

**Minute of Meeting of the
East Renfrewshire
Integration Joint Board
held at 10.30am on 28 June 2017 in
the Council Offices, 211 Main Street, Barrhead**

PRESENT

Councillor Caroline Bamforth, East Renfrewshire Council (Chair)

Lesley Bairden	Chief Financial Officer
Susan Brimelow	NHS Greater Glasgow and Clyde Board
Morag Brown	NHS Greater Glasgow and Clyde Board (Vice-Chair)
Councillor Tony Buchanan	East Renfrewshire Council
Dr Angela Campbell	Clinical Director for Medicine for the Elderly
Anne Marie Kennedy	Third Sector representative
John Matthews	NHS Greater Glasgow and Clyde Board
Andrew McCready	Staff Side representative (NHS)
Councillor Paul O'Kane	East Renfrewshire Council
Rosaleen Reilly	Service users' representative
Kate Rocks	Head of Children's Services and Criminal Justice (Chief Social Work Officer)
Councillor Jim Swift	East Renfrewshire Council
Val Tierney	Covering for Professional Nurse Adviser

IN ATTENDANCE

Ian Arnott	Finance Business Partner
Eamonn Daly	Democratic Services Manager, East Renfrewshire Council
Stuart McMinigal	Business Manager
Candy Millard	Head of Strategic Services

APOLOGIES

Dr John Dudgeon	Clinical Director
Geoff Mohamed	Carers' representative
Anne-Marie Monaghan	NHS Greater Glasgow and Clyde Board
Julie Murray	Chief Officer – Integration Joint Board
Ian Smith	Staff Side representative (HSCP)

DECLARATIONS OF INTEREST

1. Mrs Kennedy declared a non-financial interest in agenda item 11 - Eastwood Health and Care Centre Public and Patient Transport, on the grounds that she was a Trustee on the Board of Community Transport East Renfrewshire.

INTEGRATION JOINT BOARD AND COMMITTEE MEMBERSHIPS

2. The Board considered a report by the Chief Officer providing an update in relation to membership of the Board following the recent local government elections.

The report explained that Councillors Bamforth, Buchanan, O'Kane and Swift had been appointed by the Council to serve on the Board, with Councillor Bamforth appointed as the Council's lead representative. As such, in terms of the Integration Scheme Councillor Bamforth would act as Chair of the Board until August 2018.

In addition the report sought homologation of the appointments of Councillor Bamforth as Chair of the Clinical and Care Governance Committee, and Councillors Bamforth and O'Kane as members of the Performance and Audit Committee.

The Board noted the Council appointments to the Board and homologated the appointments to the committees as outlined.

MINUTE OF PREVIOUS MEETING

3. The Board considered and approved the Minute of the meeting of the Board held on 29 March 2017.

MATTERS ARISING

4. The Board considered and noted a report by the Chief Officer providing an update on matters arising from discussions that had taken place at the previous meeting.

MINUTES OF COMMITTEES

5. The Board considered and noted the Minutes of the meetings of the undernoted committees:-

- (i) Clinical & Care Governance Committee – 22 February 2017; and
- (ii) Performance & Audit Committee – 29 March 2017.

ANNUAL END OF YEAR PERFORMANCE REPORT 2016/17

6. The Board considered a report by the Chief Officer providing details of the performance of the HSCP over 2016/17.

The report referred to the legislation and guidance setting out the prescribed content of a performance report for an integration authority, explaining that although a report on performance had been considered by the Board in June 2016, that report had been in the form of the Organisational Performance Report (OPR), the reporting format used by the former Community Health and Care Partnership, with some additional health and wellbeing information. The current year was the first year that the IJB was required to publish an Annual Performance Report which formed the baseline year for future annual reports.

The report explained that the Annual Report, a copy of which accompanied the report, was set out under the National Health and Wellbeing Outcomes as well as those for Criminal

Justice and Children and Families. Each section in the Annual Report contained an overview of national performance indicators, community planning, Council and Health Board indicators, as well as giving an overview of work undertaken to deliver the strategic planning priorities with some additional data where relevant.

Additional sections on Locality Planning and the Learning Disability Inpatient Service were also contained in the report.

