

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

Minutes of meeting in County Buildings, Ayr,  
on 30th October 2014 at 10.00 a.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: Dr. Grant McHattie, NHS; and Fiona McQueen, NHS Executive Director.

Attending: Tim Eltringham, Director of Health and Social Care; Phil White, Partnership Facilitator; Kenny Leinster, Acting Chief Social Work Officer, South Ayrshire Council; 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; Dr. Ajay Koshti, South Ayrshire Locality Lead General Practitioner; Stewart Donnelly, Staff Side Representative, NHS; Marie Oliver, VASA; and Eillen Wyllie, Committee Services Officer and Janice McClure, Committee Services Officer (for minutes).

Apologies: Eileen Howat, Chief Executive, South Ayrshire Council; and Ann Jess, Union Representative, South Ayrshire Council.

**1. Chair's Remarks.**

The Chair welcomed all members to this meeting of the South Ayrshire Shadow Integration Board. She also welcomed two representatives from Pfizer UK who were attending the meeting in a public capacity.

**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 August 2014.**

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

A request was made for future Minutes, once cleared by the Chair and Vice-Chair, to be circulated within three weeks of the meeting.

**Decided:** to approve the minutes as a correct record and to agree that, in future, all minutes, following clearance by the Chair and Vice-Chair, be circulated within three weeks of the meeting.

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

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

With reference to the item entitled 'Scottish Health and Care Experience Survey', Mr. Gray advised that this would be looked at as part of a future briefing. In relation to the 'Integrated Care Fund', it was noted that the follow-up report would be submitted and considered following the Workshop on 27th November 2014. Mr. Gray indicated that all other action updates were contained within reports being considered later on the agenda.

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

**Action:** Bill Gray.

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

There was submitted a report (issued) ([link attached](#)) of October 2014 by the Director of Health and Social Care updating the Board on key developmental activity within South Ayrshire Health and Social Care Partnership including development of the Partnership Strategic Plan and development of the investment plan for the Integrated Care Fund.

Discussion took place in relation to the Premises Review and comments were made as follows:- that other key organisations should be involved in the Review both at a local and national level; that service needs should drive estate considerations; and that opportunities for co-location should be fully explored to make use of existing premises for office bases as well as for delivery of services. Mr. Eltringham advised that these various issues were being taken into account by Officers tasked with this work.

In terms of Communication and Engagement, Mr. Eltringham and Mr. Millar provided feedback from the Public Partnership Forum meeting which they had both recently attended. Mr. Millar advised that the Forum were keen to have regular meetings with Officers and would like to assist the Board to develop its Communication and Engagement Strategy. The Forum had also confirmed that it was satisfied with the direction being proposed by the Partnership in this regard.

Mr. Eltringham advised that he would report as indicated on 27th November 2014 in relation to the development of a Plan for the utilisation of the Integration Care Fund of £2.34m in 2015-16.

**Decided:** to note the progress made in the various key areas.

**Action:** Tim Eltringham.

## 6. Programme Update.

There was submitted a joint report (issued) ([link attached](#)) of October 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.

Mrs. Johnstone provided the Board with an update on national progress and the draft regulations. She highlighted that some additions had been made to the regulation on the content of the Integration Scheme and advised that the detail of how the Integration Joint Board should be formed would be set out by regulation.

Mrs. Johnstone reported that the regulations and associated guidance from the Scottish Government were due to be finalised in December 2014. She also indicated that the ongoing work of the local multi partnership workstreams relating to Integration Scheme was on course.

The Chair commented that South Ayrshire Council, at its meeting on 29th October 2014, had considered a report (tabled for information) seeking approval to consult on the draft Integration Scheme for the Partnership. It was noted that NHS Ayrshire and Arran would consider a similar proposal at its meeting on 10th November 2014.

Concerns were raised in relation to the absence of finalised guidance in addition to that associated with the regulations and the tight timescales involved in producing an Integration Scheme and a course of action was discussed. On this note, the Chair suggested that she and the Vice-Chair write jointly to the Scottish Government requesting that national guidance be made available at the earliest opportunity and certainly no later than December 2014.

In terms of ICT compatibility issues, it was noted that consideration would be given to the various systems being utilised across the partnership and necessary issues would be reported at future meetings.

### Decided:

- (1) to note the national progress on the revised draft regulations; the progress of the multi partnership workstreams; and the development of the draft Integration Scheme; and
- (2) to agree that the Chair and Vice-Chair write jointly to the Scottish Government requesting that national guidance be made available at the earliest opportunity and certainly no later than December 2014.

