Minutes of East Ayrshire Integration Joint Board
Thursday 4th February 2016 at 2.00 pm
Council Chambers, Council Headquarters, London Road, Kilmarnock

Present:

- Mr Ian Welsh, Non-Executive, NHS A&A (Chair)
- Councillor Douglas Reid, EAC
- Councillor Iain Linton, EAC
- Councillor Maureen McKay, EAC
- Mr Eddie Fraser, Director of HSCP
- Mr Ian Smith, PPF
- Ms Irma Rewcastle, Carer, Alzheimers Scotland
- Mr Gordon McKay, Trade Union Representative
- Ms Caroline Scott, Council of Voluntary Organisations (CVO)
- Craig McArthur, Chief Finance Officer
- Mr John Freestone, Clinical Director
- Dr Philip Korsah, Acute Services, NHS A&A
- Ms Susan Taylor, Head of Children’s Health, Care and Justice Services (CSWO)

In Attendance:

- Mr Alex McPhee, Senior Manager of Finance, EA HSCP
- Councillor Lillian Jones, EAC
- Ms Margaret Phelps, Partnership Programme Manager, EA HSCP
- Mr Erik Sutherland, Senior Manager Planning and Performance, EA HSCP
- Mrs Pamela Milliken, Head of Primary Care and Out of Hours Community Response Services, EA HSCP
- Mrs Amanda McInnes, Senior Manager Business Support
- Ms Amanda Lowe, HR Manager, EAC
- Ms Ann Gow, Associate Nurse Director, EA HSCP
- Ms Linda Boyd, Programme Manager
- Ms Thelma Bowers, Head of Mental Health Services NA HSCP

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<th>1. WELCOME</th>
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<td>Mr Welsh welcomed everyone to the meeting.</td>
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2. PRESENTATION

2.1 | Ms Bowers and Ms Boyd provided a presentation on Woodland View. |

Ms Bowers advised that after a Mental health review in 2007/2008 significant gaps in provision of inpatient services were identified along with the need for a business case for improvement. A programme was set up to develop Mental Health Services and as part of this, over the least 2 years, the building of a new hospital has taken place.
It was noted that:
- Woodland View is a service for a whole range of mental health needs and it is the third biggest NHS Infrastructure build in Scotland with all patient accommodation on the ground floor;
- It contains 206 bedrooms which are single occupancy with an ensuite; and
- There was a reduction in bed numbers in order to develop community provision within the build.

Ms Bowers advised that members of the IJB are welcome to visit Woodland View and have a look around.

Mr Smith raised a concern around transport links to Woodland View for rural communities. Ms Bowers advised that a full appraisal was done on where to place the build and this site was chosen as it had the best transport routes.

Ms Bowers asked the IJB to raise the issue around bus links with local companies to help if they can. It was agreed that this be addressed with the Community Planning Partnership Partners.

Mr Welsh also advised that he will link with Ayrshire and Arran to map out community transport.

Mr Fraser advised that most mental health contact will be done at home and inpatient will only be used as an option for specific care and treatment if required.

Mr McKay praised highly the level of communication that was carried out with Trade Unions during this build and described it as an exemplar of partnership working.

It was noted that Ms Bowers leads on Mental Health overall across the 3 IJB’s and it was agreed that Ms Bowers come back to a future meeting to discuss wider development within this remit.

### 3. APOLOGIES FOR ABSENCE

#### 3.1 Apologies
Apologies for the meeting were received from Tom Cook, Alistair McKie, Lisa Tennant, Annemargaret Black and Brian O’Suillibhan.

### 4 MINUTE OF PREVIOUS MEETING

#### 4.1 The minute
The minute of the meeting held on 20th August 2015 was approved as correct record.

The minute of the meeting held on 1st October 2015 approved as correct record.
5. MATTERS ARISING AND ACTIONS

5.1 Children’s Services
Ms Taylor advised that she is working with wider children’s services to develop models of care and support and will bring this to a future meeting.

