



Aberdeen City Health & Social Care Partnership

A caring partnership

ABERDEEN, 5 December 2023. Minute of Meeting of the INTEGRATION JOINT BOARD.

Present:- Councillor John Cooke, Chair; Hussein Patwa, Vice Chair; and Councillor Jennifer Bonsell, Mark Burrell, Councillor Lee Fairfull, Councillor Martin Greig, Steven Close (from article 8), Jamie Donaldson, Jenny Gibb, Maggie Hepburn (from article 8), Phil Mackie, Sandra MacLeod, Paul Mitchell, Alison Murray and Graeme Simpson.

Also in attendance:- Martin Allan (to article 9), Councillor Christian Allard, Caroline Anderson, Fraser Bell, Adam Coldwells (for article 9), Carol Jack, Vicki Johnstone, Stuart Lamberton, Graham Lawther, Alison Macleod, Steven Main, Nicola McLean, Grace Milne, Fiona Mitchelhill, Lynn Morrison, Councillor Miranda Radley, Sandy Reid, Iain Robertson and Angela Scott.

Apologies:- Professor Siladitya Bhatta, June Brown, Jim Currie, Christine Hemming, Dr Caroline Howarth and Shona McFarlane.

The agenda and reports associated with this minute can be found [here](#).

Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.

WELCOME FROM THE CHAIR

1. The Chair extended a warm welcome to everyone and in particular to Hussein Patwa who was attending his first meeting as Vice Chair. The Chair thanked Service User representative Alan Chalmers who had stood down due to volunteering commitments.

The Chair paid tribute to Sandra MacLeod who had been appointed Depute Chief Executive at NHS Tayside and would therefore be leaving the Health and Social Care Partnership in February 2024. He praised her leadership qualities and style, which had contributed to the development of the Partnership's strong Senior Leadership Team.

Finally, the Chair stated that the Culture Sounding Board had met on 21 November 2023 and had discussed wellbeing amongst other topics, and had agreed to take breaks during meetings after 90 minutes.

The Board resolved:-
to note the Chair's remarks.

INTEGRATION JOINT BOARD

5 December 2023

DECLARATIONS OF INTEREST AND TRANSPARENCY STATEMENTS

2. There were no declarations of interest or transparency statements.

EXEMPT BUSINESS

3. Members were requested to determine that any exempt business be considered with the press and public excluded.

The Board resolved:-

to consider the exempt appendix with the press and public excluded during consideration of item 8.1 so as to avoid disclosure of exempt information of the class described in paragraph 9 of Schedule 7A of the Act.

VIDEO PRESENTATION: ACHSCP RECRUITMENT

4. The Board received a video presentation entitled ACHSCP Recruitment.

The Lead for People & Organisation introduced the video, explaining that the work fell under the workforce plan as a key enabler for the delivery of the strategic plan. He advised that the recruitment video had been developed in partnership with colleagues at the Station House Media Unit (SHMU).

Members heard that on 1 November 2023 the Aberdeen City Health and Social Care Partnership hosted its first ever Recruitment Fair. There were 18 stall holders from services across the partnership sharing information on their services and vacancies. The event was targeted at entry level jobs and, despite the weather, the event had been very successful. Although it was pre-booked to have 260 attendees, on the day there were at least 300 people in attendance. Initial feedback showed that the organisations that were able to take applications for care worker posts received over 100 applications on the day.

The Board resolved:-

to note the video and the update provided.

MINUTE OF BOARD MEETING OF 10 OCTOBER 2023 AND ATTENDANCE RECORD

5. The Board had before it the minute of its meeting of 10 October 2023.

INTEGRATION JOINT BOARD

5 December 2023

The Board resolved:-

- (i) to approve the minute as a correct record; and
- (ii) to note the attendance record.

BUSINESS PLANNER

6. The Board had before it the Business Planner which was presented by the Chief Operating Officer who advised Members of the updates to reporting intentions and that further items would be added to future reporting cycles.

The Board resolved:-

to note the Planner.

