



SOUTH LANARKSHIRE INTEGRATION JOINT BOARD

Minutes of meeting held in Committee Room 1, Council Offices, Almada Street, Hamilton on 5 December 2017

Chair:

Philip Campbell, Non Executive Director, NHS Lanarkshire Board

Present:

Health and Social Care Partnership

V de Souza, Director, Health and Social Care and Chief Officer; M Moy, Chief Financial Officer

NHS Lanarkshire Board

Margaret Morris, Non Executive Director (*substitute for Lilian Macer, Non Executive Director*); Tom Steele, Non Executive Director; Iain Wallace, Medical Director

South Lanarkshire Council

Councillors Graeme Campbell, Maureen Chalmers (*substitute for Councillor Callaghan*), Allan Falconer, Jim McGuigan

Attending:

NHS Lanarkshire

C Campbell, Chief Executive; L Ace, Director of Finance; C Cunningham, Head of Performance and Commissioning; M Docherty, Nurse Director; J Donaldson, Associate Director of Nursing; E Duguid, Lead Communication Officer; L Findlay, Associate Medical Director; M Hayward, Head of Health and Social Care (Rutherglen/Cambuslang and East Kilbride); H Knox, Director of Acute Services

Partners

G Bennie, VASLAN; H Biggins, Service User (Older People); M Moncrieff, South Lanarkshire Health and Social Care Forum; Dr V Sonthalia, GP Representative; T Wilson, Health Service Trade Union Representative

South Lanarkshire Council

L Freeland, Chief Executive; Y Douglas, Audit Manager; B Hutchinson, Head of Health and Social Care (Hamilton and Clydesdale); M Kane, Health and Social Care Programme Manager; P Manning, Executive Director (Finance and Corporate Resources); J McDonald, Administration Adviser; L Purdie, Chief Social Work Officer; J Todd, Legal Services Adviser

Apologies:

NHS Lanarkshire Board

Lilian Macer, Non Executive Director

NHS Lanarkshire

C MacKintosh, Medical Director

South Lanarkshire Council

Councillor Stephanie Callaghan

Partners

J Baillie, Carers Network; R Ormshaw, Scottish Care

1 Declaration of Interests

No interests were declared.

2 Minutes of Previous Meeting

The minutes of the meeting of the South Lanarkshire Integration Joint Board held on 12 September 2017 were submitted for approval as a correct record.

The Board decided: that the minutes be approved as a correct record.

3 Minutes of Special Meeting

The minutes of the special meeting of the South Lanarkshire Integration Joint Board held on 30 October 2017 were submitted for approval as a correct record.

The Board decided: that the minutes be approved as a correct record.

4 Minutes of the South Lanarkshire Integration Joint Board (Performance and Audit) Sub-Committee

The minutes of the meeting of the South Lanarkshire Integration Joint Board (Performance and Audit) Sub-Committee held on 29 August 2017 were submitted for noting.

The Board decided: that the minutes be noted.

5 Integration Joint Board - Forward Programme

A report dated 23 November 2017 by the Director, Health and Social Care was submitted on the programme of business for the South Lanarkshire Integration Joint Board (IJB) for 2018.

To assist with the management and organisation of business to be considered by the IJB, a forward programme of business for the period 1 January to 31 December 2018 had been developed, as detailed in the appendix to the report.

The Board decided: that the forward programme of IJB business for the period 1 January to 31 December 2018, as detailed in the appendix to the report, be approved.

6 Financial Monitoring 2017/2018

A report dated 6 November 2017 by the Director, Health and Social Care was submitted providing a summary of the financial position of the Health and Social Care Partnership (HSCP) for the period:-

- ◆ 1 April to 30 September 2017 in relation to Health Care Services
- ◆ 1 April to 15 September 2017 in relation to Social Work and Housing Services

An underspend of £0.158 million had been reported by NHS Lanarkshire for the South Lanarkshire HSCP for the period 1 April to 30 September 2017.

