

SOUTH AYRSHIRE SHADOW INTEGRATION BOARD (SIB)

Minutes of meeting in County Buildings, Wellington Square, Ayr,
on 24th April 2014 at 2.15 p.m.

Present: Councillor Rita Miller (Chair), John Callaghan, NHS Non-Executive Board Member (Vice-Chair); Councillor Hugh Hunter, Councillor Brian McGinley, Dr. Grant McHattie and Councillor Bill McIntosh.

Attending: Tim Eltringham, Director of Health and Social Care – Designate, South Ayrshire; Eileen Howat, Chief Executive, South Ayrshire Council; Dr. Allan Gunning, NHS Director for Strategic Planning, Policy and Performance; Hugh Carswell, Head of Children's Services, South Ayrshire Council; Bill Gray, Project Planning and Performance Manager, South Ayrshire Council; Phil White, Partnership Facilitator; Ann Jess, Staff Side Representative, South Ayrshire Council; Stewart Donnelly, Staff Side Representative, NHS; Marie Oliver, Chief Executive Officer, Voluntary Action South Ayrshire (VASA); and Hugh Millar, Public Partnership Forum.

1. Chair.

The Board agreed that Eileen Howat take the Chair pending the appointment of the new Chair of the South Ayrshire Shadow Integration Board.

Mrs. Howat then welcomed all members to this meeting and advised that apologies had been received from Lesley Bowie, NHS Non-Executive Board Member.

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. Appointment of Chair of South Ayrshire Shadow Integration Board.

Mrs. Howat invited nominations for the appointment of Chair of the South Ayrshire Shadow Integration Board for the ensuing year.

Dr. Allan Gunning advised that, despite the Standing Orders which were on the agenda for approval, stating that the first Chair of the Shadow Integration Board should be from the body not employing the Chief Officer and Tim Eltringham being employed by South Ayrshire Council, NHS Ayrshire & Arran is suggesting that Councillor Rita Miller be appointed Chair of the Shadow Integration Board due to the good progress made to date in terms of the Transition Integration Board (TIB) with Councillor Miller in the Chair and that the Standing Orders should thus be amended to reflect this.

Decided: unanimously that Councillor Rita Miller be elected to the post of Chair of the South Ayrshire Shadow Integration Board for the period to 31st March 2015.

4. **Appointment of Vice-Chair of South Ayrshire Shadow Integration Board.**

In similar terms to those expressed in relation to the appointment of the Chair, Dr. Gunning suggested, on behalf of NHS Ayrshire & Arran, that John Callaghan be appointed Vice-Chair.

Decided: unanimously that John Callaghan be elected to the post of Vice-Chair of the South Ayrshire Shadow Integration Board for the period to 31st March 2015.

5. **Chair.**

Councillor Miller then took the Chair.

6. **Standing Orders.**

There was submitted, for approval, the Standing Orders for Meetings of this Board (issued) of February 2014 ([link attached](#)).

The Chair advised that the Standing Orders were similar to those in place for the Transition Integration Board (TIB) but highlighted that, unlike the TIB, the SIB has the status of a Sub-Committee of the Council and its meetings will be open to the press and public, other than when Members resolve to consider items in private.

The Chair proposed the following amendments to the Standing Orders as submitted:

- (1) Section 15(i) to add the words “where a consensus cannot be reached at one meeting, the matter under discussion will be carried forward to the next meeting to permit further discussion/resolution” after the current wording relating to voting; and
- (2) Section 3.1 to delete the first sentence relating to the bodies from which the Chair and Vice-Chair should be drawn as Councillor Miller has been appointed Chair and John Callaghan Vice-Chair and Tim Eltringham will be employed by South Ayrshire Council when he takes up his post. As this will be a provision relating to Integration Joint Board appointments from April 2015 and as the legislation is not yet in effect, it is believed, given the short period of the transition phase, that ensuring continuity of leadership is more important at this point in the Partnership’s development.

Decided: to approve the Standing Orders for Meetings for the South Ayrshire Shadow Integration Board as amended.

Action: Bill Gray to implement.

7. **Terms of Reference.**

There was submitted, for approval, the Terms of Reference for this Board (issued) of February 2014 ([link attached](#)).

Decided: to approve the Terms of Reference for the South Ayrshire Shadow Integration Board.

Action: Bill Gray to implement.

