

SOUTH AYRSHIRE SHADOW INTEGRATION BOARD (SIB)

Minutes of meeting in County Buildings, Ayr,
on 26th February 2015 at 1.00 p.m.

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

Apologies: Lesley Bowie, NHS Non-Executive Board Member; and Dr. Grant McHattie, NHS.

Attending: Tim Eltringham, Director of Health and Social Care; Sharon Lindsay, Assistant Director for Finance, NHS; Eleanor Currie, Principal Accountant, South Ayrshire Council; 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; Andrew Moore, Assistant Nurse Director; Billy McLean, Director of AHPs; Irene McCurdie, Union Representative, South Ayrshire Council; Hazel Henderson, Consultant in Public Health; and Janice McClure, Committee Services Officer (for minutes).

Apologies: Kathleen Strachan, Scottish Care – Independent Sector Member; Marie Oliver, VASA; and Stewart Donnelly, Staff Side Representative, NHS.

1. Presentation on Partnership Strategic Plan.

Bill Gray and Phil White gave a presentation to the Board on the Strategic Plan, outlining timescales for the various stages of consultation and approval of the Plan and advising that a further update would be given to the Board on the Strategic Plan at its next meeting on 26th March 2015.

Following a question from a Board Member, Mr. Gray agreed to circulate details of the engagement events to all Board Members.

2. Chair's Remarks.

The Chair welcomed Carol Davidson, NHS Executive Board Member; Sharon Lindsay, Assistant Director for Finance, NHS; Andrew Moore, Assistant Nurse Director; and Eleanor Currie, Principal Accountant, South Ayrshire Council to their first meeting of the South Ayrshire Shadow Integration Board.

3. 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.

4. Minutes of previous meeting.

The Minutes of 11th December 2014 (issued) ([link attached](#)) were submitted.

Decided: to approve the minutes as a correct record.

5. 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 item 6 'Programme Update', Mr. Gray advised that the Chair and Vice-Chair, on behalf of the Shadow Integration Board had written to the Scottish Government requesting that national guidance on Integration be made available at the earliest opportunity (letters attached). A response had been received from the Director of NHS Workforce outlining that the HR Working Group would be happy to consider the issues raised by the Board with a view to providing advice that could be interpreted at local level or to potentially produce a national position if deemed appropriate.

Mr. Gray further advised that a link was now available on the Council's website to the Care Opinion website along with information on the pilot exercise.

Decided: to note the update from Bill Gray.

Action: Bill Gray.

6. Director's Update Report.

There was submitted a report (issued) ([link attached](#)) of February 2015 by the Director of Health and Social Care updating the Board on key developmental activity within South Ayrshire Health and Social Care Partnership.

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

Discussions then took place in relation to the Care Opinion Pilot Exercise; and the replacement of the current OLG structure;

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

Action: Tim Eltringham.

7. Programme Update.

There was submitted a joint report (issued) ([link attached](#)) of February 2015 by the Planning Manager, NHS and the Project Planning and Performance Manager, South Ayrshire Council updating the Board on progress regarding the multi-partnership workstreams and the status of the draft Integration Scheme.

Eunice Johnstone advised that, following agreement by the NHS Board and the Council, the Integration Scheme had been submitted to the Scottish Government on 2nd February 2015 and she was awaiting feedback on this.

Questions were raised by Board Members on

- (1) when the ICT compatibility of devices and connectivity across partnership agencies would take place and Mr. Eltringham advised that this is an issue that would take time to develop given its complexity but that he was sighted on its importance to effective integrated working;
- (2) whether there was the opportunity for discussion by the Board to develop a new IT system and Mr. Eltringham advised that the Strategic Issues Steering Group had agreed to examine the range of requirements in relation to Information Sharing and Data Protection and to hold a workshop in April 2015 regarding this;
- (3) whether the Information Sharing Protocols had been approved and Mrs. Johnstone advised that these had been signed off by the Chief Executive; and
- (4) whether the Public Health Review had commenced and Dr. Davidson advised that a meeting on this issue had taken place in December 2014, the consultation exercise was ongoing with numerous consultees and, once completed, stakeholder meetings would take place with a report on the findings expected by early summer 2015.

