

SUNDERLAND HEALTH AND WELLBEING BOARD

29 May 2015

FEEDBACK FROM THE HEALTH AND SOCIAL CARE INTEGRATION BOARD

Report of the Health and Social Care Integration Board

The Health and Social Care integration board has met twice under the new arrangements since the last meeting of the Health and Wellbeing Board.

The minutes of the meeting of 9 April 2015 are attached for information. Issues covered included:

- Appointment of chair and vice chair
- Terms of reference
- Reporting arrangements
- The director of health and social care post
- Support and administrative arrangements

The second meeting of the group was on 14 May 2015. The minutes of this group will be circulated on completion. Discussion centred on a paper outlining the seven pooled budgets, the breakdown of contributions from the Clinical Commissioning Group and the local authority and the key risks for each.

The nature of reporting from each pool was discussed and it was agreed that quarterly reports should be seen by the Integration Board although reports would be submitted to the Better Care Fund Implementation Group on a monthly basis and escalated on a by exception basis whenever appropriate.

The next meeting of the group is scheduled to take place on 25 June and will include discussion of

- A schedule of reporting for all pools
- Clarity on overheads figures
- Broader system and forward planning.

**Minutes of the Health and Social Care Integration Board
Thursday 9 April 2015**

Present: -

Councillor Mel Speding (in the Chair)	- Cabinet Secretary, Sunderland City Council
Fiona Brown	- Chief Operating Officer, People Services
Dave Chandler	- Head of Finance, Sunderland CCG
Dave Gallagher	- Chief Officer, Sunderland CCG
Karen Graham	- Associate Policy Lead for Health, Sunderland City Council
Ian Holliday	- Head of Reform and Joint Commissioning, Sunderland CCG
Sarah Reed	- Assistant Chief Executive, Sunderland City Council
Neil Revely	- Executive Director, People Services, Sunderland City Council
Sonia Tognarelli	- Director of Finance, Sunderland City Council
Gillian Kelly	- Governance Services, Sunderland City Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Dr Ian Pattison, Debbie Burnicle and Gillian Gibson, Pat Taylor.

2. APPOINTMENT OF CHAIR AND VICE-CHAIR

Neil Revely advised that Dr Ian Pattison had been nominated as Chair of the Integration Board and it had been suggested that Councillor Speding act as Vice-Chair.

It was AGREED that Dr Pattison be appointed as Chair and Councillor Speding as Vice-Chair of the Health and Social Care Integration Board.

3. TERMS OF REFERENCE FOR THE BETTER CARE FUND IMPLEMENTATION GROUP

The terms of reference of the Better Care Fund Implementation Group had been circulated to the Board and it was noted that the membership of the group had now changed from that originally set out. The Director of Commissioning, Planning and Reform and the Head of Finance from the CCG and the Chief Operating Officer from the Council's People Directorate were now to attend the Integration Board and it was queried if additional people needed to join the group to fill these gaps. It had been agreed that Ian Holliday and Graham King would chair the group.

It was suggested that scheme managers and quality assurance officers could be involved in the group and Ian Holliday suggested that he could discuss this and the potential revision of the terms of reference with Graham King at their meeting the following week.

Dave Gallagher suggested that there should be a link between the Implementation Group and the Integration Board through dual membership and Sonia Tognarelli supported this as crucial to knowing how things were being progressed. She commented that the roles and responsibilities section seemed to fall short of including the future year's planning requirements to be reported to the Transformation Board.

Neil Revely suggested that the issue could be looked at as part of the terms of reference for the Integration Board and that this reflected the discussions which had taken place at the Board development session.

Regarding the terms of reference for the Integration Board, Dave Gallagher highlighted that the purpose was clear but the work plan needed to be considered. There had been a change to the voting rights which was aimed at balancing the numbers between organisations. It was also noted that the Chair was to have a casting vote in the unlikely event of there being an impasse.

It was agreed that there should be an additional bullet point in the roles and responsibilities of the Integration Board to reflect something about planning for the future.

ACTION: Sonia Tognarelli to circulate a form of words to add to the roles and responsibilities within the Board terms of reference.

Karen Graham highlighted that the reference to a rotating Chair should be removed if it was intended to elect a Chair and that the title on the document needed to be amended.

ACTION: Terms of reference for the Integration Board to be amended and brought back to the next meeting of the Board.

4. REPORTING ARRANGEMENTS FROM THE BETTER CARE FUND IMPLEMENTATION GROUP

The Board discussed the reporting mechanisms by which the Implementation Group would feed into the Board and it was proposed that at the next Board meeting there should be a draft report presented showing a template of what could be expected to be received in future months and the members of the Board could then take a view on how this would be presented. Neil Revely commented that the funding element was important but he would also want to see how the work was being delivered as part of the report.

Councillor Speding asked if this would be a joint report and it was confirmed that information would be pulled together from both the CCG and the Council and that the reporting arrangements were laid out within the Better Care Fund Agreement.

ACTION: Reporting template from the Better Care Fund Implementation Group to be presented to the next meeting of the Integration Board

It was suggested that one of the joint chairs of the group could be responsible for reporting to the Board on a monthly basis and that this could be reflected within the membership of the Integration Board.

Fiona Brown advised that the group would make recommendations to the Board about the lead against each pool and suggested that this also be brought to the next meeting of the Integration Board.

Neil Revely also highlighted that the Integration Board's terms of reference required regular reporting to the Sunderland Health and Wellbeing Board and a view needed to be taken on this. The Board would report on the progress of the Better Care Fund and this may also prompt discussion on future work.

