

**SOUTH AYRSHIRE SHADOW INTEGRATION BOARD (SIB)**

Minutes of meeting in Town Buildings, Ayr,  
on 11th December 2014 at 2.00 p.m.

- Present: Councillor Rita Miller (Chair); John Callaghan, NHS Non-Executive Board Member (Vice-Chair); Lesley Bowie, NHS Non-Executive Board Member; Councillor Hugh Hunter; and Councillor Bill McIntosh.
- Apologies: Councillor Brian McGinley; Dr. Grant McHattie, NHS; and Dr. Carol Davidson, NHS Executive Board Member.
- Attending: Tim Eltringham, Director of Health and Social Care; Phil White, Partnership Facilitator; Kenny Leinster, Chief Social Work Officer, South Ayrshire Council; Eunice Johnstone, Planning Manager, NHS; Bill Gray, Project Planning and Performance Manager, South Ayrshire Council; Hugh Millar, Public Partnership Forum; Dr. Ajay Koshti, South Ayrshire Locality Lead General Practitioner; Stewart Donnelly, Staff Side Representative, NHS; Kathleen Strachan, Scottish Care – Independent Sector Member; John McConway, AHPs; Hazel Henderson, Consultant in Public Health; Marie Oliver, VASA; and Eillen Wyllie, Committee Services Officer (for minutes).
- Apologies: Eileen Howat, Chief Executive, South Ayrshire Council; Hugh Carswell, Head of Children’s Services, South Ayrshire Council; Andrew Moore, Nurse Adviser; Billy McLean, Director of AHPs; and Irene McCurdie, Union Representative, South Ayrshire Council.

**1. Chair’s Remarks.**

The Chair welcomed all members to this meeting of the South Ayrshire Shadow Integration Board and provided an update on the current membership of the SIB as follows:-

- (1) Dr. Carol Davidson had replaced Fiona McQueen as an Executive NHS Board Member;
- (2) Andrew Moore had replaced Ann Gow as Nursing Adviser; and
- (3) Irene McCurdie had replaced Ann Jess as the Joint Trades Union Representative Member from South Ayrshire Council.

**2. Declarations of Interest.**

There were no declarations of interest by Members of the Board in terms of Standing Order No. 7, the Standards in Public Life – Code of Conduct for Members of Devolved Public Bodies and the Councillors’ Code of Conduct.

### 3. **Minutes of previous meeting.**

The Minutes of 30th October 2014 (issued) ([link attached](#)) were submitted.

**Decided:** to approve the minutes as a correct record.

### 4. **Matters Arising from Minutes of Previous Meeting.**

Bill Gray took the Board through the Matters Arising from the previous meeting ([link attached](#)).

Mr. Gray indicated that most action updates were contained within reports being considered later on the agenda.

In relation to the 'Review of Services', Tim Eltringham provided an update in relation to children and adult mental health services, child protection, Rainbow House and sexual health. It was noted that Bill Gray would circulate further information on these services from the NHS Stop Press and other sources.

With reference to the item entitled 'Programme Update', Mr. Gray

- (1) referred to the letter of 18th November 2014 by the Chair and Vice-Chair to the Scottish Government (tabled) and subsequent response dated 3rd December 2014 (tabled); and
- (2) advised that the Scottish Government Link Officer for this Partnership had intended to be present at this meeting but, unfortunately, was unable to attend and suggested that he would seek to organise a meeting between her and the Chair and Vice-Chair in the near future.

From the correspondence, it was recognised that some elements of Integration guidance is now available, however, there remained ongoing concerns that guidance on the integration planning and delivery principles as well as the national health and wellbeing outcomes were currently not available although it was noted that this was due to be published by the year-end.

Following the Chief Officers' appointments made by the Joint Appointments Panel and in terms of HR matters and the next layer of recruitment, concern was expressed in relation to the absence of guidance from the Scottish Government regarding the process to be followed, bearing in mind that both South Ayrshire Council and NHS Ayrshire and Arran have different organisational change procedures and staff protection measures in place. A full discussion took place in relation to these concerns and how they could be addressed. Mr. Leinster advised of his role as a member of the National HR Workstream and indicated that national guidance on this matter had not yet been produced. It was noted that Mr. Eltringham would raise this matter at the forthcoming Scottish Chief Officers' meeting. In the meantime, it was agreed that the Chair and Vice-Chair would write to the Scottish Government indicating that, in the absence of guidance in relation to the appointment of staff below Head of Service level, the Board, through South Ayrshire Council and NHS Ayrshire and Arran is proposing to put its own arrangements in place to enable the appointments process to move forward. Mr. Gray would also make arrangements for the Chair and Vice-Chair to meet with Francis Conlan, Link Officer in due course.