An overspend of £0.594 million had been reported by South Lanarkshire Council for the South Lanarkshire HSCP for the period 1 April to 15 September 2017.

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An underspend of £0.344 million had been identified on the primary care transformation fund which was ring fenced.

Details were provided on how the budget would be managed and a summary of the budget variance position was provided in Appendix 1 to the report.

Details were also provided on the hosted services which were led by South Lanarkshire HSCP and North Lanarkshire HSCP and a summary of the position in respect of each was provided in Appendices 2 and 3 to the report.

Officers responded to members' questions in relation to how the overspend would be addressed and highlighted that a budget recovery plan was being developed to establish if other underspends across social care services could assist in offsetting the budget pressures.

The Board decided:

- (1) that the financial position of the South Lanarkshire Health and Social Care Partnership be noted; and
- (2) that the development of a budget recovery plan to manage in-year demand be noted.

[Reference: Minutes of 12 September 2017 (Paragraph 4)]

7 Internal Audit Plan 2017/2018

A report dated 31 October 2017 by the Director, Health and Social Care was submitted on the Internal Audit Plan 2017/2018 which had been prepared for the Integration Joint Board (IJB).

As a public body responsible for the delivery of services and accountable for public resources, the IJB was required to establish effective internal audit arrangements in line with good governance principles, relevant accounting guidance and the Public Sector Internal Audit Standards.

The Chief Officer had been authorised to establish effective internal audit arrangements for the financial year 2016/2017. In consultation with the Internal Audit Managers of both NHS Lanarkshire and South Lanarkshire Council, the Internal Audit Plan 2016/2017 had been prepared, taking account of the appropriate internal audit protocols to manage the key strategic priorities and risks which might impact on the achievement of the IJB's objectives.

It was proposed that the joint working arrangements that had been established between NHS Lanarkshire and South Lanarkshire Council to deliver the Internal Audit Plan be continued in 2017/2018. On that basis, the Internal Audit Plan 2017/2018, attached as Appendix 1 to the report, had been prepared.

The Board decided: that the Internal Audit Plan 2017/2018, attached as Appendix 1 to the report, be approved.

[Reference: Minutes of 6 December 2016 (Paragraph 6)]

Y Douglas left the meeting following this item of business

8 Publication Scheme

A report dated 5 November 2017 by the Director, Health and Social Care was submitted on the responsibilities placed on the South Lanarkshire Integration Joint Board (IJB) by the Freedom of Information (Scotland) Act 2002.

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The Freedom of Information (Scotland) Act 2002 required Scottish Public Authorities to produce and maintain a publication scheme which detailed the information that was available to the public and how to access that information.

The Integration Joint Board was a public authority for the purposes of the Freedom of Information (Scotland) Act 2002 and the related Environmental Information (Scotland) Regulations 2004 and would be required to respond to requests for information from the public in terms of the legislation.

The Scottish Information Commissioner had developed a model publication scheme and guidance, as detailed in Appendix 1 to the report, which had been adopted by the IJB at its meeting held on 19 April 2016.

Subsequently, the Scottish Information Commissioner had indicated that changes were required to be made to the Publication Scheme and those were detailed in the report. It was proposed that the revised Publication Scheme, as detailed in Appendix 2 to the report, be approved.

The Board decided: that the revised Publication Scheme, as detailed in Appendix 2, be approved.

[Reference: Minutes of 19 April 2016 (Paragraph 7)]

9 Complaints Handling Process

A report dated 9 November 2017 by the Director, Health and Social Care was submitted on the proposed complaints handling process for the South Lanarkshire Integration Joint Board (IJB).

The Public Bodies (Joint Working) (Integration Joint Board Establishment) (Scotland) Amendment (No. 2) Order 2015 came into force on 21 September 2015 and established the South Lanarkshire Integration Joint Board. As a new public body, the IJB was required to establish a complaints handling process for complaints made against the IJB.