Following discussion the Board:-

- (a) noted the report;
- (b) agreed that the Head of Strategic Services and Chief Financial Officer include relevant financial information from the Annual Accounts in the Annual Performance Report;
- (c) agreed that the final report should be shared with East Renfrewshire Council and NHS Greater Glasgow and Clyde; and
- (d) authorised the Head of Strategic Services, in consultation with the Council's Communications Team, to consider a range of media to engage with the public, illustrate performance, and disseminate the Annual Performance Report by the statutory deadline of 31 July 2017.

ANNUAL REPORT AND ACCOUNTS 2016/17

The Board considered a report by the Chief Financial Officer providing an overview of the unaudited report and accounts for the IJB covering the period 1 April 2016 to 31 March 2017 as well as outlining legislative requirements and key stages associated with the approval of the annual report and accounts.

Having referred to the establishment of IJBs and the requirements, in accordance with Section 106 of the Local Government (Scotland) Act 1973, for annual accounts to be prepared in compliance with the Code of Practice on Accounting for Local Authorities in the United Kingdom, and also to additional guidance produced by the Local Authority (Scotland) Accounts Advisory Committee, the report set out an overview of the process for the preparation and approval of the IJB's annual report and accounts.

The report also highlighted the main messages from the annual report and accounts. In particular, reference was made to the successful full-year operation of the IJB building on the previous 2015/16 part-year; increased earmarked reserves of £1.925 million in line with the IJB's agreed strategy

Referring to the report and accounts the Chief Financial Officer highlighted that the 2016/17 year-end surplus figure of £1.280 million was incorrect, the correct figure being £1.520 million. which in turn gave an increase of £0.67 million since figures were last reported, to the IJB at period 11. The increases were primarily due to prudent projections for care packages and turnover assumptions.

With regard to the original proposals for reserves which were that the surplus be added to the budget savings earmarked reserve, the Chief Financial Officer proposed an alternative, that being that £500,000 be allocated into a new earmarked reserve to deal with in-year pressures with the budget savings reserve being reduced accordingly.

Having heard the Chief Financial Officer further on the terms of the report in the course of which she explained that some minor presentational changes would be made but that there would be no alteration to the technical content, and having commended staff for their work in producing the documents, full discussion took place.

The Board:-

- (a) approved the draft unaudited annual report and accounts;
- (b) approved the proposed reserves allocations;
- (c) noted that the final annual report and accounts were subject to audit review; and
- (d) noted that the audited annual report and accounts would be submitted to the Board in September following consideration by the Performance and Audit Committee and subject to any recommendations made by the external auditor.

EAST RENFREWSHIRE'S CHILDREN AND YOUNG PEOPLE'S SERVICES PLAN 2017-2020

6. The Board considered a report by the Chief Officer, presenting for consideration *Getting it Right for You*, the East Renfrewshire Children and Young People's Services Plan 2017-2020, a copy of which accompanied the report.

The report referred to the obligations placed on local authorities, in conjunction with their relevant health board, to jointly prepare a 3-year Children's Services Plan for the local authority area, as well as the requirement on the local authority and health board to jointly publish an annual report detailing how the provision of children's services and related services in the area had been provided in accordance with the plan. It was noted that the start of the first 3 –year period had been determined by Ministerial Order as 1 April 2017.

Referring to the plan, the report explained that in accordance with the statutory guidance, the plan had been framed within the national *Getting it Right for Every Child* agenda and in particular the Wellbeing Indicators. This ensured outcomes and success indicators were linked to the Community Plan and the developing Local Outcome Improvement Plan, amongst others.

Having set out the Wellbeing Indicators, the report provided details of the consultation and partnership working that had taken place in the development of the plan. In particular, the overarching role of the Improving Outcomes for Children and Young People Partnership was outlined.

The report concluded by confirming that the purpose of the plan was to set out the vision for East Renfrewshire's children, young people and their families, and demonstrate the commitment to achieve the best possible outcomes for them.

Following discussion and having acknowledged the new legislative obligation the Board noted that Plan and approval of the Plan by the Council would trigger the update of the Outcome Delivery Plan as it relates to children and young people.