A full discussion then took place on the sharing of personal information, the security of personal information, the photographing of records and the electronic storage of records.

Decided: to note the progress of the multi-partnership workstreams and the status of the Integration Scheme.

Action: Eunice Johnstone.

Councillor Brian McGinley left the meeting at this point.

John Callaghan left the meeting during consideration of the following item on the agenda. As the meeting was now inquorate, it was decided that no formal business would be undertaken and that the remaining items of business on the agenda be noted and homologated at the next Board meeting.

8. Financial Management Report as at 31st December 2014.

There was submitted a report (issued) ([link attached](#)) of February 2015 by the Assistant Director for Finance, NHS Ayrshire and Arran providing an overview of the current financial position of the South Ayrshire Health and Social Care Partnership, as well as the projected outturn for 2014/15 as at Period 9 to 31st December 2014.

Sharon Lindsay took the Board through the projected expenditure within the Health Board and the Council, reported on the details of the projected overspends and underspends as appropriate and the efficiency savings for 2015/16 and 2016/17.

A full discussion then took place on the projected year-end overspend of £2.5m against the current budget, the implications of this and the challenges ahead and Mr. Eltringham advised that a Budget Workshop would be held in due course which would assist Board Members.

Decided: to note the contents of the report including specific key actions on significant variances and the actions being taken to bring the budget back into line.

Action: Sharon Lindsay.

9. Utilisation of Transitional Funding Allocation 2014/15.

There was submitted a joint report (issued) ([link attached](#)) of February 2015 by the Project Planning and Performance Manager, South Ayrshire Council and the Principal Accountant, South Ayrshire Council updating the Board on current planned utilisation of Scottish Government Transitional Funding for Partnership formation and development, including that awarded through the Data Sharing Partnership.

Bill Gray reported on the allocation of funding and the adjustments to the budget.

A full discussion then took place on the Joint Equipment Store and Mr. Eltringham advised that a decision would be taken by end March 2015 on whether the Business Case would support the Joint Equipment Store.

Decided: due to the lack of a quorum, to continue consideration to the next Board meeting of

- (1) the approval of the latest projection to commit and spend all of the Transitional and Data Sharing Partnership Funding available for allocation in the period to 31st March 2015; and
- (2) homologation of the expenditure commitments entered into in line with policy developments in the period since the last report submitted on 30th October 2014, amounting to £89,333 in total.

Action: Bill Gray and Eleanor Currie.

10. **Preparation for Integration : First Meeting of Integration Joint Board.**

There was submitted a report (issued) ([link attached](#)) of 19th February 2015 by the Project Planning and Performance Manager, South Ayrshire Council providing details of the likely business to be transacted at the first meeting of the Integration Joint Board (IJB) in April 2015.

Bill Gray outlined the items that required to be addressed at the first IJB meeting and the present position with each of these likely items of business.

Following a question from a Board Member on whether the Standing Orders for the IJB would be approved by the Health Board and the Council, Mr. Gray advised that the Standing Orders would be approved by the IJB, as a separate legal entity.

Decided: to note the business to be transacted at the first meeting of the IJB in April 2015, as outlined in the Appendix to the report.

Action: Bill Gray.

11. **Locality Planning Update.**

There was submitted a report (issued) ([link attached](#)) of 17th February 2015 by the Project Planning and Performance Manager, South Ayrshire Council providing an update on the development of Locality Planning for the South Ayrshire Health and Social Care Partnership.

Bill Gray advised that the Locality Planning Launch events which had taken place locally had proved successful with a broad cross-section of people attending these constructive events.

Decided: to note the progress made to date.

Action: Bill Gray.

12. **Partnership Formation – Risk Analysis.**

There was submitted a joint report (issued) ([link attached](#)) of February 2015 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.

13. Date of Next Meeting.

It was noted that the next Board Meeting would take place on Thursday, 26th March 2015 at 1.00 p.m. in the Maybole Room, County Buildings, Ayr.

Action: Bill Gray.

The meeting ended at 3.35 p.m.