Amendments to secondary legislation proposed changes to the Scottish Public Services Ombudsman (SPSO) Act 2002 to provide that Integration Joint Boards became listed authorities under the Act. This resulted in the IJB being subject to the jurisdiction of the SPSO and required the IJB to establish a complaints handling procedure which complied with the principles published by the Ombudsman.

The draft complaints handling process for the IJB, as detailed in the appendices to the report, had been submitted to the SPSO who had confirmed that it was fully compliant with the requirements of the Scottish Government and Associated Authorities Model complaints handling procedure.

It was proposed that the complaints handling process for the IJB, as detailed in the appendices to the report, be approved.

The Board decided: that the complaints handling process for the IJB, as detailed in the appendices to the report, be approved.

[Reference: Minutes of South Lanarkshire Integration Joint Board (Performance and Audit) Sub-Committee of 29 August 2017 (Paragraph 5)]

10 Building and Celebrating Communities

A report dated 22 November 2017 by the Director, Health and Social Care was submitted providing an update on the Building and Celebrating Communities programme of work.

The Health and Social Care Partnership had undertaken work in relation to Building and Celebrating Communities which was specifically aimed at working with communities to identify what it was that communities:-

- ◆ were best placed to do when it came to health and social care
- ◆ were best placed to do with some help from outside agencies
- ◆ needed outside agencies to do for them when it came to health and social care

This work would use the philosophy of a strengths based approach to build capacity and resilience in communities, particularly with regards to early intervention, prevention and health improvement. The Partnership was, therefore, keen to develop this approach as the method through which communities were engaged and facilitated to develop their own solutions to local issues.

To support the above, events were held across South Lanarkshire, following which a report was prepared by the external facilitators summarising the key findings and recommendations. As a result, it was proposed that the implementation of an assets based approach, led by communities, as detailed in the report, be supported.

It was further proposed that an action plan to support the implementation of the assets based approach be developed and monitored.

The Board decided:

- (1) that the development of an action plan to support the implementation of the assets based approach to Building and Celebrating Communities be approved; and
- (2) that a monitoring report be submitted to a future meeting of the Integration Joint Board.

[Reference: Minutes of 27 June 2017 (Paragraph 17)]

11 Palliative Care Services in Lanarkshire and Associated Specialist Hospice Provision

A report dated 20 November 2017 by the Director, Health and Social Care was submitted on the further implementation of NHS Lanarkshire's Palliative Care Strategy.

The Palliative Care Strategy had been implemented in 2013 and was reviewed as part of the implementation of Achieving Excellence in 2015 which reflected the wider national strategic context of managing more people at home or in homely settings as locally as possible.

The 2013 Palliative Care Strategy sought to ensure a consistent Lanarkshire wide clinical and care model to meet the palliative care needs of all patients. A small element of the Strategy related to an optimum number of hospice beds to meet the needs of the Lanarkshire population. To address this, a short life working group had been established to assess how best to allocate hospice beds in Lanarkshire.

It was proposed that 36 hospice beds across NHS Lanarkshire be provided, with effect from 1 April 2018, as follows:-

- ◆ 24 beds in St Andrew's Hospice, Airdrie
- ◆ 12 beds in Kilbryde Hospice, East Kilbride

Lanarkshire wide, the non-recurring costs associated with the implementation of the Palliative Care Strategy would be up to approximately £1.648 million. It was further proposed that an allocation of up to £0.808 million, as an earmarked reserve from the current general fund balance of £1.359 million, to meet the estimated non-recurring transitional costs, be approved.

The Integration Joint Board was advised that, following further discussions in relation to the number of beds to be provided, St Andrew's Hospice, Airdrie had confirmed that they would provide 30 beds within the Hospice at no additional cost to the South Lanarkshire Health and Social Care Partnership or NHS Lanarkshire for a period of time.

In addition, St Andrew's Hospice had advised that, in the event that the additional 6 beds required NHS Lanarkshire clinical support, the costs associated with the clinical support would be met by the Hospice.