**Action:** Eunice Johnstone and Bill Gray **(1)**; and the Chair and Vice-Chair **(2)**.

## 7. **Locality Planning : Final Proposals.**

There was submitted a report (issued) ([link attached](#)) of 10th October 2014 by the Project Planning and Performance Manager providing updated proposals for consideration by the Board, following a significant engagement exercise, on the proposed geographical boundaries of localities and neighbourhoods and on the roles proposed for each in the Strategic Planning (Commissioning) process.

Mr. Gray gave a presentation on the current position regarding locality planning and commented on the outcome of the engagement exercise resulting in a number of changes as detailed within the report and its appendices.

Following a request for an electronic version of the maps (tabled), Mr. Gray indicated that he would arrange for the maps to be circulated electronically as well as placed on the Council website.

A full discussion took place in relation to Community Capacity Building. Following a question concerning the formation of neighbourhood level groups and how this would be undertaken, Mr. Gray advised that some neighbourhood groups would be easier to establish with others taking longer. Clarification was sought in relation to paragraph 9.7 of the report and the wording regarding the creation of three temporary community capacity (development) posts. It was clarified that these posts would be recruited and employed by the Council on behalf of the Partnership. During discussion, comments were made in relation to the remits and expectations of these posts with a clear need to demonstrate performance in terms of best value. It was also recognised that a mapping exercise would be undertaken to provide the Board with an idea of current community capacities. Ms. Oliver commented that VASA would work with the three temporary workers and would share the mapping work which VASA is developing. Concerns were expressed in terms of the sustainability of the posts since these would be on a temporary basis. Mr. Eltringham advised that, at this stage, he could only recommend temporary contracts due to the nature of the proposed funding.

In terms of the proposed neighbourhoods, a question was raised in relation to the omission of Coylton and Mr. Gray advised that this would be a neighbourhood within the proposed Ayr South locality. At this point, Ms. Bowie suggested that consideration might need to be given to looking again at the Kincaidston / Castlehill neighbourhood as there may issues locally about these areas being regarded as a natural community. It was noted that boundaries were fluid and that the setting of neighbourhoods was part of an evolving process as the social and health needs within neighbourhoods could change because of new dynamics such as new house building, for example.

### **Decided:**

- (1) to approve the locality and neighbourhood boundaries as proposed in Appendix 5 to the report;
- (2) to approve the roles proposed for the Locality and Neighbourhood levels in the Strategic Planning Process, as detailed in Sections 6 and 7 of the report;
- (3) to support the recruitment and employment of three temporary officers to built capacity within communities in South Ayrshire in pursuit of the Integration Principles contained in the Public Bodies (Joint Working) (Scotland) Act, 2014 and in delivery of national and local outcomes for health and wellbeing for adults and for children;

- (4) to consider the funding required to support community capacity building (as proposed in recommendation 3 above) when considering the proposals on the utilisation of Transitional Funding in 2014/15 and, similarly, in respect of proposals to be brought forward for use of the new Integrated Care Fund in 2015/16; and
- (5) to ask Mr. Eltringham
  - (a) to explore the remits and expectations of the three temporary community capacity (development) posts together with key milestones for this work; and
  - (b) to consider how these posts could be sustained beyond the short-term indicated within the report.

**Action:** Tim Eltringham and Bill Gray.

## 8. Transitional Funding Allocation 2014/15.

There was submitted a report (issued) ([link attached](#)) of October 2014 by the Project Planning and Performance Manager seeking approval for expenditure in a number of appropriate areas to be funded by the Transitional Funding for Partnership formation and development awarded by the Scottish Government as reported to this Board at its meeting on 26th June 2014.

In relation to the proposed level of spend outlined at paragraph 3.6 of the report, a comment was made as to whether this type of specialist input for graphic design and product development could be sourced from the University or the College and it was noted that this idea could be explored for future activity as it might not be feasible for this piece of work.

Mr. Eltringham advised of the ongoing work in relation to the proposal to develop a joint equipment store and indicated that part share costs of Occupational Therapy (OT) activity up to March 2015 amounting to £7,500 require to be met. He requested this additional funding be met from the Transitional Funding allocation and indicated that East Ayrshire Partnership had indentified a person to undertake OT work in respect of establishing a joint equipment store.