**Decided:** to note the update from Bill Gray and

- (a) that he would circulate relevant information obtained from the NHS Stop Press and other documents relating to the review of services and would also make arrangements for the Link Officer to meet with the Chair and Vice-Chair; and
- (b) to agree that the Chair and Vice-Chair should respond to the Scottish Government letter dated 3rd December 2014 proposing a course of action relating to the appointment of Officers below Head of Service level in light of the lack of HR guidance from the Scottish Government.

**Action:** The Chair and Vice-Chair; Tim Eltringham; and Bill Gray.

## 5. **Director's Update Report.**

There was submitted a report (issued) ([link attached](#)) of December 2014 by the Director of Health and Social Care updating the Board on key developmental activity within South Ayrshire Health and Social Care Partnership.

Mr. Eltringham referred to the report and provided an update on each of the areas listed.

Comments were made in relation to:- the Appreciative Inquiry methodology and that this was a sound approach; delayed discharge and the gap between leaving hospital and returning home; and the first steering group meeting of the AHP Review.

A full discussion took place in relation to finance and efficiency and the fact that both the NHS and Council Revenue Budgets for 2014-15 are projecting a year-end overspend. In terms of the Council's position, Mr. Eltringham referred to a report considered by the Council's Leadership Panel on 2nd December 2014 which had outlined a transformation programme in relation to a number of key elements. It was noted that an update would be provided to a future meeting of the Leadership Panel and reported to this Board thereafter. It was recognised that both the NHS and the Council had different times and arrangements for budget setting and, on this note, Mrs. Johnstone advised that budget information relating to the NHS would be available in March 2015.

Clarification was sought as to whether the Integration Board would be commencing from a deficit position and Mrs. Johnstone explained that there would be a due diligence process as part of the financial governance arrangements. It was noted that the Board would start with a balanced budget and that the various workstreams would assist in reaching this starting position. Mr. Eltringham advised that a budget statement would be produced for the next meeting of the Board and suggested that this be a standing item on future agendas.

**Decided:** to note the progress made in the various key areas and that a budget statement would be submitted to the next meeting of the Board with this becoming a standing agenda item.

**Action:** Tim Eltringham.

## 6. Programme Update.

There was submitted a joint report (issued) ([link attached](#)) of December 2014 by the Planning Manager, NHS and the Project Planning and Performance Manager, South Ayrshire Council updating the Board on progress regarding the draft Regulations for the Public Bodies (Joint Working) (Scotland) Act 2014; the multi partnership workstreams; and the development of the draft Integration Scheme.

**Decided:** to note the revised regulations, the progress of the multi-partnership workstreams and the development of the next draft of the Integration Scheme.

**Action:** Eunice Johnstone and Bill Gray.

## 7. Integrated Care Fund (ICF) – South Ayrshire Submission to Scottish Government and Technology Enabled Care (TEC) – Ayrshire-wide Submission to Scottish Government.

There was submitted a report (issued) ([link attached](#)) of December 2014 by the Partnership Facilitator

- (1) outlining the proposed investment for the South Ayrshire Health and Social Care allocation of £2.34m for the Integrated Care Fund for 2015/16; and
- (2) reporting on the Ayrshire-wide submission to the Scottish Government for funding to support TEC.

Mr. Eltringham advised that the deadline for the submission of 12th December 2014 for the ICF had now been extended to 23rd January 2015, however, it was the intention for the Board's submission to be sent on 12th December if approved at this meeting.

Phil White outlined the status of the eight strands of work and associated funding which comprised South Ayrshire's Integrated Care Fund Plan. A question was asked regarding a matrix for expected outcomes and expenditure to measure if a difference was being made and Mr. White commented on the use of Covalent to produce quarterly updates although added that some areas would be difficult to capture. Mr. Eltringham advised that further work would be required in terms of the evidence relating to bed days.

**Decided:**

- (a) to approve the proposed outline investment programme for the ICF for 2015/16 and to submit this to the Scottish Government;
- (b) to note the submission to the Scottish Government for TEC; and
- (c) to request a follow-up report subsequent to any decisions made by the Scottish Government regarding allocations.

**Action:** Phil White.

## 8. Integration Scheme Consultation.

There was submitted a joint report (issued) ([link attached](#)) of December 2014 by the Planning Manager, NHS and the Project Planning and Performance Manager, South Ayrshire Council outlining the details of the Consultation Exercise on the draft Integration Scheme for the South Ayrshire Partnership, the comments received, and seeking any further comments or amendments to the document directly from Board Members.

