

INVERCLYDE INTEGRATION JOINT BOARD – 10 AUGUST 2015

Inverclyde Integration Joint Board

Monday 10 August 2015 at 3 pm

Present: Councillors V Jones, S McCabe, J McIlwee and L Rebecchi, Dr D Lyons, Mr A MacLeod, Mr R Finnie, Ms C Roarty, Dr C Jones, Mr B Moore, Ms L Bairden, Ms R Gacha (for Mr R Taggart), Ms D McCrone, Mr I Bruce and Ms S MacLeod.

Chair: Councillor McIlwee presided.

In attendance: Ms H Watson, Head of Planning, Health Improvement & Commissioning, Ms B Culshaw, Head of Health & Community Care, Ms V Pollock (for Head of Legal & Property Services), Ms S Lang, Legal & Property Services, Ms K Haldane, Executive Officer, Your Voice, Inverclyde Community Care Forum and Ms M Maskrey, Lead Clinical Pharmacist, Inverclyde HSCP.

Prior to the commencement of business, Councillor McIlwee, on behalf of the Board, expressed appreciation for the contribution made by the current Vice-Chair, Mr Ken Winter, whose term of office as a Non-Executive Director of Greater Glasgow & Clyde Health Board ends on 31 August 2015 and he extended his best wishes to Mr Winter for the future.

- | | | |
|----------|---|----------|
| 1 | Apologies, Substitutions and Declarations of Interest | 1 |
| | Apologies for absence were intimated on behalf of Mr R Taggart (with Ms R Gacha acting as proxy), Ms M Telfer, Mr A Black and Dr H MacDonald. | |
| 2 | Minute of Meeting of Inverclyde Shadow Integration Joint Board of 28 May 2015 | 2 |
| | There was submitted minute of the Inverclyde Shadow Integration Joint Board of 28 May 2015. | |
| | Decided: that the minute be noted. | |
| 3 | Membership of the Inverclyde Integration Joint Board | 3 |
| | There was submitted a report by the Head of Legal & Property Services on the proposed membership arrangements for the Inverclyde Integration Joint Board. | |
| | Decided: | |
| | (1) that the Board note its prescribed members being (a) the voting members at Section A of appendix 1 of the report and (b) minimum non-voting members at Section B of appendix 1; | |
| | (2) that the Board agree the stakeholder members at sections C and D of appendix 1; | |
| | (3) that the Chief Officer contact NHS Greater Glasgow & Clyde to clarify the position in respect of proxies for its voting members and to report thereon to the Board; and | |
| | (4) that the Board's appreciation of the contribution of Councillor Jim MacLeod to the work of the former CHCP Sub-Committee be recorded. | |

INVERCLYDE INTEGRATION JOINT BOARD – 10 AUGUST 2015

- 4 Inverclyde Joint Board – Integration Scheme, Standing Orders and Code of Conduct** **4**
- There was submitted a report by the Head of Legal & Property Services requesting the Board to consider its governance arrangements.
- Decided:**
- (1) that the Board note the contents of the Integration Scheme as detailed in appendix 1 of the report;
 - (2) that the Board approve the Standing Orders detailed in appendix 3 as the Standing Orders to govern the conduct of meetings of the Inverclyde Integration Joint Board; and
 - (3) that the Board note the terms of the model Code of Conduct for Members of Devolved Public Bodies as detailed in appendix 4.
- 5 Appointment of Chief Officer** **5**
- There was submitted a report by the Chief Executive, NHS Greater Glasgow & Clyde and the Chief Executive, Inverclyde Council requesting the Board to consider the appointment of its Chief Officer.
- Decided:** that the Board formally appoint Mr Brian Moore as its Chief Officer.
- 6 Appointment of Chief Finance Officer** **6**
- There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership requesting the Board to consider the appointment of its Chief Finance Officer.
- Decided:**
- (1) that the Board formally appoint Ms Lesley Bairden as its Chief Finance Officer and note that this is a short term appointment as Ms Bairden is shortly due to take up a post in another local authority; and
 - (2) that the Board's appreciation of Ms Bairden's contribution to the development of the Health & Social Care Partnership and the Community Health & Care Partnership be recorded.
- 7 Financial Regulations** **7**
- There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership providing the Board with draft Financial Regulations for information.. It was noted that the final Financial Regulations, supported by a detailed Finance Manual, will be approved by the IJB Audit Committee once established, following conclusion of outstanding issues.
- Decided:**
- (1) that the Board note the contents of the report and agree the draft Financial Regulations as set out in the appendix to the report; and
 - (2) that it be agreed to remit the approval of the final Financial Regulations and Finance Manual to the IJB Audit Committee once established, following conclusion of outstanding issues.

INVERCLYDE INTEGRATION JOINT BOARD – 10 AUGUST 2015

- 8 Audit and Risk Management Strategy - Update** **8**
- There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership providing a position statement on the internal and external audit function for the Board, along with an associated risk management strategy.
- Decided:**
- (1) that the Board note the contents of the report;
 - (2) that it be agreed to receive detailed proposals on the function, membership and frequency of the Audit Committee at the next meeting; and
 - (3) that it be agreed that updates be reported to each meeting of the Board as outstanding issues are clarified.
- 9 Inverclyde Health & Social Care Partnership – Due Diligence Process** **9**
- There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership providing the Board with the partnership starting budget for 2015/16 (excluding set aside budgets for large hospital and hosted services) and explaining the associated due diligence process undertaken to arrive at this budget.
- Decided:**
- (1) that the Board note the due diligence work undertaken;
 - (2) that the Board note the 2015/16 original revenue budget; and
 - (3) that it be agreed to receive aligned revenue reporting for the remainder of the financial year 2015/16, with full budget delegation operating from 1 April 2016/19 supported by a 2016/19 financial strategy.
- 10 Establishment Plan 2015/2016** **10**
- There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership appending the draft Establishment Plan 2015/16 for approval by the Board.
- Decided:**
- (1) that the Board approve the Establishment Plan 2015/16 and direct the Strategic Planning Group to develop the Strategic Plan covering the time frame 2016/19; and
 - (2) that the Strategic Plan be submitted to the first meeting of the Board in financial year 2016/17.
- 11 Update on Delayed Discharge Performance** **11**
- There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership on performance towards achieving the target for delayed discharge.
- Decided:** that the Board note the progress towards achieving the target for delayed discharge and the ongoing work to maintain performance.
- 12 Update on Prescribing and Medicines Management 2015** **12**
- There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership on prescribing and medicines management within Inverclyde Health & Social Care Partnership.
- The Board heard a presentation on this subject by Ms Margaret Maskrey, Lead Clinical Pharmacist, who thereafter answered a number of questions from members.

INVERCLYDE INTEGRATION JOINT BOARD – 10 AUGUST 2015

Decided:

- (1) that the Board note and endorse the report on the current situation in respect of prescribing within the HSCP, with particular regard to (a) current issues in prescribing and medicines management, (b) prescribing and medicines management support and (c) the prescribing expenditure position; and
- (2) that a report be submitted to a future meeting of the Board on the integration arrangements in place with local pharmacies in the HSCP area.