

**NORTH LANARKSHIRE HEALTH AND SOCIAL CARE INTEGRATION JOINT
BOARD – 23 November 2017**

Motherwell, 23 November 2017 at 1.30 pm.

**Minute of Meeting of the NORTH LANARKSHIRE HEALTH AND SOCIAL CARE
INTEGRATION JOINT BOARD**

PRESENT

North Lanarkshire Council: Councillor Kelly (Chair), and Councillors Gallacher, Logue and Stubbs.

NHS Lanarkshire: Dr. A. Osborne (Vice-Chair); M. Fuller, and M. Morris.

Board Members: A. Armstrong, Divisional Nurse Director; Dr. A. Cook, Medical Director; A. Gordon, Head of Children, Families and Justice Social Work Services (Chief Social Work Officer); J. Hewitt, Chief Accountable Officer; M. Moy, Finance Officer (S.95).

Stakeholder Representatives: C. McGinty, Unison (NHSL); J. Watson, Unison (NLC), and L. Seaton, Partnership for Change.

CHAIR

Councillor Kelly (Chair) presided.

IN ATTENDANCE

C Campbell, Chief Executive (NHSL); R Miller, Head of Adult Social Work Services; R McGuffey, Head of Planning, Performance and Quality Assurance; O Watters, Head of Health, and M Shankland, Board Clerk.

ALSO PRESENT

S Lyttle – Proxy for K. Moffat

APOLOGIES

P. Campbell, K. Moffat, and H Robertson, Board Members, and P Jukes, Chief Executive (NLC).

**DECLARATIONS OF INTEREST IN TERMS OF THE ETHICAL STANDARDS IN PUBLIC LIFE ETC.
(SCOTLAND) ACT 2000**

1. Councillor Kelly declared an interest in Paragraph 16 below by reason of his partner's employment, demitted the chair and took no part in the consideration thereof.

PRESENTATIONS

(1) GENERAL MEDICAL SERVICES

2. The Medical Director gave a presentation on General Medical Services which included details of
 - The Timeline;
 - Contract Offer Document;
 - Other Relevant Documentation;
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- Memorandum of Understanding together with Key Priorities;
- The Significant Changes, and
- Initial Observations.

Thereon the Medical Director responded to Members' Questions following which the Chair thanked him for the presentation.

(2) MEASURING PERFORMANCE UNDER INTEGRATION

3. The Head of Planning, Performance and Quality Assurance gave a presentation on Measuring Performance Under Integration which included:-

- Health and Social Care Delivery Plan
- Reducing inappropriate use of hospital services and the aim by 2018
- A & E attendance rates 2016/17
- A & E conversion rates 2016/17
- Unplanned hospital admission rates 2016/17
- Average length of stay for unplanned admissions 2016/17
- Unscheduled bed delays
- Contribution to bed days
- Rate of readmissions 2016/17
- End of Life – Location of Death by Partnership during 2015/16
- Unscheduled bed days
- Delayed discharge – bed days
- Emergency admissions
- A & E attendances
- End of Life Care
- Balance of Care

Thereon the Head of Planning, Performance and Quality Assurance responded to Member's questions following which the Chair thanked him for the presentation.

Decided: that the presentation be noted and referred to the next meeting of the Integration Joint Board.

NORTH LANARKSHIRE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD – MINUTES

4. There were submitted the Minutes of the meetings of North Lanarkshire Health and Social Care Integration Joint Board held on 26 September and 26 October 2017.

Decided: that the Minutes of the meetings of North Lanarkshire Health and Social Care Integration Joint Board held on 26 September and 26 October 2017 be approved and noted.

NORTH LANARKSHIRE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (FINANCE AND AUDIT) SUB-COMMITTEE – MINUTE

5. There was submitted the Minute of the meeting of North Lanarkshire Health and Social Care Integration Joint Board (Finance and Audit) Sub-Committee held on 14 November 2017

Decided: that the Minute of the meeting of North Lanarkshire Health and Social Care Integration Joint Board (Finance and Audit) Sub-Committee held on 14 November 2017 be approved and noted.