The Board decided:

- (1) that the proposed model of Palliative Care, as detailed in the report, be approved, subject to the number of beds being provided within St Andrew's Hospice being increased from 24 to 30 for a period of time with any additional costs, as a result of the increase in numbers, being met in full by the Hospice;
- (2) that the Palliative Care Strategy be implemented with effect from 1 April 2018;
- (3) that the costs associated with the implementation of the Palliative Care Strategy, as detailed above, be approved; and
- (4) that a progress report in relation to the clinical and financial sustainability of the Palliative Care Strategy be submitted to a future meeting of the Integration Joint Board within the next 12 months.

[Reference: Minutes of 12 September 2017 (Paragraph 16)]

12 Specialist Social Work Support and Housing Proposal

A report dated 16 November 2017 by the Director, Health and Social Care was submitted on the use of Arran House, East Kilbride as a specialist resource within South Lanarkshire to accommodate service users with complex needs.

The South Lanarkshire Health and Social Care Partnership had a number of service users with complex needs that had been placed outwith the authority area. In order to address this, Arran House, East Kilbride had been identified as being suitable for conversion to a specialist resource that could accommodate service users with complex care needs.

As the building was the responsibility of South Lanarkshire Council, the Council's Executive Committee would consider a report in relation to the use of Arran House, East Kilbride as a specialist resource.

It was proposed that the use of Arran House, East Kilbride as a specialist resource within South Lanarkshire to accommodate service users with complex needs be supported, subject to approval in respect of the use of the building by the Council's Executive Committee.

The Board decided: that, subject to approval in respect of the use of the building by the Council's Executive Committee, the commissioning of a specialist service from South Lanarkshire Council for service users with complex Health and Social Care needs, to be based at Arran House, East Kilbride, be supported.

13 Additional Pharmacists

A report dated 3 November 2017 by the Director, Health and Social Care was submitted providing an update on progress in relation to achieving prescribing savings as part of the Prescribing Quality and Efficiency Programme.

As part of the Programme, a Prescribing Strategy had been implemented with a view to achieving savings of £3.4 million across NHS Lanarkshire. As at October 2017, savings of £1.6 million had been achieved.

To progress the savings target, additional pharmacists had been recruited to provide each GP practice with access to a clinical pharmacist.

The Board decided: that the recruitment of additional pharmacists to achieve the savings targets identified within the Prescribing Strategy be noted.

14 Primary Care

A report dated 6 November 2017 by the Director, Health and Social Care was submitted on the responsibilities of the Primary Care Office.

The Primary Care Office was responsible for some aspects of the independent contractor groups of Community Pharmacy, Optometry, General Dental Services and General Medical Services (GMS).

The new GMS contract would require an increase in activity from the Primary Care Office and, as a result, the governance arrangements for Primary Care and Public Health were being reviewed by NHS Lanarkshire.

The Board decided: that the report be noted and a progress report submitted to a future meeting of the Integration Joint Board.

15 Performance Monitoring Report

A report dated 22 November 2017 by the Director, Health and Social Care was submitted providing a summary of performance against the key performance measures assigned to the integration of Health and Social Care in South Lanarkshire.

In terms of the Public Bodies Joint Working (Scotland) Act 2014, Health and Social Care Partnerships were required to establish performance monitoring reports in line with the agreed suite of 23 performance measures and 6 measures which had been identified by the Ministerial Steering Group.

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Progress against the key performance actions and measures for the 23 national integration indicators and the 6 Ministerial Steering Group measures were provided in the appendices to the report.

There were a number of areas of development which had been identified in relation to performance management and any future performance management reports submitted to the Integration Joint Board would be linked to the Strategic Commissioning Plan.

The Board decided: that the report be noted.

