
Report To: Inverclyde Integration Joint Board **Date:** 7th November 2017

Report By: Louise Long
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Partnership **Report No:** IJB/60/2017/LA

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Subject: IJB DEVELOPMENT SESSION – 20 SEPTEMBER 2017 -
FEEDBACK

1.0 PURPOSE AND SUMMARY

- 1.1 The purpose of this report is to provide the Integration Joint Board (IJB) with a summary of the key discussion points and matters raised at its development session on 20 September 2017. The paper also provides a note of officer feedback and suggested next steps to address these key points.

2.0 RECOMMENDATIONS

- 2.1 It is recommended that the Integration Joint Board:
1. Notes the content of the report; and
 2. Notes the contents of the table at paragraph 5.1 and that officers will bring back a further report in relation to those matters requiring consideration and agreement by the IJB.

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3.0 BACKGROUND

3.1 The IJB held a development session on 20 September 2017 at which it discussed member preferences regarding the future format of IJB meetings and IJB papers. The key messages were: “less is more”, fewer papers, shorter papers, closer links to Strategic Plan and scrutiny on performance in relation to commissioning outcomes.

4.0 KEY DISCUSSION POINTS

4.1 The key points and suggestions raised by IJB members at the development session have been themed and summarised below:

IJB Papers

- General consensus that members wished
 - “Less is more”
 - Fewer papers
 - Shorter papers
 - Electronic papers
 - Performance to get a higher priority and focus at each meeting – particularly linked to Strategic Plan
 - Regular updates on Strategic Plan from Strategic Planning Group
 - Performance reporting to be through exception reporting with focus on why and what we are doing about it with clear timelines for things getting better where required
- All papers to be out at least 7 days in advance
- IJB members to be able to submit questions about papers to Chief Officer or Chair in advance of the meetings on papers.

Agenda Items

- General sense that there was a lack of clarity on how some agenda items tie back to the Strategic Plan
- Suggestion that members wishing to raise something at a meeting about issue in the papers could/should email CO and the Chair to allow time to ensure full response
- Have a link to Health and Social Care Committee rather than full paper
- Suggestion that reports for noting could be a one page report with links to the papers
- Agendas should be about delivering the Strategic Plan
- General agendas to be planned 12-18 months in advance
 - Development sessions could then be themed linked to what's coming up next on the IJB agenda
 - Creates a better narrative about what the plan is supposed to be and HSCP performance against the plan
- Updates on where we are on issues such as the Ethical Care Charter and recruitment/retention particularly in problem areas like Homecare
- Feedback from staff side at least once a year, however staff/workforce development should be a standing item on the agenda

IJB Meetings and Development Sessions

- Members keen to protect time for discussions during IJB re big issues hence less/shorter papers
- Consider moving meetings to earlier in the day
- Deputies to be identified for all Board members, and support to be given to new

members

- Agreement that visits to service sites could be helpful and interesting – suggestion that we could look holding development sessions at external sites. Not possible to hold IJB meetings at external service sites due to IJB meetings being public and requiring a public gallery.
- Development sessions should be for the “deep dive” so presentations should be at Development Sessions not formal Board meetings

5.0 NEXT STEPS

5.1 Officers have considered the key points and suggestions raised by IJB members and have developed the following plan with comments and proposed actions:

	Key Points	Comments
	IJB PAPERS	
1.	Reduce length and number of papers – greater focus on key messages/decisions required	<p>Reports to the IJB should be concise, focused and targeted towards strategic issues while also seeking to include enough information and detail to allow IJB members to make decisions.</p> <p>The Chief Officer, Head of Planning, Health Improvement and Commissioning and officers in Legal and Property Services will liaise on a regular basis in respect of agenda management matters. A paper outlining any proposed changes, including a new reporting format, that require IJB consideration will be brought to a future meeting of the IJB.</p>
2.	Move to electronic papers	<p>IJB members currently receive paper copy agendas. All agenda papers can also be viewed/downloaded on the Council’s website and IJB members have been provided with a user name and password to allow access to any private papers.</p> <p>Alternative means of receiving reports will be considered as part of the Council’s “delivering differently” agenda – being a review of how to make better use of technology to reduce printed copies of agendas and a further report will be presented to a future meeting of the IJB.</p>
3.	Greater focus on performance on Strategic Plan Commissioning Outcomes including regular updates from Strategic Planning Group	Noted. See comment 1 above.
4.	Papers to be out at least 7 days before meetings	<p>Standing Orders currently state that agenda papers should be available to IJB members at least five clear days before the IJB meeting. Any change to the Standing Orders requires the approval of the IJB.</p> <p>In practice and in accordance with the agreed IJB meeting timetable, the majority of agenda papers are issued in excess of 7 days before IJB meetings. Officers are reminded to adhere to the agreed IJB meeting timetable which includes provision and deadlines for the submission of reports and issue of agenda</p>