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NORTH LANARKSHIRE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (PERFORMANCE, SCRUTINY AND ASSURANCE) SUB-COMMITTEE – MINUTE

6. There was submitted the Minute of the meeting of North Lanarkshire Health and Social Care Integration Joint Board (Performance, Scrutiny and Assurance) Sub-Committee held on 14 November 2017.

Decided: that the Minute of the meeting of North Lanarkshire Health and Social Care Integration Joint Board (Performance, Scrutiny and Assurance) Sub-Committee held on 14 November 2017 be approved and noted.

NORTH LANARKSHIRE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD ACTION LOG

7. There was submitted the Action Log for North Lanarkshire Health and Social Care Integration Joint Board detailing the actions to be undertaken within the prescribed timescales.

Decided: that the position be noted.

TERMS OF REFERENCE ANNUAL REVIEW (IJB/COMMITTEES AND EXECUTIVE GROUP)

8. The Chair advised that this item of business had been withdrawn.

SERVICE USER AND CARER REPRESENTATION AND ENGAGEMENT

9. With reference to Paragraph 18 of the Minute of the meeting of this Board held on 13 September 2016, when it was agreed that Service User and Carer Representation and Engagement be reviewed in 9 to 12 months time, there was submitted a report dated 2 November 2017 by the Chief Accountable Officer (1) advising of a review of current representation and engagement arrangements across the wider Health and Social Care Partnership Structures; (2) detailing the background relative thereto; (3) outlining the significant progress over the course of the year to develop user and carer representation at the Integration Joint Board and other Strategic Forums across the Health and Social Care Partnership; (4) setting out, within the Appendix to the report, an updated engagement structure, and (5) proposing that a scoping exercise and review be undertaken across the wider structures of the Health and Social Care Partnership, reporting back to this Board with recommendations in June 2018.

Decided:

- (1) that the developments undertaken over the course of the year be noted, and
(2) that a review be undertaken across the wider structures of the Health and Social Care Partnership and report back to this Board with recommendations in June 2018.

INTEGRATED SERVICE REVIEW BOARD REPORT

10. With reference to Paragraph 6 of the Minute of the meeting of this Board held on 26 September 2017, when it was agreed that a further report be submitted to the next meeting of this Board, there was submitted a report by the Medical Director (1) setting out the progress towards finalising the Integration Service Review Board recommendations; (2) detailing the background relative thereto; (3) advising (a) that, in the space of 8 months, the Review Board had considered templates from
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63 services culminating in the strategic direction, as contained within the Appendix to the Report, and (b) that the development of Integration Structures and Teams would have a significant impact on the North Lanarkshire population and the ongoing engagement of staff, service users and carers would be vital in developing implementation plans.

Decided:

- (1) that the strategic direction, as contained within the Appendix to the report, be approved;
- (2) that an implementation plan, identifying a clear timeline, be submitted to the February meeting of this Board, and
- (3) that the Chief Financial Officer prepare a financial plan to meet the expectations of the Integrated Service Review Board by March 2018.

SUBSTANCE MISUSE SERVICE NORTH LANARKSHIRE

11. With reference to Paragraph 10 of the Minute of the meeting of this Board held on 26 September 2017, when it was agreed to submit a detailed report to the next meeting of this Board, there was submitted a report dated 23 November 2017 by the Chief Accountable Officer (1) outlining the consolidation of functions of the Lanarkshire Alcohol and Drug Partnership (ADP) into the Planning and Governance arrangements of this Board; (2) advising (a) of the Addictions, Learning Disability and Mental Health Partnership Board and its membership; (b) of the re-launch of the North Lanarkshire Integrated Addiction Services as the Addiction Recovery Team, and (c) of the arrangements in place for managing services, and (3) indicating that, as part of the transitional arrangements the recruitment of a post of Research and Information Officer, funded by this Board's share of the funding available for ADP Support Teams, was being progressed.

Decided: that the contents of the report be approved and noted.