8. **Minutes of previous Transition Integration Board (TIB) of 28th March 2014.**

The Minutes of 28th March 2014 (issued) ([link attached](#)) were submitted and approved subject to minor typographical amendments.

9. **Matters Arising from Minutes of Previous Meeting.**

Item 12 – Hugh Millar sought reassurance that the Council budget for providing services to those in need of community care support would not be reduced. Hugh Carswell advised that there is an eligibility criteria for community care and that other methods of providing assistance such as self-directed support were being implemented. The Council has made a decision to reduce Community Care budgets based on this. Early intervention is being implemented and new eligibility criteria and work methods will allow the service to run effectively and efficiently.

The Chair further advised that notification had been received from the Scottish Government that Councils were being monitored to ensure that resources were not being retracted from this budget.

Dr. Gunning outlined that there was an issue of ensuring that the integrated Council and NHS budget was adequate and that a view would be taken on this matter in the shadow year 2014/15.

Decided: to note the update.

10. **Matters Arising.**

(1) **Service Configuration.**

Dr. Gunning advised that, at a previous TIB meeting, a discussion had taken place on the lead partnership arrangements for mental health and other services and that these details were still to be worked through. It was intended that a Lead Partnership arrangement would be put in place for Allied Health Professions and that South would be the Lead Partnership under this arrangement.

Bill Gray further advised that a workshop would be held at the next SIB on Strategic Planning.

Decided: to note the update from Dr. Gunning and that a workshop would be held at the next SIB meeting.

Action: Phil White and Bill Gray.

(2) Dates of Future SIB Meetings.

Mr. Gray advised that a full list of dates of future meetings had now been circulated to all SIB members.

Decided: to agree the dates of future Board meetings as follows:-

Tuesday, 3rd June 2014 at 10.00 a.m.;
 Thursday, 26th June 2014 at 2.00 p.m.;
 Tuesday, 26th August 2014 at 2.30 p.m.;
 Tuesday 16th September 2014 at 10.00 a.m.;
 Thursday, 30th October 2014 at 10.00 a.m.;
 Thursday, 27th November 2014 at 2.00 p.m.;
 Thursday, 11th December 2014 at 2.00 p.m.;
 Thursday, 29th January 2015 at 2.00 p.m.;
 Thursday, 26th February 2015 at 2.00 p.m.; and
 Thursday, 26th March 2015 at 2.00 p.m.

Action: Bill Gray.

(3) Proposed Communications Strategy/Plan – Joint Staff Event on 7th April 2014.

Councillor Hunter requested feedback on the Staff Development Event and whether the Communications Strategy/Plan had been discussed at this. Mr Gray advised that, unfortunately, time had not allowed for this to be done on this occasion as in excess of 50 staff members had attended the event which had been held in the County Buildings, Ayr and that significant feedback had been received regarding partnership values, existing examples of good practice in terms of integrated working, hopes and fears for the future and a number of “big questions” which would provide the basis for a number of follow-up engagement events.

Mr. Eltringham further advised that the feedback he received had shown a high degree of engagement with the agenda and a realism about the vast range of issues to be addressed, however, there was a high level of positive feeling which was very encouraging.

Mr. Callaghan outlined that an NHS communications event had also been held and the feedback had been that the event was helpful but that staff wished to know more, for example, who the partners were, therefore, communication required to continue to enable people to have a sense of belonging to a partnership.

Ms. Oliver advised that the representatives from third sector organisations who had attended a similar event specifically arranged for them were looking forward to future events.

Mr. Carswell stated that it was not appropriate to just deliver the decisions to people and organisations being engaged with, they required to be involved in the process of decision making.

Councillor McGinley outlined that an Action Plan was required to give a view of where the Board wished to be next year, what actions to take, milestones, benchmarks, etc. and that all partners should be involved in achieving this.

Councillor Hunter thanked all participants for their helpful update and advised that the engagement of staff and ensuring correct communications was critical.

Decided: to note the positive feedback following the event on 7th April 2014.

11. **Progress Update.**

Dr. Gunning advised

- (1) that his report outlined the current progress being made by each workstream;
- (2) that work would now require to be carried out nationally to support the Act which had received Royal Assent and the next stage would be publication of the Regulations which related closely to the ten policy statements published earlier in the year. There would be a consultation on the Regulations which would be issued in two batches, the first batch from 12th May to 1st August 2014 and the second from 27th May to 18th August 2014; and
- (3) that a national group was working on the development of a Model Integration Scheme for use by Councils and Health Boards across Scotland. It was not expected that this would be significantly different from the current local Ayrshire framework being populated by each of the workstreams.

