray Council
Mr Ivan Augustus	Carer Representative
Mr Tony Donaghey	UNISON, The Moray Council
Ms Pam Gowans	Chief Officer (Health & Social Care Integration)
Mrs Linda Harper	Professional Lead Nurse, NHS Grampian
Dr Ann Hodges	Registered Medical Practitioner (Non Primary Medical Services)
Mr Stephen Lindsey	Full-time Partnership Representative, NHS Grampian
Mrs Val Thatcher	Public Participation Forum Representative
Mr Fabio Villani	TSI Moray
Dr Lewis Walker	Registered Medical Practitioner (Primary Medical Services)

ALSO PRESENT

Councillor Fiona Murdoch	The Moray Council
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IN ATTENDANCE

Ms Jane Mackie	Head of Community Care, The Moray Council
Mr Robin Paterson	Integration Project Manager, The Moray Council
Mrs Moira Patrick	Democratic Services Manager, The Moray Council

Mrs Caroline Howie

Committee Services Officer, The Moray Council as
Clerk to the Board**APOLOGIES**Mrs Susan Maclaren
Dr Graham TaylorChief Social Work Officer, The Moray Council
Registered Medical Practitioner (Primary Medical
Services)

Mrs Margaret Wilson

Chief Financial Officer, The Moray Council (S95
Officer)

1.	MINUTE OF MEETING OF THE SHADOW INTEGRATION JOINT BOARD DATED 26 NOVEMBER 2015
	<p>The minute of the meeting of the Shadow Integration Joint Board dated 26 November 2015 was submitted for approval.</p> <p>Ms Lester sought clarification on item 10, page 6 in regard to the second from last paragraph.</p> <p>In response the Chief Officer (Health & Social Care Integration) (CO) advised this statement related to the Strategic Plan and how this would be translated from a high level statement of intent, into a more detailed implementation plan.</p> <p>Ms Abdy advised that in terms of item 6 it is PricewaterhouseCoopers that attended the NHS Grampian Audit Committee meeting and not PriceCooperWaterhouse as stated.</p> <p>With this change the minute was agreed.</p>
2.	ACTION LOG DATED 26 NOVEMBER 2015
	<p>The Action Log of the Moray Shadow Integration Joint Board dated 26 November was discussed and noted as follows:</p> <p>Actions 1 & 2 relating to Minute and Action Log – matters relating to the minute and action log will be discussed further during the Development Session following today's meeting.</p> <p>Action 3 – Revenue Budget Monitoring – the Chief Officer advised that together with the Chief Financial Officer, a review of the presentation of this report was being conducted in light of the comments received from board members, and this would be addressed in the preparation of the next full report.</p> <p>Action 5 – David Anderson provided feedback from the NHS Grampian Audit Committee meeting on 8 December where PricewaterhouseCoopers was in attendance.</p> <p>The Board noted that this was an audit report specifically prepared from an NHS Grampian perspective in terms of its preparedness for moving into the new arrangements. The actions identified within the audit were noted to be in hand and the NHS Grampian Audit Committee were assured by the process.</p>

	<p>Discussion took place in respect of item 5 of the Action Log in regard to transferring of responsibilities and it was agreed that the CO clarify with the Legal Department the status in respect of the declaration that the Moray Shadow Integration Joint Board be legally constituted from the 6 February 2016 and what this indicates for completing business in preparation for “going live” on 1 April 2016, when responsibility for all delegated functions relating to the legislation transfers to the Board.</p> <p>The CO reported in respect of action 6 that the previous performance in relation to Delayed Discharge had been resolved in line with the assurances given at the last meeting. Moray was once again back on target and demonstrating an ever improving trajectory.</p>
3.	CHIEF OFFICER’S UPDATE ON KEY STRATEGIC DELIVERABLES
	<p>There was presented to the Board a report on the key actions that require to be completed by the “go live” date of 1 April 2016, to ensure the new organisation is ready to operate.</p> <p>The CO provided the Board with a presentation on the status of the key strategic deliverables as noted in appendix 1 of the report. The CO proposed that she go through each section and allow discussion/debate and points of note to be collated. The purpose of this is to ensure that all board members are confident in processes underway.</p> <p>Specific points to note where discussion took place:</p> <p>The acknowledgement that the Strategic Plan was high level and would require to be translated into a detailed implementation plan that supported the level of change and transformation required. The CO emphasised the challenge with the Integrated Care Fund and the many bids submitted, all of which are very positive in their own right. The CO stating the intention to review the existing Strategic Planning Group (membership 65) and the funding allocation process. The process of refining these arrangements was welcomed, Dr Walker reinforcing the importance of making changes in the process moving forward in order that we get the right results. The Board members expressing support for this approach and the need for clear accountability.</p> <p>Clinical and Care Governance was set out for the board with a clear process in place. Ms Mackie gave some clarity on the Care Governance requirements. The CO gave clarity on the relationship with NHS Grampian and The Moray Council in respect of their retained statutory responsibilities. It is proposed that there is a formal Clinical and Care Governance Committee as a sub-committee to the Integration Joint Board (IJB) from April 2016.</p> <p>A paper will come forward for approval following a Board development session setting out the formal arrangements. Board members expressed support for this approach.</p> <p>The proposed approach and arrangements to audit and risk was set out by the CO. Ms Abdy provided some additional detail in response to the questions raised by board members. Concerns were raised in respect of</p>