CRIMINAL JUSTICE REVIEW OF SHARED SERVICES

12. There was submitted a report dated 23 November 2017 by Head of Children, Families and Justice Social Work Services (1) outlining the review of shared services between North Lanarkshire Council and South Lanarkshire Council; (2) seeking approval of the proposed new delivery model of Drug Treatment and Testing Orders; (3) outlining the arrangements for the future delivery of the Justice Through Care and the Social Work Court Service, and (4) providing details thereon.

Decided:

- (1) that the contents of the report be noted, and
- (2) that the Chief Accountable Officer liaise with the Director of Social Work Services, South Lanarkshire Council regarding future arrangements.

FINANCIAL MONITORING REPORT 2017/2018

13. There was submitted a report dated 23 November 2017 by the Chief Accountable Officer (1) providing a summary of the financial position of the North Lanarkshire Health and Social Care Partnership for the period from 1 April to 30 September 2017 (Health Care Services) and 1 April to 13 October 2017 (Social Work and Housing Services); (2) detailing the background relative thereto; (3) advising (a) that
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there was an underspend of £1.516m on Health Care Services, and (b) that there was an overspend of £1.756m on Social Care Services; (4) setting out, in the appendices to the report, the Health and Social Care Partnership Budget, hosted services led by North Lanarkshire Council and also South Lanarkshire Council, the additional NHS Lanarkshire in-year funding and this Board's Reserves position statement.

Decided: that the contents of the report be noted.

PERFORMANCE UPDATE – QUARTER 2 (JULY TO SEPTEMBER) 2017/18

14. There was submitted a report dated 14 November 2017 by the Head of Planning, Performance and Quality Assurance (1) providing an update on areas for improvement which had been identified as part of the Chief Executive Quarterly Performance Review for the period from 1 July to 30 September 2017; (2) indicating (a) that the Chief Accountable Officer held Quarterly Performance Review Meetings with the Chief Executive of NHS Lanarkshire and also North Lanarkshire Council, and (b) that these meetings were supported by a Chief Executive Performance Framework consisting of over 100 performance measures from across both Health and Social Work Systems, including relevant targets and trajectories; (3) detailing the background relative thereto, and (4) setting out, within the Appendix to the Report, areas requiring improvement together with corrective actions identified.

Decided: that the contents of the report be noted.

RISK MANAGEMENT

15. With reference to Paragraph 25 of the Minute of the meeting of this Board held on 26 September 2017, when an update on the Risk Register for the Health and Social Care Partnership was noted, there was submitted a report dated 27 October 2017 by the Chief Accountable Officer (1) providing a further update on the Risk Register for the Health and Social Care Partnership; (2) indicating that following a development session with Board Members, the Risk Register had been created outlining 10 key current risks around strategic planning and finance for the board; (3) detailing the background relative thereto, and (4) outlining, in the Appendix to the Report, the 10 risks identified.

Decided: that the contents of the report be approved and noted.

Councillor Kelly having declared an interest in the following item of business by reason of his partner's employment, demitted the Chair and took no part in the consideration thereof.

Doctor A Osborne, Vice Chair assumed the Chair.

**REMIT FROM NORTH LANARKSHIRE COUNCIL'S INFRASTRUCTURE COMMITTEE HELD ON
8 NOVEMBER 2017 – REVIEW OF INFORMATION AND ADVICE SERVICES – UPDATE**

16. With reference to Paragraph 4 of the Minute of the meeting of North Lanarkshire Council's Infrastructure Committee held on 8 November 2017, when that Committee considered a report by the Head of Regulatory Services and Waste Solutions providing an update on the Review of Information and Advice Services for Internal and External Services, and agreed to refer that report to the Integration Joint Board for information, there was submitted said report.

Decided: that the report be noted.

**NORTH LANARKSHIRE HEALTH AND SOCIAL CARE INTEGRATION JOINT
BOARD – 12 December 2017**

Motherwell, 12 December 2017 at 1 pm.

**Minute of Special Meeting of the NORTH LANARKSHIRE HEALTH AND SOCIAL CARE
INTEGRATION JOINT BOARD**

PRESENT

North Lanarkshire Council: Councillor Kelly (Chair), and Councillors Gallacher, Logue and Stubbs.