Mr. Callaghan enquired that, although all parties would be consulted on the Regulations and could comment, would this Board be submitting a view as the Board's view as a partnership would be more powerful and Dr. Gunning advised that it would be advantageous to express a partnership view, especially a pan-Ayrshire view.

Decided: to note Dr. Gunning's update.

Action: Dr. Gunning.

12. **Locality Planning.**

There was submitted a joint report (issued) of 13th April 2014 by Mr. Gray and Mr. White seeking approval of the paper attached as Appendix 1 to this report setting out a framework and scope for locality planning as required by the Public Bodies (Joint Working) (Scotland) Act.

Mr. Gray then advised

- (1) that the Transition Integration Board, at its last meeting, had received an update on locality planning and that further work had been carried out by the Joint Officers Group and that he was now in a position to report back to this Board meeting presenting the proposals of the Group;

- (2) that he wished to take the paper to all stakeholders within local communities, the Health Service, the Council, outside providers, voluntary sector colleagues, etc. and that he planned a large engagement exercise around this, commencing as soon as possible; and
- (3) that the purpose of the report was to outline the function and approach being taken and he was seeking the Board's agreement to carry out the engagement exercise over the period indicated within the report.

Mr. Gray then gave a presentation to the Board on Locality Planning.

Following the presentation, Dr. McHattie advised that GPs had identified a lead individual from each practice to serve on groups and that there was a huge drive from GPs to liaise with agencies and Mr. Gray outlined that GPs at locality level would be part of the consultation exercise and that he would intend to liaise with individual practices.

Councillor Hunter outlined that GPs knew more about their own practices in their own neighbourhood, however, if the link was at locality and not neighbourhood level, what would the level of co-operation be and Dr. McHattie advised that there were three GP locality groups (Ayr, Prestwick and Troon) and that GPs and Practice Managers communicated well with each other and Councillor Hunter noted that this was encouraging.

Councillor McIntosh advised that he had found the report very helpful in what was a complex area and that he welcomed the consultation with communities and GPs, however, it was also required to keep people updated on how work was progressing following the consultation.

Having heard Councillor Miller suggest that VASA could support groups locally as advisers, Marie Oliver advised that she had met with Bill Gray and Phil White regarding this matter and that she was pleased that a bottom up approach is being proposed and that local people are getting to express their views.

Councillor McIntosh then asked how holistic the community profiling was going to be and whether there would be delegation of resources to neighbourhoods. Phil White advised that local communities could achieve a great deal with a small amount of funding which would assist in the development of local assets and that considerable effort would be put into developing community capacity in conjunction with colleges and others.

Dr. McHattie reported that there was a vast amount of information on GP databases and GPs could go online and establish patterns of those patients with addictions, those patients who frequented A&E Departments, etc.

Mr. Carswell outlined that he and Mrs. Howat had discussed the strategic areas pertinent to Community Planning and he was liaising with Claire Monaghan South Ayrshire Council's Head of Policy, Community Planning and Public Affairs, in the first instance to relate the information into Community Planning to ensure that there was a synergy at strategic level. Mr. White advised that the Community Planning Board would be consulted as a stakeholder group.

Dr. Gunning highlighted that the proposed engagement exercise should ensure input from all of the stakeholders that would be represented on the proposed strategic planning group and who would play a key role in the development of the Partnership's Strategic Plan. Mr. Callaghan asked who would carry out the engagement and Mr. Gray advised that the Joint Officers Working Group would plan the details of the engagement and undertake this with support from others including VASA whose support was offered by Mrs. Oliver. The bid submitted to Government for Transitional and Organisational Development funding had included provision for a resource to assist with this work, although a decision on the outcome of the bidding process is awaited.

Decided: to approve the approach to locality planning detailed within Appendix 1 to the report and to agree that Officers proceed with a planned engagement exercise for Stakeholders on the draft proposals.

Action: Bill Gray and Phil White.

13. **A.O.C.B.**

There was no other competent business.

14. **Date of Next Meeting.**

It was noted that the next Board meeting in the form of a Workshop would take place on Tuesday, 3rd June 2014 at 10.00 a.m. in the County Buildings, Wellington Square, Ayr.

The meeting ended at 3.45 p.m.