STRATEGIC PLAN AND IMPLEMENTATION PLAN

7. The Board considered a report by the Chief Officer providing an update on the Board's Strategic Plan and seeking approval of the 2017-18 Implementation Plan, a copy of which accompanied the report.

Having reminded the Board that the Strategic Plan, which included strategic priorities for ensuring delivery against National Outcomes, had been approved by the Board in August 2015 with a subsequent minor update approved in March 2016, the report set out further updates proposed as a result of planning activity undertaken during 2016/17 coupled with responses to national policy and legislative requirements.

In particular changes to the GP cluster locality arrangements following the move to Eastwood Health and Care Centre by a number of GP practices were highlighted, as well as reference being made to changes as a result of the new Children and Young People's Services Plan and further work on unscheduled care.

The Board approved:-

- (a) the updates to the Strategic Plan; and
- (b) the 2017-18 Implementation Plan.

EASTWOOD HEALTH AND CARE CENTRE PUBLIC AND PATIENT TRANSPORT

8. The Board considered a report by the Chief Officer providing details of travel options available for patients, carers and staff attending the new Eastwood Health and Care Centre, as well information on uptake levels of public and patient transport, including the subsidised 375 bus service.

Having referred to the Green Travel Plan in place for the centre and the active promotion of the use of public and sustainable transport the report explained the work that had taken place with Strathclyde Passenger Transport in advance of the opening of the centre to plan a new 375 bus service to complement the existing 374 service. The new service was developed to include local areas where greatest demand was expected based on feedback from the travel survey that had been carried out.

The report provided details of the average daily patronage of the service over the period 8 August 2016 to 13 May 2017 which showed that with a daily average of only 24 patrons it would be financially unviable for an operator to run the service without subsidised funding from the HSCP.

The report set out some of the publicity that had been produced in relation to the subsidised service and provided details of some of the alternative travel options available including the "MyBus" service and transport that was available through Community Transport East Renfrewshire.

A further survey of visitors to the centre was carried out on 4 days during April and May 2017. Almost 80% of those surveyed had attended by car and 82% of those surveyed advised they would not wish to use alternative transport.

The report concluded by highlighting the range of transport options available to people attending the centre, and that passenger numbers on the trial 375 bus service had not reached a commercially viable level and did not justify the continued £1,291 per week (£67,132 per annum) subsidy from the HSCP.

Following discussion the Board:-

- (a) approved the cessation of funding for the 375 bus service;
- (b) noted the various travel options available for patients, service users and staff; and
- (c) approved the ongoing funding, through an appropriate contractual route, of Community Transport East Renfrewshire to provide a voluntary transport service to GP and hospital appointments for people unable to use public transport due to ill health or frailty.

INTEGRATION JOINT BOARD STRATEGIC RISK REGISTER

9. The Board considered a report by the Chief Officer relative to the Board's Strategic Risk Register.

The report referred to the process in place for approval of the register and any subsequent updates. This included the requirement in terms of the approved strategic risk policy that the risk register be submitted annually to the Board for scrutiny and comment. A copy of the register accompanied the report.

Following discussion the Board noted the Strategic Risk Register.

INTEGRATION JOINT BOARD COMPLAINTS HANDLING POLICY

10. The Board considered a report by the Chief Officer regarding the model complaints handling process issued by the Scottish Public Services Ombudsman, and seeking adoption of the East Renfrewshire IJB Complaints Handling Process.

The report explained that in May 2017 the Scottish Public Services Ombudsman (SPSO) had issued a model Complaints Handling Process (CHP) to IJBs to adapt according to local circumstances and thereafter to adopt. This new CHP would bring IJB complaints largely into line with complaints handling processes across the wider public sector in Scotland.

Thereafter the report provided a summary of the new procedures that would be introduced as part of the requirements of the new CHP, a copy of which accompanied the report.

Following discussion the Board agreed to adopt the new East Renfrewshire Integration Joint board Complaints Handling Process.

DATE OF NEXT MEETING

13. It was reported that the next meeting of the Integration Joint Board would be held on Wednesday 16 August 2017 at 10.00am in the Eastwood Health and Care Centre, Drumby Crescent, Clarkston.