

SOUTH AYRSHIRE SHADOW INTEGRATION BOARD (SIB)

Minutes of meeting in County Buildings, Ayr,
on 26th August 2014 at 2.30 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; Councillor Brian McGinley; and Councillor Bill McIntosh.

Apologies: Fiona McQueen, NHS Executive Director; and Dr. Grant McHattie.

Attending: Tim Eltringham, Director of Health and Social Care, South Ayrshire; Phil White, Partnership Facilitator; Hugh Carswell, Head of Children's Services, South Ayrshire Council; Eunice Johnstone, Planning Manager, NHS; Bill Gray, Project Planning and Performance Manager, South Ayrshire Council; Hugh Millar, Public Partnership Forum; Kathleen Strachan, Scottish Care - Independent Sector Member; Dr. Ajay Koshti, South Ayrshire Locality Lead General Practitioner; Ann Gow, Associate Nurse Director, NHS; and Stewart Donnelly, Staff Side Representative, NHS.

Apologies: Ann Jess, Staff Side Representative, South Ayrshire Council; Eileen Howat, Chief Executive, South Ayrshire Council; and Kenny Leinster, Acting Chief Social Worker, South Ayrshire Council.

Also Attending: Janice McClure, Committee Services Officer (for minutes).

1. Chair's Remarks.

The Chair welcomed all members to this meeting of the South Ayrshire Shadow Integration Board.

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 of 26th June 2014.

The Minutes of 26th June 2014 (issued) ([link attached](#)) were submitted.

Decided: to approve the minutes as a correct record.

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

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

With reference to the item entitled “Review of Services within Partnership/Programme with Key Milestones within which Workstreams would Report”, Mr. Eltringham advised that the Appointments Panel had met on 18th August 2014 and had appointed Kenny Leinster to the post of Head of Health and Community Care; that, due to ongoing HR issues, the Children’s Services and Criminal Justice post could not be advertised at present; that, on Kenny Leinster’s return from annual leave, he would be discussing the managerial structure with him; that works were still ongoing with regard to pan-Ayrshire staffing arrangements; that Billy McLean, Associate Director for AHPs in NHS Ayrshire and Arran would be transferring to his team on 1st September 2014; and that he hoped to produce a further report to the October meeting updating Board members further.

Following a question from a Board Member on whether all of the AHPs would also be transferring to Tim Eltringham’s staff and be operationally under his control, Mr. Eltringham advised that the detail of the Lead Partnership arrangement was subject to further review; that when he took up the role of Director of Health and Social Care, he assumed responsibility for the NHS services, however, delegation had not taken place as yet for the South Ayrshire Council services; and that a report would be submitted to a meeting of South Ayrshire Council in due course for consideration in relation to this matter.

A further question was asked by a Board member on the completion date for the review exercise and Mr. Eltringham advised that, as there was a significant amount of work to be done on the ten different AHP services, end March 2015 was the projected completion date for the work.

Following a comment by a Board Member that the SIB Members required assurances that parallel work was being carried across all three Ayrshire Shadow Integration Boards, Mr. Eltringham advised that work was ongoing by the Strategic Alliance Integration Steering Group.

With reference to the other items of Matters Arising, Mr. Eltringham advised

- (1) that for the item entitled ‘Locality Planning Update’, a report on this matter would be submitted to the Shadow Integration Board meeting on 30th October 2014;
- (2) that for the item entitled ‘Proposed Communications Strategy/Plan – Joint Staff Event on 7th April 2014’, he and Eddie Fraser, Director of Health and Social Care, East Ayrshire had attended a very successful workshop with representatives from Unison on 22nd August 2014 and that there was a subsequent NHS sponsored engagement event on 15th September 2014 when discussions would take place on how to engage in a range of areas; and
- (3) that the other three items of Matters Arising would be considered later on the agenda.

Decided: to note the update from Tim Eltringham.

Action: Tim Eltringham.