Following the consultation period which had ended on 8th December 2014, Bill Gray referred to the list of comments that had been received as detailed in Appendix 2 of the report. Mr. Gray outlined the next steps within the decision-making process in terms of the Council and NHS Ayrshire and Arran, with the final Scheme being submitted to the Scottish Government by end of January 2015. The Board was advised that the final draft document, including changes made as a result of this consultation exercise, would be subject to final review by all stakeholders previously consulted.

Clarification was sought in respect of the comments that had been made on clinical and care governance. Eunice Johnstone indicated that further work would be undertaken by the Workstream on how the high level principles and arrangements outlined in this regard in the Integration Scheme should be given practical effect within the Partnership.

**Decided:** to note the outcome of the consultation exercise on the draft Integration Scheme and to note also the next steps in the decision-making process and subsequent submission to the Scottish Government by end of January 2015.

**Action:** Eunice Johnstone and Bill Gray.

## 9. Draft Strategic Plan 2015-18.

There was submitted a joint report (issued) ([link attached](#)) of December 2014 by the Partnership Facilitator and the Project Planning and Performance Manager, South Ayrshire Council seeking feedback on the second Consultative Draft of the Partnership's Strategic Plan for 2015-18.

Bill Gray requested comments on the draft Strategic Plan be submitted to him by 24th December 2014 and indicated that a workshop on the document would be held early in 2015. In terms of the Executive Summary at paragraph 1.2 of the draft document, it was suggested that perhaps the wording relating to the voting membership could be made clearer.

**Decided:** to note the current position relating to the preparation of the draft Strategic Plan for 2015-18.

**Action:** Phil White and Bill Gray.

## 10. Proposed Pilot Exercise - Care Opinion.

There was submitted a report (issued) ([link attached](#)) of December 2014 by the Project Planning and Performance Manager, South Ayrshire Council

- (1) advising that South Ayrshire, along with the other two Partnership areas in Ayrshire had been asked to participate in a pilot of Care Opinion in Scotland with the pilot running as a partnership between the Health and Social Care Alliance Scotland (ALLIANCE), the Scottish Government and Patient Opinion;
- (2) outlining that funding and support would be provided by the Scottish Government, Reshaping Care for Older People's Team with the proposed pilot taking place across the Health Board/Local Authority areas in Ayrshire and Fife; and
- (3) seeking approval to participate in the pilot exercise.

A full discussion took place in relation to the proposals for the pilot exercise. Clarification was sought as to whether there was any risk associated with comments and opinions being placed on the Care Opinion in Scotland website and it was noted that the site would be moderated. Questions were raised as to whether this approach added value to what was already available in terms of complaints handling and it was noted that this was a public facing, independent website that would add value in terms of real time information of people's experiences. It was further noted that the pilot would run for six months and that the Scottish Government had not made any commitment beyond this at this time. Mr. Gray commented that an evaluation of the exercise would be undertaken at the end of the pilot and that the pilot would be managed within existing resources. Further clarity was sought in relation to the evaluation criteria and Mr. Gray indicated that he was part of the National Steering Group and that he would bring back further information to Board Members. A request was made for an interim progress report to be submitted to the Board half way through the project.

**Decided:** to agree to participate in the pilot exercise and to note that Bill Gray would provide an interim progress report during April 2015.

**Action:** Bill Gray.

## 11. Partnership Formation – Risk Analysis.

There was submitted a joint report (issued) ([link attached](#)) of December 2014 by the Planning Manager, NHS Ayrshire & Arran and the Project Planning and Performance Manager, South Ayrshire Council updating the Board on the strategic level risks which, if not mitigated, might impact on Partnership formation in South Ayrshire.

**Decided:**

- (1) to note and accept the updated report on the strategic level risks to Partnership formation as detailed in Appendix 1 to the report; and
- (2) to agree to keep these risks under regular review.

**Action:** Eunice Johnstone and Bill Gray.

**12. Any other business.**

Reference was made to the recently opened 'Book and Bun' cafe in Newmarket Street which was run by a group of volunteers and it was suggested that the meeting room attached to this cafe could be used as a meeting venue for this Board on occasion.

**Decided:** to note the opening of the Book and Bun cafe and that the Board could utilise the meeting room as required.

**Action:** Phil White.

**13. Date of Next Meeting.**

It was noted that the next Board Meeting in the form of a workshop on Children's Services would take place on Thursday, 29th January 2015 at 2.00 p.m. with a briefing meeting at 1.00 p.m. in the Maybole Room, County Buildings, Ayr.

**Action:** Bill Gray.

The meeting ended at 4.20 p.m.