Dave Chandler highlighted that the guidance was for the Integration Board to report quarterly at a minimum and Karen Graham suggested that the minutes be presented to every meeting of the Health and Wellbeing Board with anything additional being the subject of a special report.

ACTION: Minutes of the Integration Board be placed on the agenda for all Health and Wellbeing Board meetings.

5. DIRECTOR OF HEALTH AND SOCIAL CARE POST

Neil Revely advised that he had had discussions with Dave Gallagher and also the Council's Cabinet about the structure of People Services and the opportunity for joint posts. As part of a review of the Directorate's senior structure, a joint post of Director of Health and Social Care had been advertised however there appeared to be a lack of clarity about the role therefore Neil and David had agreed a communication note would be sent to the CCG Governing Body and to senior staff in the People Directorate aiming to remove any confusion about the advertised posts of Director of Health and Social Care, Head of Children's Services and Chief Social Worker.

Neil circulated a draft note which explained the posts which were being advertised and the reasons behind this. The CCG would be involved in the appointment process and would also monitor delivery.

Councillor Speding asked about the interview process and Neil confirmed that although the senior posts were seen as joint because of the close working with the CCG, the appointment process would follow the Council's procedure with

involvement of the CCG. The posts had been established when the People Directorate was formed but had not been filled at that time.

The final appointments would be the decision of the Council's Human Resources Committee and Neil suggested that, with the permission of the Committee, the CCG could be in attendance at the interviews. The arrangements had not been finalised as yet, however the posts had been advertised on 23 March and the closing date was Friday 10 April 2015. Fiona Brown advised that there had been four applications for each post so far.

Neil commented that he was keen to see how the CCG would like to be involved in the recruitment of the Head of Children's Services and Chief Social Worker posts and noted that the Head of Children's Services would drive integration in the Council and then move this onwards to Health Visitors etc. Dave Gallagher stated that all CCG posts had joint working with the Council in their job description and the clarity on the job description for the People Services posts would hopefully show the internal and external focus. It then had to be determined how these would fit in adult care and integration.

Ian Holliday commented that questions had been asked about what the new posts would mean for current line management, for example for those working in children's commissioning. Neil advised that nothing would change until something new was designed, in consultation with all relevant service areas.

Dave Gallagher asked if an organisational chart would be helpful and Neil advised that this had been circulated as part of the advertisement material.

ACTION: People Services Organisational Chart to be circulated to members of the Integration Board

Neil stated that one reason for roles such as these was to develop where services were going in the future and how roles would evolve and potentially move out of the local authority. He also commented that his preference was to have a set of outcomes rather than a job description for the posts.

6. SUPPORT AND ADMINISTRATIVE ARRANGEMENTS

Karen Graham highlighted that the process for the administration of the Board had not yet been clarified and proposed that there be an item at the end of each agenda where Board members could highlight issues to be considered at the next meeting. This would enable lead officers to be identified and deadlines to be attached to pieces of work.

Dave Gallagher commented that if the Integration Board was to agree a work programme then the agenda for meetings would flow from that and that reports should go to the Chair initially for him to be briefed. It was confirmed that formal notes would be taken at the Better Care Fund Implementation Group and it was proposed that these be placed on the Integration Board agenda with a full report being received by exception if there was any potential over or under spend.

Ian Holliday advised that it was intended to run the Implementation Group as a paperless meeting with access to papers through a SharePoint site and the key points of the discussion would be reported up to the Integration Board.

Sonia Tognarelli suggested that people needed to have a full picture of exactly what was in the fund and how it was planned to be spent and Dave Gallagher noted that this could be provided at the next meeting. It was highlighted that Internal Audit would want to look at the fund because it was new and that the Council's external auditors were also keen to find out more about the Better Care Fund.

The Board went on to discuss planning for the programme over the next three to five years and the medium term financial plan and it was felt that a workshop session might be the best way to identify what was needed. Sonia Tognarelli highlighted that any financial planning needed to start before the summer period or it would be too late for 2015/2016. It was agreed that time would be set aside at the next meeting to design what the Board wanted to do in terms of defining the system and future planning.

The items for the agenda for the next meeting were summarised as: -

- Breakdown of finances and unpacking of the Better Care Fund
- Template for reporting from the Better Care Fund Implementation Group
- Signing off of pool leads
- Design of broader system discussion
- Deadline for Integration Board meetings

ACTION: Karen Graham be informed of any additional agenda items for the next meeting of the Integration Board.

7. ANY OTHER BUSINESS

Efficiency Opportunities through Health and Social Care Integration

Sonia Tognarelli advised the Board that the Local Government Association had written to the Chief Executive in regard to a health and social care integration project aimed at gathering robust evidence of the efficiency opportunities to be gained through integration. The Integration Board were asked to consider if they felt that this would be a useful project to take part in.

It was the general view that more information was needed about whether the work would add value and the level of resource and commitment which would be required to take it forward. It was noted that the findings from this work would be reported in the autumn and that Sunderland may benefit from this in any case. It was agreed that further information should be sought.

ACTION: Sarah Reed to make enquiries with the Programme Manager, advising of Sunderland's position and aiming to identify the potential benefits of the work to partners.

8. DATE AND TIMES OF MEETINGS

The following schedule of meetings was noted: -

Thursday 14 May 2015
Thursday 25 June 2015
Thursday 23 July 2015
Thursday 10 September 2015
Thursday 15 October 2015
Thursday 12 November 2015
Thursday 10 December 2015
Thursday 7 January 2016
Thursday 4 February 2016
Thursday 3 March 2016
Thursday 7 April 2016

All meetings to be held at Sunderland Civic Centre, beginning at 3.00pm.

(Signed) M SPEDING
 In the Chair