	<p>the assurance from a council perspective as the new arrangements are put in place. A robust discussion took place around these arrangements with specific concerns raised and responded to. The CO highlighted the proposal that there is an Audit and Risk Committee as a sub committee to the IJB from April 2016. It was noted that this had been discussed on several occasions and the expert advice and legislation supported this. A development session with key people will be arranged with a formal paper for approval coming before the IJB as part of its preparedness for “go live” on 1 April 2016.</p> <p>The CO set out the proposals for Hosting arrangements for the board going forward, confirming the proposal that Moray IJB host Primary Care Contracts and the governance committees of the NHSG Board in relation to the four contracts, Pharmacy, Optometry, Dentistry and General Practice. General Medical Services Out of Hours is also proposed to be hosted in Moray, consistent with all primary care activity being managed and lead on behalf of the three Grampian IJBs in one place. The CO advised the board that the North East Partnership meeting in March supported by NHS Grampian will be picking up on the governance arrangements through a process of formal agreement. A paper will come to the Moray IJB in due course to approve and accept these arrangements. Members acknowledged this work was underway and await the detail.</p> <p>The CO advised that the Budget setting process was well underway; however following the Spending Review announcements in December 2015 some of the detail was not yet confirmed. It was noted that Council Leaders remain in negotiation with the Scottish Government and the full implications are yet to be set out. The CO confirmed that she is involved in all of the discussions within the Council and NHS Grampian. It is the intention for the budget to be set in February 2016 and to be presented to the February 2016 Shadow IJB. Members noted the challenges associated with the budget but were keen to review the detail. The CO advised that in the February development session, if available, the detail can be reviewed in preparation for the approval process.</p> <p>During discussion it was proposed that additional representation on the Board be considered and it was agreed that Mr Sean Coady, interim Hosted Services Manager and Ms Mackie, interim Joint Operational Manager (Adult Services), both of Moray Health and Social Care Partnership, be co-opted to the Board as non-voting members, until such time as it is considered their attendance is no longer required on a regular basis.</p> <p>Thereafter the Board agreed:</p> <ul style="list-style-type: none"> the key actions as detailed in Appendix 1 of the report; that an additional action be included in relation to the formal launch; and that a copy of the presentation be circulated to all Board members. <p>Councillor Morton joined the meeting during discussion of this item.</p>
4.	STRATEGIC PLAN UPDATE
	A verbal update of the plan was included in item 3 above.

5.	CLINICAL NEGLIGENCE AND OTHER RISKS INDEMNITY SCHEME (CNORIS) UPDATE
	<p>There was presented to the Board a report providing an update on the process for application to become a member of CNORIS.</p> <p>The Board was advised that the names of all those who are to be covered under the scheme needs to be provided on the application form and it was agreed that Board members forward the name of their substitute member to the CO in order that they can be included in the application.</p> <p>Mr Anderson requested information be issued to inform what the limit of cover is under the scheme and it was agreed that Ms Abdy would provide this to all members.</p>
6.	AUDIT SCOTLAND REPORT – HEALTH AND SOCIAL CARE INTEGRATION
	<p>There was presented and noted by the Board, a report on the Audit Scotland report on Health and Social Care Integration, published December 2015.</p>
7.	JOINT FINANCE UPDATE REPORT APRIL – NOVEMBER 2015
	<p>There was presented and noted by the Board, the Joint Finance Report from April 2015 to November 2015.</p>
8.	AOCB
	<p>Ms Lester asked for an update on Dr Gray’s Hospital.</p> <p>Ms Croft advised there had been an increase in admissions to the hospital with 109 people presenting on 19 January, this is approximately double the number normally presenting. She further advised that no transfers were necessary due to capacity issues and that joint working had been successful.</p> <p>The CO advised she was preparing a press release to advise Leancoil Hospital in Forres would be re-opening on 25 January following the recent closure due to an electrical failure.</p> <p>Ms Mackie asked that the CO include thanks to all staff for their work during the recent bad weather period. This was agreed.</p>
9.	DATE OF NEXT MEETING
	<p><u>Next Development Session</u> 18 February, 10.00am – 3.00pm, Conference Room, Alexander Graham Bell Centre, Moray College</p> <p><u>Next Board Meeting</u> 25 February 2016, 9.00am – 12.00 noon, Glen Moray Meeting Room, Eight Acres Hotel, Elgin</p>