
Report To: Integration Joint Board **Date:** 10 November 2015

Report By: Brian Moore
Chief Officer **Report No:** IJB/18/2015/HW
Inverclyde Health and Social
Care Partnership (HSCP)

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Subject: SCHEDULE OF REPORTS

1.0 PURPOSE

1.1 The purpose of this report is to seek approval for a cycle of reports to be presented at future meetings of the Integration Joint Board. The proposed schedule covers routine reports, and there are likely to be additional reports at each meeting to keep Members apprised of HSCP business. The schedule includes a proposed meeting cycle for the IJB Financial Performance and Audit Committee, should this be approved.

It should also be noted that the schedule does not preclude Members directing the Chief Officer to deliver additional specific reports.

2.0 SUMMARY

2.1 The schedule outlines the regular reports and updates due to be presented at future meetings of the Integration Joint Board and Financial Performance and Audit Committee, and identifies the senior officers responsible for ensuring that the reports are compiled.

3.0 RECOMMENDATIONS

3.1 That the Board approve the schedule contained within the report.

Brian Moore
Chief Officer
Inverclyde HSCP

4.0 BACKGROUND

4.1 Following the establishment of the Health and Social Care Partnership, the Integration Joint Board had its inaugural meeting in August 2015. The Board will meet on a minimum of five times each year to oversee the business of the HSCP. It is proposed that these meetings take place every:

- May
- September
- November
- January
- March

It is also proposed that the IJB Financial Performance and Audit Committee meets every:

- May
- September
- January

The schedules below outline a number of regular reports that the IJB can expect to receive. There are likely to be other papers at the meetings, reflecting current business of the HSCP (for example, the January meeting will receive a paper describing the Equality Duty of the IJB, although this will not necessarily be an annually recurring paper).

May Reports	Responsible Officer
Finance Report	Chief Financial Officer (CFO)
Annual Financial Statement	CFO
Annual Schedule of Reports 2015/16	Head of Planning, Health Improvement and Commissioning (HPHIC)
Governance of Externally Commissioned Services	HPHIC
Delayed Discharge Update	Head of Health & Community Care (HHCC)
Health Centre Progress Report	HPHIC
GIRFEC Implementation Annual Report	Head of Children & Families and Criminal Justice (HCFCJ)
Immunisation Annual Report	HPHIC
Health & Safety Annual Report	HPHIC
Performance Annual Report	HPHIC
Governance of Externally Commissioned Services Annual Report	HPHIC
Update on Hosted Services	To be Confirmed

September Reports	Responsible Officer
Finance Report	CFO
Governance of Externally Commissioned Services	HPHIC
Delayed Discharge Update	HHCC
Strategic Plan Progress Report (including Workforce, Organisational Development and Market Facilitation Plans)	HPHIC
Performance Exceptions Report	HPHIC
Mental Health Community and Inpatient Services Annual Report	Head of Mental Health, Addictions and Homelessness (HMHAH)
Complaints Annual Report	HPHIC
Prescribing Update	Lead Pharmacist
Immunisation and Vaccination Annual Report	HPHIC
Criminal Justice Annual Report	HCFCJ

November Reports	Responsible Officer
Finance Report	CFO
Governance of Externally Commissioned Services	HPHIC
Delayed Discharge and Winter Pressures	HHCC
Clinical and Care Governance Report	HHCC
Health Centre Progress Report	HPHIC
Communications Framework	HPHIC
Chief Social Work Officer's Annual Report	Chief Officer
Clinical Services Strategy Annual Update	HPHIC

January Reports	Responsible Officer
Finance Report	CFO
Governance of Externally Commissioned Services	HPHIC
Delayed Discharge and Winter Pressures	HHCC
Freedom of Information Annual Report	HPHIC
Learning Disability Services Annual Report	HHCC
Care Inspectorate Gradings Annual Report	HPHIC
Performance Exceptions Report	HPHIC
Self-Directed Support Report	HHCC
Child Protection Committee Annual Report	HCFCJ
Alcohol and Drug Partnership (ADP) Annual Report	HMHAH
Annual Property & Assets Management Plan Update	CFO

March Reports	Responsible Officer
Finance Report	CFO
Governance of Externally Commissioned Services	HPHIC
Reshaping Care for Older People Annual Report	HHCC
Strategic Plan and subsequent Progress Report	HPHIC
Delayed Discharge and Winter Pressures	HHCC
Carers Annual Report	HHCC
Dementia Strategy Update	HMHAH
Health Improvement Annual Report	HPHIC
Specialist Children's Services Annual Report	HCFCJ
Advice Services Annual Report	HPHIC
Property and Assets Management Plan	CFO
Staff Governance Annual Report	HPHIC
Records Management Plan Update	HPHIC

4.2 The proposed regular reports to the Financial Performance and Audit Committee are as follows.

May Reports	Responsible Officer
Finance Report	Chief Financial Officer (CFO)
Annual Financial Statement	CFO
Internal Audit Annual Plan	Chief Internal Auditor
Risk Register	HPHIC

September Reports	Responsible Officer
Finance Report	Chief Financial Officer (CFO)
Risk Register	HPHIC
Governance of Externally Commissioned Services Annual Report	HPHIC

January Reports	Responsible Officer
Finance Report	Chief Financial Officer (CFO)
External Audit Annual Plan	External Auditor
N.B. Both the External and Internal Auditor will be present and Members will have the opportunity for private discussion.	

4.3 In addition to the regular January reports outlined above, in January 2016 the Chief Officer will present reports to the IJB in relation to Clinical and Care Governance; Complaints Annual Report, and a report describing the IJB Equalities duties.

5.0 FINANCE

5.1 Financial Implications: Costs for external audit are not yet quantified, but anticipated to be no more than £5,000 per year. The Public Bodies (Joint Working) (Scotland) Act 2014 and its associated guidance propose that internal audit services should be provided by one of the parent bodies on a donated basis.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments

LEGAL

5.2 There are no legal issues within this report.

HUMAN RESOURCES

5.3 There are no human resources issues within this report.

EQUALITIES

5.4 There are no equality issues within this report.

Has an Equality Impact Assessment been carried out?

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YES (see attached appendix)

NO – This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

6.0 CONSULTATION

6.1 This report has been prepared by the Chief Officer, Inverclyde Health and Social Care Partnership (HSCP) after due consultation with the Senior Management Team.

7.0 LIST OF BACKGROUND PAPERS

7.1 N/A.