NHS Lanarkshire: Dr. A. Osborne (Vice-Chair); P. Campbell; M. Fuller, and M. Morris.

Board Members: A. Armstrong, Divisional Nurse Director; Dr. A. Cook, Medical Director; J. Hewitt, Chief Accountable Officer, and M. Moy, Finance Officer (S.95).

Stakeholder Representatives: C. McGinty, Unison (NHSL); J. Watson, Unison (NLC); H. Robertson, North Lanarkshire Carers Together, and L. Seaton, Partnership for Change.

ALSO PRESENT

S. Lyttle – Proxy for K. Moffat.

CHAIR

Councillor Kelly (Chair) presided.

IN ATTENDANCE

C. Campbell, Chief Executive (NHSL), P. Jukes, Chief Executive (NLC), C. Cunningham, Head of Commissioning and Performance (SLHSCP); R. Miller, Head of Adult Social Work Services, R. McGuffie, Head of Planning, Performance and Quality Assurance; and M. Shankland, Board Clerk.

APOLOGIES

Doctors Mackenzie and Smyth.

**DECLARATIONS OF INTEREST IN TERMS OF THE ETHICAL STANDARDS IN PUBLIC LIFE ETC.
(SCOTLAND) ACT 2000**

1. Councillor Gallacher and Councillor Logue declared an interest in Paragraph 2 below by reason of a family member's employment.

STRATEGIC PLANNING

The Chair exercised his discretion to vary the order of business as herein after minuted.

The Chair being of the view that the following item of business was urgent and relevant, authorised its consideration to enable the Integration Joint Board to progress the matter timeously.

**NORTH LANARKSHIRE HEALTH AND SOCIAL CARE INTEGRATION JOINT
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(1) ADDITIONAL PHARMACISTS

2. There was submitted a report dated 12 December 2017 by the Chief Accountable Officer (1) providing an oversight of the prescribing budget, the operational responsibility for which had been delegated to NHS Lanarkshire; (2) detailing the background relative thereto together with a summary of key issues; (3) advising that (a) for the reasons detailed, a revised approach was being implemented by NHS Lanarkshire to secure the original savings target, which involved the recruitment of additional pharmacists on a permanent basis; (b) that the outcomes of this revised approach would continue to be closely monitored by the Prescribing Quality and Efficiency Programme and the Primary Care Prescribing Management Board; (4) setting out the Prescribing Management Board action, and the revised approach to GP action, to achieve agreed savings targets, and (5) outlining further opportunities which would be explored to secure cost avoidance, efficiency savings and quality improvement.

Decided: that the contents of the report be endorsed and noted.

(2) PALLIATIVE CARE

3. There was submitted a report dated 22 November 2017 by the Chief Accountable Officer (1) outlining the future proposals for the model of Palliative Care in North Lanarkshire; (2) detailing the background relative thereto together with a summary of key issues; (3) advising that, following a short life working group review on patient hospice provision, the proposed new model offered North Lanarkshire residents with continued local, specialised services at both St. Andrews and Strathcarron Hospices; (4) indicating that, in line with the wishes of the North Lanarkshire population and the national strategic direction, there would be a continued focus on developing services to support people in their own homes or homely settings, together with the considerable expertise of the hospices and existing community staff across health and social care; (5) proposing that nonrecurring costs of £0.840m be allocated as an earmarked reserve from the general fund balance of £4.044m to meet the estimated transitional costs, and (6) outlining, in the Appendix to the report, the report presented to South Lanarkshire Integration Joint Board.

Decided:

- (1) that the proposed model of care, as set out on pages 6 and 12 of the report, effective from 1 April 2018 be approved;
- (2) that the implementation be monitored on a monthly basis;
- (3) that a review be conducted within 12 months of implementation for St. Andrews Hospice and Strathcarron Hospice, and
- (4) that the allocation of £0.840m as an earmarked reserve to fund the non-recurring costs associated with the implementation of the Palliative Care Services strategy be approved.