Ambitious for Ayrshire
Mrs Milliken provided a verbal update on the Ambitious for Ayrshire event which took place on 1 December and advised that a full report on this will come to the next IJB meeting.

Mrs Milliken advised that a Primary Care Programme Board has been set up to oversee the development workstream of Primary Care. The first meeting of the Board is being held in March. A report will be brought to a future meeting explaining who the Programme Board is and how they feed into the IJB.

It was agreed that service users should be involved in this Board.

E Fraser advised that not only Primary Care issues should be brought to the IJB. Work programmes on a Pan Ayrshire basis should be brought here. A paper will be brought to the next IJB outlining this work.

It was also noted that the 3 Directors of the Health and Social Care Partnership’s meet on a weekly basis to look at elements that cut across.

6. FINANCIAL MANAGEMENT REPORT

Mr McPhee advised that the purpose of this report is to provide details of the projected outturn position for the East Ayrshire Health and Social Care Partnership for 2015/16, based upon the current financial position as at December 2015 (Period 9). This includes an update on the Integrated Care Fund, as well as highlighting progress against approved recurring cash releasing efficiency savings, with a brief update on the ongoing delegated budgets due diligence process. The report also provides a summary of the projected outturn on NHS hosted services managed under Lead Partnership arrangements, as well as information on Acute Services budgets in relation to the large hospital Set Aside resource within the scope of the Strategic Plan.

Mr McPhee also advised that:
- There is a favourable variance of £0.169M;
- Work is being undertaken to consider the legal, financial and service position on Kinship Care; and
- There is a projected full spend of £2.470M of the Integrated Care Fund.

Mr Welsh advised that the IJB Development day being held on 18th February will be based around discussions on the budget. It was agreed that a full day to discuss budget would be beneficial and that the reports on the portal around GP Practice Prevalence rates should be kept in
mind during the discussion.

Ms Phelps to circulate to the Board to see if there are any specific budget issues which require to be discussed at the Development Day.

It was noted that, in future years, if there is some overspend for other partnerships lead Partnership Services the EA HSCP may need to contribute resources to this.

The Integration Joint Board agreed the recommendations to:

(i) Note the projected outturn position for the East Ayrshire Health and Social Care Partnership as at December 2015, including specific key actions on significant variances;
(ii) Note the projected outturn position in respect of the Integrated Care Fund;
(iii) Note progress towards achievement of approved cash releasing efficiency savings;
(iv) Note the ongoing due diligence process in respect of delegated 2015/16 baseline budgets;
(v) Note the current financial position of the budgets being managed under Lead Partnership arrangements, including the agreement that the risks of overspends in Lead Partnership Services which cannot be recovered will be met by NHS Ayrshire and Arran in 2015/16;
(vi) Note the current position in respect of large hospital set aside budgets; and
(vii) Otherwise note the content of the report.

7. DRAFT LOCAL DELIVERY PLAN GUIDANCE 2016/17

7.1 Mr Fraser advised that this report had gone to the NHS Board on 1 February 2016 and will be going to the other IJB’s.

Mr Fraser further advised that the Annual Delivery Plan is done at Board level every year and the Delivery Plan Guidance reflects transition to the Health and Social Care Partnership. The Delivery Plan will be a four board plan. Erik Sutherland is working with colleagues to develop this.

It was agreed that the Chief Officer of IJB will sign the draft plan off along with John Burns.

It was noted that questions required to be answered in a way that reflects the priorities of the IJB’s and the NHS Board.

The draft Plan will come back to the IJB for approval.

Ms Taylor raised a concern around the Delivery Plan Guidance being patient focused and advise that people in the communities should be the focus.

On a specific reporting area Ms Milliken advised that this can be challenging as there can be issues with how access is recorded within
Primary Care. Every year an access survey is done and Ms Milliken continues to speak with GP’s around cover and capacity.

