

SOUTH AYRSHIRE SHADOW INTEGRATION BOARD (SIB)

Minutes of meeting in Ailsa Hospital, Ayr,
on 26th June 2014 at 2.00 p.m.

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

Apologies: John Callaghan, NHS Non-Executive Board Member (Vice-Chair); and Fiona McQueen, NHS Executive Director.

Attending: Tim Eltringham, Director of Health and Social Care, South Ayrshire; Phil White, Partnership Facilitator; Kenny Leinster, Acting Chief Social Worker, South Ayrshire Council; Eunice Johnstone, Planning Manager, NHS; Ann Jess, Staff Side Representative, South Ayrshire Council; Marie Oliver, Chief Executive Officer, Voluntary Action South Ayrshire (VASA); Hugh Millar, Public Partnership Forum; Kathleen Strachan, Scottish Care - Independent Sector Member; Dr. Ajay Koshti, NHS; and Ann Gow, Associate Nurse Director, NHS.

Apologies: Stewart Donnelly, Staff Side Representative, NHS; Eileen Howat, Chief Executive, South Ayrshire Council; Hugh Carswell, Head of Children's Services, South Ayrshire Council; and Bill Gray, Project Planning and Performance Manager, South Ayrshire Council.

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

1. Chair's Remarks.

(1) Sensory Impairment Launch.

The Chair advised that, following Tim Eltringham's email regarding the Sensory Impairment Launch, four of the SIB Members would be attending this event on Tuesday, 8th July 2014 at East Ayrshire Council Headquarters.

(2) Briefing Meetings.

The Chair outlined that a series of pre-agenda meetings had been arranged for herself and the Vice-Chair along with Officers, however, briefing meetings could also be arranged for any SIB members who required this.

Decided: that briefing meetings be arranged to which all SIB members would be invited.

Action: Bill Gray.

(3) Style of Reports.

The Chair advised that she would be meeting with Tim Eltringham to develop a style of report unique to this Board.

Decided: that the Chair and Tim Eltringham would consider a style of report suitable for the Shadow Integration Board.

Action: Tim Eltringham.

(4) Welcome.

The Chair welcomed Kathleen Strachan, Ann Gow and Dr. Ajay Koshti to their first meeting of the 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 24th April 2014.

The Minutes of 24th April 2014 (issued) ([link attached](#)) were submitted and approved

- (1) subject to an amendment to paragraph 4 on Page 6 on "Locality Planning" when Dr. McHattie advised that this should read "Dr. McHattie advised that GPs would be identifying a lead individual from each practice to serve on groups" as it was not an obligation to serve on these groups; and
- (2) subject to an amendment to paragraph 5 on Page 6 on "Locality Planning" when Dr. McHattie advised that Ayr, Prestwick and Troon had merely been an example of three locality groups and were not in fact the three locality groups.

Decided: to approve the minutes as a correct record subject to the above amendments.

4. Matters Arising from Minutes of Previous Meeting.

Tim Eltringham took the Board through the Matters Arising from the previous meeting ([link attached](#)) and, following a question on the item entitled Reshaping Care – Change Fund Investments 2014/15 and whether there was a completion date for this, Mr. Eltringham advised of the work which had been carried out to date and that a target date could be set.

Decided: to note the update and that a target date would be set for the Reshaping Care – Change Fund Investments 2014/15 item.

Action: Tim Eltringham.

5. Minutes of previous meeting of 3rd June 2014.

The Minutes of 3rd June 2014 (issued) ([link attached](#)) were submitted.

Decided: to approve the minutes as a correct record.

6. Senior Nurse Representation on Partnership Shadow Integration Boards/Nurse Adviser Role on South Ayrshire Shadow Integration Board (SIB).

There was submitted a report (issued) ([link attached](#)) of June 2014 by the Associate Nurse Director, Partnerships outlining the role that a Senior Nurse would undertake on the SIB and the Board heard Ann Gow advise of the benefit of having a Senior Nurse on the Board.

Decided: following a discussion on the advantages of having a Senior Nurse Adviser on the SIB, to agree that Ann Gow attend the SIB meetings as Senior Nurse Adviser.

7. Proposals for Partnership Management and Governance Arrangements.

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

- (1) the Senior Management and Governance arrangements for South Ayrshire Health and Social Care Partnership; and
- (2) the proposals to appoint two Heads of Service.

Following questions from Board Members in relation to the rationale for the locus for responsibility of Criminal Justice Services, Mr. Eltringham advised that the post of Head of Children's Health, Care and Criminal Justice Services had combined functions as a pragmatic approach which also balanced up the duties of the two posts as the Head of Service, Community Health and Care Services also had a significant remit; and that it was rational to have all senior members of staff in post first and that he hoped the process would proceed soon to appoint all of the staff members.

Decided:

- (a) to approve the proposed management arrangements for the Health and Social Care Partnership as outlined in Appendix 1 of the report; and
- (b) to agree the commencement of the process to appoint the two Heads of Service.

Action: Tim Eltringham.

8. Programme Update.

There was submitted a joint report (issued) ([link attached](#)) of 18th June 2014 by the Planning Manager, NHS and the Project Planning and Performance Manager, South Ayrshire Council providing a progress report on the publication of the draft regulations and the local programme management arrangements including an update on the progress of the workstreams in respect of the development of the Integration Scheme.

A letter from the Cabinet Secretary and the COSLA spokesperson for health and wellbeing was circulated for information.

Decided:

- (1) following a discussion on whether the SIB should comment on the draft regulations separately from the Council and the NHS, to agree that the draft responses from the Council and the NHS be circulated to Board Members for their information in due course;
- (2) to request that the Strategic Alliance Integration Sub-Group also consider the draft regulations; and
- (3) to note the workstream updates.