Dr. Koshti sought clarification in relation to clinical engagement particularly in relation to GP participation. He commented on the pace of developments and of his input, however, there was little opportunity to report progress back to GPs routinely and to provide opportunities for them to engage in the process. Mr. Gray commented on the funding of £135,000 to support engagement by primary care including GPs held by East Ayrshire on behalf of all three Ayrshire Partnerships and suggested that he would discuss this matter further with Dr. Koshti, Mr. Eltringham and Mr. White with a view to establishing how Dr. Koshti's concerns could be addressed. Further comments were made in relation to engaging with other key groups of healthcare staff and it was noted that discussions were ongoing.

The costs incurred by stakeholders in attending engagement meetings and other stakeholder groups, for example, the Strategic Planning (Advisory) Group was raised and, in response, Mr. White advised that there was an existing CHP budget for this purpose which could be accessed to cover the costs expended in attending meetings.

**Decided:**

- (1) to approve the proposals outlined in Section 3 of this report to commit and spend up to £72,000 of the £89,000 of Transitional Funding still available for allocation in the period to 31st March 2015;
- (2) to approve a further £7,500 in relation to the work proposed for the joint equipment store; and
- (3) to request the Director of Health and Social Care to submit a further report later in the financial year to utilise the £9,500 remaining along with a share of the unused monies awarded through the Data Sharing Partnership.

**Action:** Bill Gray.

## 9. **Development of Strategic Planning Group .**

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

- (1) updating the Board on the process for the development of a Strategic Planning Group; and
- (2) seeking approval of the draft Terms of Reference for the Group.

Mr. White provided an update in relation to the name of the Group and confirmed that he had been advised that it would be acceptable to change its name to that of Strategic Planning (Advisory) Group.

Mr. Callaghan advised the Board that he Chaired this Group and that progress was being made in terms of the remit of the Group, however, it was proving difficult to engage with the Acute Sector and Mr. Eltringham further advised that a meeting had been set up with Joanne Edwards, Assistant Director of Acute Services at Ayr University Hospital to further develop relationships with this Sector.

A discussion then followed on the non-representation of the ADP on the Strategic Planning Group and the flexibility of the membership which would allow for the inclusion of further organisations on the Group; and the reimbursing of expenses for members of the Group.

**Decided:**

- (a) to approve the draft Terms of Reference for the Strategic Planning (Advisory) Group with the amendment of 'NHS staff side' and 'Local Authority Unions' to read 'NHS staff side representative' and 'Local Authority representative'; and
- (b) to request an update report to a future meeting including final, agreed Terms of Reference including Standing Orders for the Group.

**Action:** Phil White.

**10. Reshaping Care for Older People Change Fund Performance Report 2013/14.**

There was submitted a report (issued) ([link attached](#)) of October 2014 by the Partnership Facilitator outlining the latest performance figures associated with the Reshaping Care for Older People Change Fund Programme for South Ayrshire.

Mr. White then gave a presentation to the Board on the position with regards to Reshaping Care for Older People Change Fund Performance and advised how the work had been carried out and of the challenges faced.

**Decided:**

- (1) to note the position in relation to the Reshaping Care for Older People Change Fund and its linked national and local performance measures; and
- (2) to agree that a presentation on Emergency Admissions be delivered by Hazel Henderson, Public Health Consultant at the SIB meeting of 11th December 2014.

**Action:** Phil White.

**11. Partnership Formation – Risk Analysis.**

There was submitted a joint report (issued) ([link attached](#)) of October 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. A.O.C.B.**

**Draft Integration Scheme.**

The Chair advised that at the meeting of South Ayrshire Council on 29th October 2014 it had been agreed to consult on the draft of the Health and Social Care Partnership Integration Scheme between the Council and NHS Ayrshire & Arran and Mr. Gray advised

- (1) that that the consultation process would commence after the meeting of the Health Board scheduled to take place on 10th November 2014, if the Board also agreed to consult and that the consultation process would take place between mid November and 8th December 2014;

- (2) that the Shadow Integration Board was not listed as a consultee, however, a number of groups represented on SIB were being consulted;
- (3) that groups would be written to and asked to provide feedback and that a method had been developed of recording the information provided by the consultees; and
- (4) that a report would be submitted to the SIB meeting on 11th December 2014 detailing the feedback that had been received on the document and providing an opportunity for Board Members to provide any items for consideration prior to it being amended and formally approved by the Council and the NHS Board in January 2015.

Mrs. Johnstone further advised that it had been agreed to carry out the consultation jointly for the wider representation but that the Council and the Health Board would each consult with their own staff.

**Decided:** to note the present position with regards to the Draft Integration Scheme.

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

**13. Date of Next Meeting.**

It was noted that the next Board Meeting in the form of a workshop would take place on Thursday, 27th November 2014 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 12.30 p.m.