8. KINSHIP CARE

8.1 Mr Welsh advised that this paper has been deferred to a future meeting.

9. UNSCHEDULED CARE

9.1 Mr Sutherland advised that the purpose of this report is to seek the Integrated Joint Board with information relevant to the IJB and to supplement to the Waiting Time Report which is regularly presented to the NHS Board and includes a range of measures across planned, unscheduled and diagnostic activity. This report provides comprehensive coverage of Treatment Time Guarantee and Local Delivery Plan standards. Reporting of Waiting Times will continue. However, it is proposed that a complementary reporting mechanism be developed covering Unscheduled Care to support whole system working and improvement activity.

Mr Sutherland further advised that this is the first of these reports to be produced and that emergency admissions are high and rising.

The purpose of this is to reduce admissions and ensure the flow within hospitals are right and that people are being discharged on time.

It was noted that a new combined assessment unit was opening at Crosshouse over the next few weeks. This needs to be jointly owned by Acute, Primary and Community Services to deliver positive outcomes for people.

Mr Fraser also advised that the Red Cross provide a service to people to help with discharge.

Ms McKay requested that the tables at paragraph 16 and 18 be broken down to age and condition profiles to see if there are any trends. Mr Sutherland advised that this is possible.

In relation to managing Unscheduled Care, Mr Fraser advised that he takes part in a 6pm huddle every day with the Directors of the Health and Social Care Partnerships, John Burns and NHS Directors to discuss any issues around unscheduled care.

The Integrated Joint Board agreed the recommendations to:

(i) Note the performance reported for ED waiting times and people awaiting discharge;
(ii) Note the continued good progress in taking forward improvement initiatives;
(iii) Agree the proposed development of an Unscheduled Care Performance Report;
(iv) Note that the proposed Unscheduled Care Performance Report is presented to the NHS Board on 1 February 2016, and to North and South Ayrshire Integration Joint Boards, and;

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<td>Agree to receive future Unscheduled Care Performance Reports, and</td>
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10. **MAPPA JOINT THEMATIC REVIEW**

10.1 Ms Taylor advised that the purpose of this report was to advise of the publication of the:
- Joint Thematic Review of MAPPA in Scotland; and
- South West Scotland MAPPA Annual Report 2014/15

Ms Taylor further advised that:
- Funding comes in through the Community Justice Authority;
- This is the first inspection undertaken in Scotland
- The review did not go into local detail and it was risk based and intelligence lead.
- The findings are very positive; and
- The MAPPA arrangements have been developed well.

Recommendations –
Ms Taylor also advised that a local feedback session with representatives from other inspectorate agencies is being held and that a multi-agency report is done every year which sets out what is done locally.

The Integrated Joint Board agreed the recommendations to:

(i) note the findings and recommendation arising from the Joint Thematic Review of MAPPA;
(ii) note the publication of the SWS MAPPA Annual Report 2014/2015; and otherwise
(iii) note the contents of this report.

11. **COMMUNITY JUSTICE – THE FUTURE MODEL**

11.1 Ms Taylor advised that the purpose of this report is to advise of the Community Justice Transition Plan 2016/17, and the proposed shadow arrangements for the future model for community justice in Ayrshire.

Ms Taylor also advised that this is new legislation. A transition plan has to be agreed and submitted to Government. This has been put in place and approved by the CPP. A representative of the IJB will be on the new Community Justice Board.

Ms Taylor advised that each area has been allocated £50,000 to help with the transition.

Ms McKay raised a concern around the responsibility for the £100,000 annual estimated cost to East Ayrshire if no funds are provided centrally. It was noted that this is not solely the Council’s responsibility. It needs to be a partnership approach.
Mr Welsh advised that a letter be written to the Minister on behalf of the IJB to raise these concerns. Ms Taylor to draft for Chair.

The Integration Joint Board agreed the recommendations to:

(i) note the detail of the proposed model as approved by the East Ayrshire Community Planning Board on 21 January 2016, and outlined in the Transition Plan 2016 / 2017 (appendix 1);
(ii) note that the Transition Plan 2016 / 2017 will also be submitted to the Community Planning Boards in North Ayrshire and South Ayrshire for approval;
(iii) Note that this does not include changed to the management arrangements for Criminal Justice Services located within the Health and Social care Partnership;
(iv) note that further changes will be made to the Community Justice (Scotland) Bill as it makes its way through the parliamentary process, and that guidance will be issued in due course; and
(v) to otherwise note the content of the report.

