

**Report By:** Health and Social Care Committee  
**Date:** 25<sup>th</sup> February 2016

**Report By:** Brian Moore  
Corporate Director (Chief Officer)  
Inverclyde Health & Social Care Partnership  
**Report No:** SW/10/2016/HW

**Contact Officer:** Helen Watson  
Head of Service  
Planning, Health Improvement & Commissioning  
**Contact No:** 01475 715285

**Subject:** OVERVIEW OF DEVELOPMENT OF GOVERNANCE ARRANGEMENTS

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to advise the Health and Social Care Committee of the progress in developing Inverclyde Health & Social Care Partnership's (HSCP) governance arrangements. Integral to this is compliance with the Public Bodies (Joint Working) (Scotland) Act 2014 (the Act), the Inverclyde HSCP Integration Scheme Commitments, and Scottish Government guidance (statutory and non-statutory) on Health and Social Care integration.

## **2.0 SUMMARY**

- 2.1 This report is produced to give the Health and Social Care Committee assurance that progress is being made to meet the legislative and other commitments required to ensure sound governance arrangements for full implementation of integrated health and social care services. Appendix 1 highlights current status on planned activity around engagement and consultation with stakeholders and partners in co-producing the strategic plan. It also includes an update on the development of localities in line with the statutory timescale of 1st April 2016.

## **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Health and Social Care Committee notes the current status of compliance with statutory and other timescales and the planned activity around the key legislative and other commitments necessary to achieve sound governance and oversight arrangements for Inverclyde's Health and Social Care Partnership from 1 April 2016.

**Brian Moore**  
Corporate Director  
(Chief Officer)  
Inverclyde HSCP

## **4.0 BACKGROUND**

4.1 The Public Bodies (Joint Working) (Scotland) Act 2014 (the Act) and subsequent national guidance require all HSCPs to produce an Integration Scheme to be approved by the Scottish Government. The Inverclyde HSCP Integration Scheme was formally approved on 27<sup>th</sup> June 2015.

4.2 The Integration Scheme - an operationally significant document - sets the context within which the IJB is constituted as a legal entity. It goes on to set out its commitments and compliance with the Act, and the implementation of operational and financial governance arrangements within a legally prescribed timeframe.

4.3 The intention of this paper and attached appendix is to provide the Health and Social Care Committee with assurance that planned activity is on course to meet the legal and national guidance within the anticipated timeframe and IJB reporting cycle.

### **4.4 Governance Arrangements**

Appendix 1 provides the overview of the legal and other commitments required to be in place within the agreed timescales. This document provides details of the following:

- Governance of non-financial arrangements;
- Communication and Engagement;
- Strategic Planning;
- Performance Management;
- Delivering for Localities;
- Workforce Planning & Development;
- Clinical & Care Governance;
- Finance & Audit; and
- Information Sharing & ICT

### **4.5 Governance of non-financial arrangements**

4.5.1 As appendix 1 indicates, the majority of requirements in this section are met. The first meeting of the legally constituted IJB was 10 August 2015.

4.5.2 Formal arrangements for hosted services within the Greater Glasgow and Clyde Health Board area are on track to meet the 31<sup>st</sup> March 2016 target date.

4.5.3 The IJB approved the aligned HSCP complaints procedure at its 26<sup>th</sup> January 2016 meeting, subject to amendments agreed at that meeting.

4.5.4 It is a legal requirement of the Equalities & Human Rights Commission that the HSCP develop Equality Outcomes to reflect the needs of the people of Inverclyde. The Strategic Planning Group anticipates the consultation on these outcomes will take place during our planned Engaging Our Localities event to be held on 15th February 2016.

4.5.5 An Equality Impact Assessment (EQIA) is required to be undertaken on the Inverclyde HSCP Strategic Plan.

4.5.6 An equalities sub-group has been initiated by the Strategic Planning Group to undertake the EQIA of the Strategic Plan prior to the public consultation scheduled for February and March 2016.