(3) INTEGRATED SOUNDING BOARD REVIEW – TIME LINE AND GOVERNANCE

4. The Chair advised that this item of business had been withdrawn.
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(4) INTERMEDIATE CARE REVIEW AND TRANSFER PROPOSALS

5. There was submitted a report dated 4 December 2017 by the Chief Accountable Officer (1) seeking approval to transfer ownership of the intermediate care facility at Grennele Road, Chryston to North Lanarkshire Council's Housing Revenue Account; (2) detailing the background relative thereto; (3) advising (a) that a pan-Lanarkshire bed modelling steering group had been initiated during April 2016, with a view to reviewing the future hospital and community bed requirements and actions required to facilitate change, and (b) that within Phase 1 of this programme, a number of aspirations were agreed, including reviews of intermediate care, social work intermediate care and cottage hospitals and that within North Lanarkshire, all three reviews would be undertaken in one single process, with the aim of creating a single service model, commencing in December 2017; (4) indicating (a) that a new social work intermediate care facility had been built at the aforementioned location with the Care Inspectorate registration recently granted, and (b) that it had become clear that the new facility, which remains vacant, could be put to better use; (5) referring to (a) the Integrated Service Review Board report, approved by this Board in November 2017, which sets a direction of travel towards a model of "discharge to assess" which supports the early discharge of individuals back to their own home where more accurate assessment can take place and (b) the Council's Local Housing Strategy which identifies the need for additional amenity housing suitable for older people, and (6) further advising that the requirement for amenity housing was particularly acute in the Moodiesburn/Chryston area and therefore the bungalows that had been built at Grennele Road could potentially help to meet this need, subject to some minor alterations.

Decided:

- (1) that the future direction of "discharge to assess" which had been agreed as part of the outputs of the integrated service review board be noted;
- (2) that the review of the intermediate care be noted and that an interim report be submitted to the next meeting of this board, and
- (3) that the Health and Social Care Partnership, in collaboration with colleagues in North Lanarkshire Council's Infrastructure and Enterprise and Housing Services, identify the key steps to support the transfer and change of use of Grennele Road to maximise the benefits to older people within the Community via the provision of amenity housing.

(5) SCOTTISH PUBLIC SERVICES OMBUDSMAN – COMPLAINTS HANDLING PROCEDURE

6. There was submitted a letter by the Scottish Public Services Ombudsman (1) expressing gratitude and receipt of the Integration Joint Board's Complaints Handling Procedure together with the statement of compliance and self assessment of compliance, and (2) advising that, having assessed the Board's Complaints Handling Procedure against the requirements of the Scottish Government and associated public authorities model, North Lanarkshire Integration Joint Board had been assessed as "fully compliant with the requirements of the Scottish Government and associated public authorities model complaints handling procedure".

Decided: that the position be noted.

NORTH LANARKSHIRE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD – 12 December 2017

GOVERNANCE AND POLICY

(1) STANDING ORDERS

7. There was submitted a report dated 12 December 2017 by the Chief Accountable Officer (1) seeking approval of the Health and Social Care Integration Joint Board's Standing Orders, which set out the governance for proceedings and business of the Integration Joint Board, as contained within the Appendix to the report; (2) advising (a) that the Public Bodies (Joint Working) (Integrated Joint Board) (Scotland) Order 2014 (as amended), provides that an Integration Joint Board must make standing orders to regulate its procedure and business both at meetings of the Board and its Committees, and (b) that much of what is required to be in the Standing Orders is prescribed in the aforementioned Order and brings together the main rules of the procedures of the Board into a single document.

Decided: that the Health and Social Care Integration Joint Board's Standing Orders be approved and noted.

(2) TERMS OF REFERENCE

8. With reference to Paragraph 8 of the Minute of the meeting of this Board held on 13 September 2016, when the Integration Joint Board Committee arrangements were agreed, there was submitted a report dated 30 November 2017 by the Chief Accountable Officer (1) setting out the revised Terms of Reference for the Health and Social Care Integration Joint Board and its Committee, as contained within the appendices to the report; (2) indicating that the Performance, Finance and Audit Committee established amalgamates the two previously approved Sub-Committees.

Decided: that the revised Terms of Reference for the Health and Social Care Integration Joint Board and its Committee be approved and noted.