12. RESILIENCE, RISK AND CIVIL CONTINGENCIES

12.1 Ms McInnes advised that the purpose of this report is to provide for consideration by IJB an update on Partnership Governance through:-

- Resilience, Civil Contingencies & Business Continuity Group
- Risk Management Committee
- Joint Communications Forum
- Health, Safety & Wellbeing Committee

It was noted that the workforce situation in Primary Care has changed since November. Ms Milliken is preparing a paper on workforce which looks at expected retrials over the next few years. This paper will be brought to a future meeting. There was specific discussion about how this is recorded on the risk register and agreement that the likelihood had increased to a point where, considered with impact, this would be a high risk.

Ms Gow advised that she will bring a paper on nursing workforce to a future meeting.

The Integration Joint Board:

(i) Noted Progress in relation to Partnership’s Groups on Resilience, Civil Contingencies and Business Continuity; Risk Management; Joint Communications; and Health, Safety and Wellbeing;
(ii) Noted the Partnership’s Risk Register at Appendix 1 and, specifically through discussion, the high risk now in respect of Primary Care workforce;
(iii) Noted the Scottish Government’s CNORIS Guidance at Appendix 2;
(iv) Noted the minute of the Partnership’s Resilience Group Meeting held on 21st May;
(v) Noted the minute of the Partnership’s Joint Communications Forum Meeting held on 29th July;
(vi) Noted the minute of the Partnership’s Health, Safety & Wellbeing Committee Meeting held on 29th July; and
(vii) Noted the minute of the Partnership’s Risk Management group Meeting held on 3rd September.

13. **PARTNERSHIP FORUM TERMS OF REFERENCE**

13.1 Ms Lowe advised that the purpose of this report is to seek the Integrated Joint Board approval of the terms of reference for the East Ayrshire Health and Social Care Partnership Forum (Appendix 1), in order to provide a streamlined communication process which will ensure that all partners; Trade Unions, NHS Managers and East Ayrshire Managers within the Partnership can work constructively together to deliver high quality, value for money services for the residents of East Ayrshire.

Mr Fraser advised that a Joint Communications Forum has already been established and the Health and Safety Wellbeing Committee will in future be regarded as a sub-group.

The Integrated Joint Board:
(i) Approved the Terms of Reference for the East Ayrshire Partnership Forum as detailed in the attached appendix 1;
(ii) Noted East Ayrshire Joint Communication Forum will now be known as East Ayrshire Partnership Forum; and
(iii) Noted and approve the Health, Safety and Wellbeing Committee as a sub group of the East Ayrshire Partnership Forum.

14. **EXTENSION TO CONTRACTS**

14.1 Ms Taylor advised that the purpose of this report is to seek approval to the extension of four East Ayrshire Health and Social Care Partnership (EAH&SCP), Children’s, Health Care and Justice Contracts in accordance with the Council’s Standing Orders Relating to Contracts.

Mr Fraser further advised that a range of other contracts would normally have been brought at this time but given the funding implications of implementing the living wage these will be brought at a later date.

The Integrated Joint Board:
(i) approved the extensions to contracts with third sector providers, to extend contracts to 31 March 2017, as described at paragraphs 3 and 4; and
(ii) agreed to remit to Cabinet for approval as detailed in appendix 2, all in terms of Paragraph 21 (2) of the Standing Orders Relating to Contracts.
15. AOCB

15.1 Audit and Performance Committee
Mr Welsh advised that Mr McKie raised an issue around the functioning of the Audit and Performance Committee in December 2015. Mr Fraser is preparing a response.

16. DATE OF NEXT MEETING

16.1 The next meeting of the IJB will be held on Thursday 24th March 2016 at 2.00 pm in the CVO, Bellford Mill, 16 Brewery Road, Kilmarnock KA1 3GZ

Chair ................................................................. Date .................................................................