4.5.7 The guidance suggests that a statement on equalities is inserted into the Strategic Plan. However, the Strategic Planning Group agreed at its December 2015 meeting that an equalities focus should be a key theme reflected in all of the sections of the Strategic Plan rather than one stand-alone statement of intent.

4.5.8 Subject to Council and Health Board approval, full delegated responsibility for the agreed functions, as detailed in the Integration Scheme, will transfer to the IJB on 1<sup>st</sup> April 2016.

#### 4.6 **Communication and Engagement**

4.6.1 The IJB has adopted the former CHCP People Involvement Framework, on the proviso that this will be reviewed and updated to reflect our new arrangements in the first year of operation as an HSCP.

#### 4.7 **Strategic Planning**

4.7.1 The development of the Strategic Plan for 2016 – 2019 is progressing to meet the 1<sup>st</sup> April 2016 implementation date. Our Strategic Planning Group is actively driving forward the development of the Plan and anticipates that formal consultation by stakeholders on the final draft will commence from 15<sup>th</sup> February 2016. Further information on progress of the Strategic Plan is included in a separate paper to this Committee.

4.7.2 The finalised draft Plan will be presented to the IJB on 15<sup>th</sup> March 2016 for approval, following the outcome from the formal stakeholder consultation.

#### 4.8 **Performance Management**

4.8.1 The legislation requires that every HSCP reports performance to its IJB on a number of key areas.

Reports on financial planning and performance must include information about:

- the total amount spent by the HSCP on each of the delegated functions
- the total amount paid to or set aside for the HSCP by the Health Board and the Council
- any underspend or overspend against the planned spending, the amount of underspend or overspend and an assessment of the reasons for this.

Reports in respect of localities must include an assessment of performance in planning and carrying out functions, including:

- a description of the arrangements made for consultation and involvement
- an assessment of how the locality arrangements have contributed to improved provision of services
- the total amount paid to or set aside for the locality during the reporting year.

In addition to these statutory requirements, Inverclyde IJB will receive regular Performance Exceptions Reports linked to the national outcomes, in line with the reporting schedule agreed at its November 2015 meeting.

#### 4.9 **Delivering for Localities**

4.9.1 Following an engagement event in April 2015 on developing localities, further discussion and consultation took place with the Inverclyde Alliance Single Outcome Agreement Programme Board on how the HSCP could best engage with established community planning and learning community structures.

4.9.2 The Inverclyde Alliance Programme Board has approved the HSCP's intentions to share three Wellbeing Localities, common across all partners, for the planning of local health and social care provision (Inverclyde East, Central and West). This will maximise the use of existing networks and reduces additional demand on the time of those community members who wish to be part of the process.

#### 4.10 **Workforce Planning & Development**

4.10.1 A Workforce Planning and Development sub-group has been established by the Strategic

Planning Group to progress development of a “People Plan”. This plan will consider the entire workforce available in Inverclyde to deliver integrated health and social care, including staff employed by the statutory, independent and third sector staff and unpaid carers. It will also consider the number of people (both paid and unpaid), and skill mix required to implement the future vision of health and social care.

4.10.2 The People Plan will encompass an Organisational Development Plan, as required by the legislation. Inverclyde’s Organisational Development arrangements will have a different focus to most of the plans across Scotland because we have had integrated service and management arrangements since 2010. The policy intent of this requirement is to support partnerships in the transition from separate entities to single integrated partnerships, and we have already undergone much of this change. However we propose using the requirement as an opportunity for the IJB to consider its options for the future culture of the HSCP, in the contexts of:

- planning and delivering for outcomes
- planning for acute hospital services
- strengthening links to the housing sector through the Housing Contribution Statement.

**4.11 Clinical & Care Governance**

4.11.1 This strategic governance requirement is on track to meet the target implementation date, and will be detailed in a separate report to the March 2016 meeting of the IJB.