		paper. If agenda is managed and paper reduced 5 days should be sufficient however this can be reviewed.
5.	IJB Members to be aware that they can submit any questions about papers to the Chief Officer and/or Chair in advance of the meeting	Noted. All IJB members can raise queries and questions about agenda items directly with the Chief Officer and/or Chair.
	AGENDA ITEMS	
6.	Agenda to be planned 12-18 months in advance	Standing and regular agenda items can be determined in advance as part of the agenda management liaison set out at comment 1 above.
7.	Papers for noting to be emailed out as links and included in IJB papers as a one page summary with appropriate links	A link to the Council's Health and Social Care Committee papers will be included on all future IJB agenda papers. Consideration will be given to including associated papers and appendices as electronic links within papers for ease of reference as part of the agenda management liaison set out at comment 1 above.
8.	Staff side to be asked to put forward a paper at least once per annum	Staff Partnership Forum to be responsible for submitting an annual staff governance paper with effect from October 2018.
	IJB MEETINGS AND DEVELOPMENT SESSIONS	
9.	Earlier meetings to arranged	A report is to be presented to the January 2018 IJB meeting to consider an amendment to the meeting timetable with a view to changing the start time of IJB meetings.
10.	All Board members to identify deputies to attend in their absence	The Standing Orders make provision for proxy members. Inverclyde Council IJB Voting Members have named proxies. Health Board IJB Voting Members do not currently have named proxies. If a Non-Voting Member is unable to attend a meeting of the IJB, that Non-Voting Member may arrange for a suitably experienced Proxy to attend the meeting. In such circumstances, the Non-Voting Member who is not able to attend requires to notify Committee Services of the name of the proxy in advance of the meeting. Further communication on this will be sent to all Non-Voting IJB Members.
11.	Development sessions at external sites and to be themed	Noted and agreed. Chief Officer to implement by October 2018.
12.	IJB members to be offered opportunities for service/site visits throughout the year	Noted and agreed. Chief Officer to implement by October 2018.
13.	Presentations to be development sessions rather than IJB meetings in future	Noted and agreed. Chief Officer to implement by October 2018.

6.0 IMPLICATIONS

6.1

Finance Implications	
Direct financial implications within this report	None
<ul style="list-style-type: none"> • One off costs 	n/a
<ul style="list-style-type: none"> • Annually recurring costs/(savings) 	n/a
Other Implications	
Legal	None
Human Resources	None
Clinical and Care Governance	None
Equalities Outcome	
Are there any equalities issues within this report	None
Has an Equality Impact Assessment been carried out	No
People, including individuals from the above protected characteristic groups, can access HSCP services.	None
Discrimination faced by people covered by the protected characteristics across HSCP services is reduced if not eliminated.	None
People with protected characteristics feel safe within their communities.	None
People with protected characteristics feel included in the planning and developing of services.	None
HSCP staff understand the needs of people with different protected characteristic and promote diversity in the work that they do.	None
Opportunities to support Learning Disability service users experiencing gender based violence are maximised.	None
Positive attitudes towards the resettled refugee community in Inverclyde are promoted.	None
Supporting the Delivery of the National Wellbeing Outcomes	
Are there any National Wellbeing Outcomes within this report	None
People are able to look after and improve their own health and wellbeing and live in good health for longer.	None
People, including those with disabilities or long term conditions or who are frail are able to live, as far as reasonably practicable, independently and at home or in a homely setting in their community	None
People who use health and social care services have positive experiences of those services, and have their dignity respected.	None
Health and social care services are centred on helping to maintain or improve the quality of life of people who use those services.	None
Health and social care services contribute to reducing health inequalities.	None
People who provide unpaid care are supported to look after their own health and wellbeing, including reducing any negative impact of their caring role on their own health and wellbeing.	None
People using health and social care services are safe from harm.	None
People who work in health and social care services feel engaged with the work they do and are	None

supported to continuously improve the information, support, care and treatment they provide.	
Resources are used effectively in the provision of health and social care services.	None

7.0 CONSULTATION

- 7.1 This report has been prepared by the Chief Officer of the IJB in consultation with the Head of Legal and Property Services.