5. Programme Update.

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

- (1) updating the Board on the response to the Draft Regulations for the Public Bodies (Joint Working) (Scotland) Act 2014 and providing a progress report on the local programme management arrangements in respect of the development of the Integration Scheme; and
- (2) advising
 - (a) that, following the stocktake meetings between the Strategic Alliance as the Programme Board and Workstream Leads and Programme Managers, the Workstreams had been preparing their first draft responses to the respective sections within the Integration Scheme Framework with particular focus on prescribed matters, with Appendix 1 to the report providing the Workstream update for August 2014;
 - (b) of the activity and timeframe for the development of the Integration Scheme which each Partnership was required to have, as outlined in Appendix 2 to the report;
 - (c) that the Workstreams were required to submit the first draft of their sections of the Integration Scheme Framework by 8th August 2014 which most had complied with and those which had not, had provided an explanation and a timeframe for doing so;
 - (d) that the objective was to have the draft Integration Scheme available for consultation, as required by the draft regulations, commencing mid September 2014, although this might be subject to slippage depending on the availability of national guidance, with the arrangements for agreeing the documents for consultation being discussed by officers of the Health Board and South Ayrshire Council; and
 - (e) that the Integration Scheme would set out the governance context for the Strategic Plans, therefore, it was important that this consultation commenced before that for the Strategic Plans.

Mr. Eltringham advised that he had recently attended a Scottish Government workshop when clear guidance had been given that it was preferable to put a nominal amount of information into the Integration Scheme as revising an aspect of the Scheme at a later date would require resubmission to the Scottish Government.

Mrs. Johnstone then provided the Board with an update on the Workstreams and discussions took place on the budgetary position; submission dates; guidance provided by the Scottish Government; engagement and the potential for the SIB/IJB to create committees and sub-committees to exercise particular functions and roles.

Decided:

- (i) to note the progress made to date;
- (ii) to note that NHS Ayrshire and Arran and South Ayrshire Council had submitted responses to the Draft Regulations;
- (iii) to note the progress of the multi partnership workstreams; and
- (iv) to note the development of the Integration Scheme.

Action: Eunice Johnstone and Bill Gray.

6. **Development of Strategic Planning Group.**

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

- (1) advising that the South Ayrshire Health and Social Care Partnership required to develop a Stakeholder Group to oversee and inform the development of its Strategic Plan;
- (2) outlining the development process and providing clarity regarding purpose, linkage and membership of the Group; and
- (3) reporting on the recommended approach to be considered by the SIB following detailed consideration of the development of the new group within a workshop format by the Community Health Partnership Forum at its August 2014 meeting, as outlined within the report.

Mr. White gave an update to the Board and a discussion then ensued on the appropriateness of the name 'Strategic Planning Group' and whether an alternative should be selected; the membership of the Group and the support that these members would require; the large size of the Group and how it would operate; the expectation that the Group would be a formal Committee of the SIB/IJB; the importance of the Strategic Planning process; the terms of reference of the Group; how the SIB and the Group would meet and how often; and how the Locality Groups would relate to the Strategic Planning Group.

Decided:

- (a) to endorse the development process for the new Strategic Planning Group;
- (b) to request that officers initiate the process and submit a further report to a future SIB meeting with proposed Terms of Reference included within this report; and
- (c) to request that the Group members consider the name for the Group and report back to the SIB with suggestions.

Action: Phil White.

7. **Community Justice Consultation.**

There was submitted a report (issued) ([link attached](#)) of August 2014 by the Head of Children's Services, South Ayrshire Council setting out the Council's response to the Scottish Government's Consultation on its proposal for the future Model of Criminal Justice Service Provision across the Country, which was approved at the meeting of South Ayrshire Council on 3rd July 2014.

Mr. Carswell then updated the Group on the current position and a discussion followed on the role of Community Planning Partnerships; the Partnership having an officer to provide required advice; and the SIB being central to the decision making process.

Decided: to note the response by South Ayrshire Council to the Scottish Government's Consultation on its proposal for the future Model of Criminal Justice Service Provision across the Country, as outlined in the Appendix to the report.

8. **Ayrshire and Arran Sensory Locality Plan 2014-2024.**

There was submitted a report (issued) ([link attached](#)) of August 2014 by the Director of Health and Social Care

- (1) presenting the Ayrshire and Arran Sensory Locality Plan, attached as Appendix 1 to the report; and
- (2) seeking approval of
 - (a) the Plan and for the Plan to be disseminated more widely across the Partnership; and
 - (b) the development of an Implementation Plan for 2014/2018 to give effect to the recommendations.