Action: Tim Eltringham.

9. Update Report on Initial Priority Areas.

There was submitted a joint report (issued) ([link attached](#)) of June 2014 by the CHP Facilitator, NHS and the Project, Planning and Performance Manager, South Ayrshire Council updating the SIB Members on particular priority areas of work being undertaken to support the development of the new Health and Social Care Partnership.

Phil White then outlined the progress made to date in relation to the following areas:-

- Development of Strategic Planning Group;
- Development of Strategic Plan;
- Development of Locality Planning;
- Staff Engagement; and
- Communication.

Following a question from a Board Member on what engagement had been carried out by Locality Groups in relation to Locality Planning, Dr. Koshtie advised that discussions had taken place at the GP Sub-Committee and that a stakeholder GP nomination was being sought and Dr. McHattie further advised that once the stakeholder GP nomination had been confirmed and the post of Clinical Director job description had been finalised, matters would progress timeously.

Decided:

- (1) to note the progress made in relation to the development process for the Partnership;
- (2) that proposals for the Strategic Planning Group development form part of the agenda for the SIB Board meeting scheduled to take place in August 2014; and
- (3) to welcome the progress made in GP involvement.

Action: Phil White and Bill Gray.

10. Feedback from SIB Strategic Planning Workshop – 3 June 2014.

There was submitted a joint report (issued) ([link attached](#)) of 18th June 2014 by the CHP Facilitator, NHS and the Project, Planning and Performance Manager, South Ayrshire Council summarising the feedback from the SIB Strategic Planning Workshop of 3rd June 2014, the basis of which would be discussed and considered at the Joint Forum and Officer Locality Group Session on strategic planning on 27th June 2014.

Decided: to note the feedback from the SIB Strategic Planning Workshop.

11. Development Work on Vision, Mission, Values, etc.

There was submitted a joint report (issued) ([link attached](#)) of 18th June 2014 by the CHP Facilitator, NHS and the Project, Planning and Performance Manager, South Ayrshire Council updating the SIB on work being undertaken to develop an identity for the Partnership in terms of its Vision, Mission, Values, Working Principles and Strategic Objectives.

Decided: to agree that the proposals within the report form part of the initial draft strategic plan for the Partnership, be further improved through engagement with Strategic Planning Group and be considered within the substantial iterative process for the development of the full first three-year Strategic Plan during 2015-16; and that any comments on the proposals should be submitted to Phil White.

Action: Phil White and Bill Gray.

12. Scottish Health and Care Experience Survey.

There was submitted a report (issued) ([link attached](#)) of 17th June 2014 by the CHP Facilitator, NHS advising of the latest Health and Care Experience Survey which had been undertaken and the subjects covered in the survey.

A discussion then followed on the small sample size used to obtain this information; patients' lack of understanding of the difference between NHS24 and ADOC; the inclusion of social care data for the first time and the background against Scotland as a whole.

Decided: that, due to the richness of the data, the potential sensitivity and the need to explore the information in a measured way, that this survey form part of a future SIB workshop meeting taking more cognisance of the social care data in the first instance.

Action: Phil White and Bill Gray.

13. Transitional Funding Allocation 2014-15.

There was submitted a joint report (issued) ([link attached](#)) of 18th June 2014 by the Project Planning and Performance Manager, South Ayrshire Council and the Planning Manager, NHS advising SIB Members of the outcome of the bid made by the three Ayrshire Health and Social Care Partnerships to the Scottish Government for transitional funding in 2014-15 to assist with Partnership development and formation; and outlining the initial proposals for the utilisation of this funding.

Decided: to note the outcome of the funding bid made to the Scottish Government for transitional funding; and to agree to the proposals for the future utilisation of the monies received, as detailed in Section 4 of the report.

Action: Tim Eltringham.

14. Partnership Formation – Risk Analysis.

There was submitted a joint report (issued) ([link attached](#)) of 18th June 2014 by the Project Planning and Performance Manager, South Ayrshire Council and the Planning Manager, NHS recommending that the SIB note and accept the updated list of strategic level risks to Partnership formation as detailed in Appendix 1 of the report; and agree to keep these under regular review.

Decided: following a discussion on the importance of communication and information sharing, to note and approve the updated list of strategic level risks to Partnership formation as detailed in Appendix 1 of the report; and to agree to keep these under regular review.

Action: Bill Gray and Eunice Johnstone.

15. Development of an Ayrshire Strategy for Autism.

There was submitted a report (issued) ([link attached](#)) of 16th June 2014 by the Head of Community Care and Housing, South Ayrshire Council providing the SIB with a report on the Development of an Ayrshire Strategy for Autism which had been approved by South Ayrshire Council's Leadership Panel on 29th April 2014.

Decided: to note the contents of the report approved by the Council, attached as Appendix 1.

16. Completion of the Scrutiny Review of Day Services for Older People.

There was submitted a report (issued) ([link attached](#)) of 16th June 2014 by the Head of Community Care and Housing, South Ayrshire Council providing the SIB with a report on the Completion of the Scrutiny Review of Day Services for Older People which had been approved by South Ayrshire Council's Leadership Panel on 29th April 2014.

Decided: to note the contents of the report approved by the Council, attached as Appendix 1.

17. **A.O.C.B.**

South Ayrshire Council Reports.

Decided: following consideration of items 15 and 16 above, that should a report of any interest to the Board be considered at a meeting of South Ayrshire Council, a link to this report on the Council's website should be issued to the SIB Members for their interest.

Action: Bill Gray

18. **Date of Next Meeting.**

It was noted that the next Board meeting would take place on Tuesday, 26th August 2014 at 2.30 p.m. in the Troon Room, County Buildings, Wellington Square, Ayr.

The meeting ended at 3.45 p.m.