**4.12 Finance & Audit**

4.12.1 This strategic governance requirement is on track to meet the target implementation date.

**4.13 Information Sharing & ICT**

4.13.1 The legal requirement for this delegated area is currently in place and fully met.

**5.0 IMPLICATIONS**

**FINANCE**

5.1 Financial Implications:

One off Costs: None identified

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 equality issues within this report as set out in 4.5.4.

Has an Equality Impact Assessment been carried out?

	YES (see attached appendix)
X	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.

## **5.5 REPOPULATION**

The HSCP Joint Commissioning Strategies take into account demographic trends to inform current and future plans for services for the people of Inverclyde.

## **6.0 CONSULTATION**

6.1 This report has been prepared by the Corporate Director (Chief Officer), Inverclyde Health and Social Care Partnership (HSCP) after due consultation with the Strategic Planning Group.











## **7.0 BACKGROUND PAPERS**








7.1 None.





## Appendix 1: IJB Legal Requirements and Commitments


The tables below detail the legislative requirements and commitments in relation to Inverclyde Health and Social Care (HSCP) Integration as set out in the Public Bodies (Joint Working) (Scotland) Act 2014 and Inverclyde HSCP's Integration Scheme.





Requirement / commitment source:	Key
Act & supporting Regulations	Act
Inverclyde HSCP Integration Scheme	IS
Scottish Government guidance	SG
Established governance arrangements for parent bodies	Gov

1. Governance (non-financial) arrangements				
Legal requirement /commitment	Type	Legal deadline	Target date	BRAG
Integration Scheme approved and published and Integration Joint Board (IJB) legally established	Act	27/06/15		
1st meeting of the legally constituted IJB	Act		10/08/15	
Ratify the remit and constitution of the IJB including its voting and non-voting members, chair and vice chair.	Act		10/08/15	
The Procedural Standing Orders of the IJB agreed	Act		10/08/15	
IJB ratify the appointment of the Chief Officer, Chief Finance Officer and establish the Strategic Planning Group (including governance arrangements and Terms of Reference)	Act		10/08/15	
Risk policy, strategy, and procedures approved by IJB	IS		10/08/15	
Key strategic risks approved by IJB	IS		15/03/16	
Arrangements for Hosted Services agreed amongst the IJBs in the GG&C area.	IS	31/03/16	31/03/16	
Health and Safety policy and procedures in place	IS	31/03/16	10/08/15	
Complaints policy and procedures in place	IS	31/03/16	26/01/16	











FOI policy and procedures in place	Act	31/03/16	15/03/16	
FOI Publications Scheme in place	SG		31/08/16	
Business continuity arrangements in place	IS	31/03/16	Work has been completed by HSCP. Awaiting final sign-off from CCS.	
Equalities scheme and EQIAs completed for Partnership (in line with IJB requirements under the Equalities Act)	IS	30/04/16	31/03/16	
Parent organisations agree the provision of support services for the IJB	IS	31/03/16	19/02/15	
CO confirms all governance arrangements in place (IJB Report) for functions to be delegated from parent organisations to the IJB	IS	31/03/16	10/08/15	
Functions delegated to IJB	Act	01/04/16	01/04/16	

<b>Key:</b>		Complete		On target		Risk of delay		Significant Issues
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2. Communication and engagement				
Legal requirement /commitment	Type	Legal deadline	Target date	BRAG
IJB agrees its participation and engagement strategy	IS	27/12/15	10/08/15	





<b>Key:</b>		Complete		On target		Risk of delay		Significant Issues
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### 3. Strategic Plan (the order of Strategic Plan activities are prescribed in the Act but not specific individual deadlines for each stage)