[Reference: Minutes of the South Lanarkshire Integration Joint Board (Performance and Audit) Sub-Committee of 28 November 2017 (Paragraph 4)]

16 Public Bodies Climate Change Duties

A report dated 1 November 2017 by the Director, Health and Social Care was submitted on the South Lanarkshire Health and Social Care Partnership's Statutory Climate Change Duties Report for 2016/2017.

The Climate Change (Scotland) Act required public bodies to prepare reports on compliance with Climate Change Duties. To ensure the South Lanarkshire Integration Joint Board was compliant with the legislation, a Statutory Climate Change Duties Report for 2016/2017, attached as an appendix to the report, had been prepared and submitted to the Scottish Government.

The Board decided: that the Statutory Climate Change Duties Report for 2016/2017, attached as an appendix to the report, be noted.

17 South Lanarkshire Health and Social Care Forum Update

A report dated 7 November 2017 by the Director, Health and Social Care was submitted on the work of the South Lanarkshire Health and Social Care Forum.

The Health and Social Care Forum had been established to support the integration of Health and Social Care and to ensure that the community was involved and represented in the process. Details of the Forum's achievements were provided in the appendix to the report.

The Board decided: that the report be noted.

18 South Lanarkshire Public Protection Team

A report dated 23 October 2017 by the Director, Health and Social Care was submitted on the work of the South Lanarkshire Public Protection Team which included Adult Protection, Child Protection, Gender Based Violence Partnership and MAPPA.

The South Lanarkshire Public Protection Team promoted effective partnership working between the agencies at strategic and policy level to ensure that knowledge, skills and information was shared to raise awareness and understanding and co-ordinate an effective response to reduce risk in people's lives.

Details of the work undertaken by each of the agencies was detailed in the report.

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The Board decided: that the report be noted.

19 Chief Social Work Officer Report 2016/2017

A report dated 5 October 2017 by the Chief Social Work Officer was submitted on the Chief Social Work Officer's Annual Report 2016/2017.

There was a statutory requirement for all local authorities to appoint a professionally qualified Chief Social Work Officer (CSWO) who must be registered with the Scottish Social Services Council (SSSC).

The role of the CSWO was to provide professional advice and guidance to local authorities, elected members and officers in the provision of social work services. The CSWO also had a responsibility for overall performance improvement and the identification and management of corporate risk insofar as those related to social work services.

The CSWO was required to prepare an annual report of activity, which followed a standardised reporting framework, for submission to the Chief Social Work Advisor for Scotland.

Information was provided on the content of the CSWO's Annual Report, which was attached as an appendix to the report.

The Board decided: that the Chief Social Work Officer's Annual Report 2016/2017, attached as an appendix to the report, be noted.

20 IJB Website

Euan Duguid, Lead Communication Officer, NHS Lanarkshire advised the Board that the South Lanarkshire Health and Social Care Partnership website had been developed and was available to access.

The website contained relevant information in relation to the Partnership and a live demonstration of the website was then provided.

The Chair thanked the Lead Communication Officer for his presentation.

The Board decided: that the presentation be noted.

21 Care Homes Continence Bundle End of Project Report - September 2017

A report dated 2 October 2017 by the Director, Health and Social Care was submitted on the Care Home Continence Improvement Project which had been funded by the Health Foundation.

The Care Home Continence Improvement Project had been implemented in David Walker Gardens, Rutherglen and Summer Lee House, North Lanarkshire care homes with positive outcomes for the residents. The aim of the Project was to increase the capability of care home staff to promote continence by the development and use of a Continence Promotion Care Bundle (CPCB) as a structured approach to improve clinical outcomes.

The Project had won the GO Procurement Innovation/Initiative Award – Central Government, Health and Social Care Scotland 2017/2018 and, as a result of its success, the Project would be introduced to the remaining local authority care homes.

In addition, private care homes within South Lanarkshire would be supported and encouraged to implement CPCB.

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A short film highlighting the success of the project was then provided for Board members.

The Chair congratulated the team on their success.

The Board decided: that the report and presentation be noted.

22 Any Other Competent Business

There were no other items of competent business.