Mr. Eltringham updated the Board on the areas that required review from a local perspective and advised that he would request Kenny Leinster to develop an Implementation Plan for the Board's approval at a future SIB meeting. A discussion then followed on the links between sensory loss and obesity, the need for additional support for parents of children with sensory loss; early identification and early intervention.

Decided:

- (1) to note the progress made to date in developing services for people with a sensory loss;
- (2) to agree the content of the Ayrshire and Arran Sensory Locality Plan; and
- (3) to agree to the development of the Implementation Plan for 2014/18 to give effect to the recommendations.

Action: Tim Eltringham.

9. Partnership Formation – Risk Analysis.

There was submitted a joint report (issued) ([link attached](#)) of August 2014 by the Planning Manager, NHS Ayrshire and 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.

10. Organisational Development : Proposals for Further Board Workshop Events.

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

- (1) proposing that a series of workshops and briefings for the Shadow Integration Board be held as part of an ongoing organisational development programme; and
- (2) advising
 - (a) that short, formal meetings could be held at the end of workshop sessions should there be urgent business to consider and, similarly, should major items of business require to be considered during a month designated for a workshop, such as consideration of the Integration Scheme for the South Ayrshire Partnership, the programme would be sufficiently flexible to accommodate such requirements;
 - (b) that it had been proposed that the workshop on 16th September 2014 be on Self Directed Support;
 - (c) that, in addition to the Workshop Programme, it had been suggested that SIB Members might wish to consider a programme of briefings which would be led by Specialist Service Managers and which would take the form of a presentation and question and answer session prior to each formal meeting or workshop. If agreed, the first of these would take place on 16th September 2014;
 - (d) that if this proposal was acceptable to Board members, Board members could suggest topics for briefings and a programme of briefing topics would be circulated in due course; and
 - (e) that the above proposals were also designed to mitigate risk to Partnership formation, as identified in item 9 of this minute.

A full discussion then took place on dates of future SIB meetings and possible items for discussion at workshops.

Decided: to agree to a programme of workshops on alternate meeting dates in the period to 31st March 2015, as part of an organisational development programme for the Board and, similarly, agree to participate in a series of policy and briefing meetings.

Action: Bill Gray.

11. **Integrated Care Fund.**

There was submitted a report (issued) ([link attached](#)) of August 2014 by the Partnership Facilitator setting out the background to the new Integrated Care Fund (ICF), including the purpose and allocation for South Ayrshire, together with details of the process to develop an Integrated Care Fund Plan by mid-December 2014.

A discussion then followed on the opportunities presented by this new Fund albeit for a very limited time period, requesting officers' recommendations on how the funding should be prioritised; and ensuring that expectations are appropriately managed given the tight constraints around the funding.

Decided:

- (1) to endorse the process for the development of proposals for the use of the ICF in South Ayrshire as set out in Section 3.2 of the report; and
- (2) to request a follow-up report in November 2014 to allow for the formal submission of the Integrated Care Fund Plan by 12th December 2014, as requested in a letter from the Scottish Government, with the Integrated Care Fund Plan also being reflected within the Partnership's initial Strategic Plan.

Action: Phil White.

12. **A.O.C.B.**

Depute Members.

A Board member enquired if, should he be unavailable to attend a SIB meeting, could he send a substitute and Mr. Gray advised that the Standing Orders provided for the appointment of named Depute Members for Members of the Shadow Integration Board, however, Depute Members would only be entitled to attend and/or vote, as appropriate, at a Meeting in the absence of the principal Member they represented.

Decided: to note that Board Members could submit the name of a Deputy that they wished to attend SIB meetings in their absence.

Action: Bill Gray

13. Date of Next Meeting.

It was noted that the next Board Meeting in the form of a workshop would take place on Tuesday, 16th September 2014 at 10.00 a.m. with a briefing meeting at 9.00 a.m. A venue would be confirmed in due course.

Action: Bill Gray

The meeting ended at 4.45 p.m.