Legal requirement /commitment		Legal deadline	Target date	BRAG
IJB agree the initial Establishment Plan			10/08/15	
IJB agree its proposals for the process of development of the full Strategic Plan	Act	-	10/08/15	
SPG feedback on the proposals for the Strategic Plan content	Act	-	27/07/15	
SPG feedback on the Establishment Plan and begin the process for developing the full Strategic Plan	Act	-	06/10/15	
Formal consultation with prescribed stakeholders including SPG, Health Board and Council	Act	-	15/02/16	
Update report on consultation and final draft of Strategic Plan prepared for the IJB	Act	-	18/02/16	
IJB agree the final draft of Strategic Plan, taking account of SPG and wider stakeholder feedback		-	15/03/16	
Health Board updated on the outcome of the consultation and the draft Strategic Plan	Gov	-	HB and HSCC April 2016	
Council updated on the outcome of the consultation and the draft Strategic Plan	Gov	-	HB and HSCC April 2016	
Strategic Plan published along with financial statement and statement of action taken by IJB under section 33 of the Act (consultation and development of the Strategic Plan).	Act	31/03/16	31/03/16	









<b>Key:</b>		Complete		On target		Risk of delay		Significant Issues
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4. Performance Management				
Legal requirement /commitment		Legal deadline	Target date	BRAG
Parties prepare a list of delegated and non-delegated functions	IS	27/06/15	27/06/15	
Council and Health Board develop proposals for 2015/16 interim performance framework to be submitted to IJB	IS	27/06/16	26/01/16	
SPG develop reporting arrangements proposed performance framework for 2016/17, for IJB approval	Act	-	18/02/16	
IJB agree the proposed reporting arrangements and performance framework for 2016/17, taking account of localities, reporting arrangements and plans to publish the annual performance report.	IS	27/06/16	15/03/16	

5. Delivering for Localities				
Legal requirement /commitment		Legal deadline	Target date	BRAG
IJB agree locality arrangements (in line with SG guidance), based on stakeholder engagement, which will be reflected in the Strategic Plan	IS	-	15/03/16	

<b>Key:</b>		Complete		On target		Risk of delay		Significant Issues
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6. Workforce Planning and Development				
Legal requirement /commitment		Legal deadline	Target date	BRAG
Workforce plan	Act	01/04/17	01/04/17	
Organisational development Plan	Act	01/04/17	01/04/17	
Learning and development of staff	Gov	01/04/17	01/04/17	

7. Clinical and Care Governance				
Legal requirement /commitment		Legal deadline	Target date	BRAG
The IJB agrees appropriate clinical and care governance arrangements for their duties under the Act.	IS	31/3/16	10/08/15	
Clinical and Care Governance Group established	IS	31/03/16	15/03/16	
Chief Social Work Officer provides annual report to IJB (Section 5.15 of IS)	IS	31/03/17	30/11/16	

8. Finance and Audit				
Legal requirement /commitment		Legal deadline	Target date	BRAG
IJB Audit arrangements agreed	IS	31/03/16	15/03/16	
Insurance arrangements (claims handling) in place	IS	31/03/16	10/08/15	
IJB agree procedure with other relevant integration authorities for any claims relating to Hosted Services		31/03/16	31/03/16	
IJB sign off financial governance arrangements as per the national guidance	IS	31/03/16	15/03/16	
IJB report on due diligence on delegated baseline budgets moving into 2016/17	IS	31/03/16	15/03/16	

Draft proposal for the 2016/17 Integrated Budget based on the Strategic Plan approved by IJB	IS	31/03/16	15/03/16	
Draft proposal for the Integrated Budget based on the Strategic Plan presented to the Council and the Health Board for consideration as part of their respective annual budget setting process	IS	31/03/16	15/03/16	
Financial statement published with the Strategic Plan	Act	31/03/16	15/03/16	
Resources for delegated functions transferred to IJB from parent organisations	Act	31/03/16	31/03/16	
Audit arrangements established	IS	31/03/16	15/03/16	

9. Information sharing and ICT				
Legal requirement /commitment	Type	Legal deadline	Target date	BRAG
Information Sharing Protocol ratified by parent organisations	IS	31/03/16	10/08/15	
Information Sharing Protocol shared with IJB	Gov	31/03/16	10/08/15	
Appropriate Information Governance arrangements are put in place by the Chief Officer	IS	31/03/16	10/08/15	

<b>Key:</b>		Complete		On target		Risk of delay		Significant Issues
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