IJB INSIGHTS AND TOPIC SPECIFIC SEMINARS PLANNER

7. The Board had before it the IJB Insights Sessions and Topic Specific Seminars Planners prepared by the Strategy and Transformation Manager.

The Board resolved:-

to note the Planners.

CHIEF OFFICER'S REPORT - HSCP.23.089

8. The Board had before it the report from the Chief Officer, ACHSCP who presented an update on highlighted topics and responded to questions from members.

The report recommended:-

that the Board note the detail contained within the report.

The Board resolved:-

to note the report.

RECRUITMENT AND SELECTION OF CHIEF OFFICER - HSCP.23.094

9. The Board had before it a report prepared by the People and Organisational Development Manager setting out the proposed approach to recruiting a replacement for the outgoing Chief Officer of the Integration Joint Board (IJB) (Aberdeen City Health and Social Care Partnership).

INTEGRATION JOINT BOARD

5 December 2023

The report recommended:-

that the Board:

- (a) approve the revised job profile attached at Appendix 1;
- (b) note the indicative timeline for the recruitment and selection process;
- (c) approve the proposed selection process set out within the report;
- (d) establish a temporary Committee of the IJB, to be called an Appointment Panel, constituting the Chair and Vice Chair of the IJB and Chairs of the Risk, Audit & Performance and Clinical & Care Governance Committees, with the Chief Executives of Aberdeen City Council (ACC) and NHS Grampian as principal advisers to the Panel to interview candidates and make an appointment;
- (e) agree that the appointment of the Chief Officer shall be determined by the Appointment Panel, subject to the approval of the IJB;
- (f) agree that the Chief Executives of ACC and NHS Grampian make arrangements for an Interim Chief Officer should they consider it necessary to do so; and
- (g) instruct the Chief Executives of ACC and NHS Grampian to report back to the IJB on any interim appointment.

The Board resolved:-

- (i) to agree that, in accordance with IJB Standing Order 25.2, Councillor Martin Greig be appointed as the Chair of the Appointment Panel; and
- (ii) to otherwise agree the recommendations.

CHIEF SOCIAL WORK OFFICER'S REPORT - HSCP.23.091

10. The Board had before it the Chief Social Work Officer Annual Report for 2022/23.

The report recommended:-

that the Board note the content of the Annual Report, as attached at Appendix 1.

The Board resolved:-

to note the report.

QUARTER 2 FINANCIAL MONITORING REPORT - HSCP.23.095

11. The Board had before it the Quarter 2 (2023/24) Financial Monitoring Update report prepared by the Chief Finance Officer, who presented the report and responded to questions from members.

The report recommended:-

that the Board:

INTEGRATION JOINT BOARD

5 December 2023

- (a) note the report in relation to the IJB budget and the information on areas of risk and management action that were contained therein;
- (b) approve the budget virements indicated in Appendix E of the report; and
- (c) approve the use of uncommitted reserves to balance the final year-end position if required, as outlined at paragraph 3.10 of the report.

The Board resolved:-

to approve the recommendations.

ABERDEEN CITY VACCINATION CENTRE - PRIORITY INTERVENTION HUB - HSCP.23.090

12. The Board had before it a report prepared by the Programme Manager, Lead Nurse - Immunisations & CTAC and the Lead for People and Organisation, providing an update on the relocation of the Aberdeen City Vaccination Centre and seeking approval to extend the lease of Unit 19 within the Bon Accord Centre.

The report recommended:-

that the Board:

- (a) note the progress to date of the relocation of the Aberdeen City Vaccination Centre from the John Lewis building to Unit 19, Bon Accord Aberdeen;
- (b) note the adoption of community based preventative approaches as set out in the Strategic Plan summary as per section 3.7.2 of the report;
- (c) approve the agreed approach of expanding from a Vaccination Centre to a Priority Intervention Hub Model (as set out in section 3.6 of the report) at the Aberdeen City Vaccination Centre to ensure best use of resources and to mirror the hub model within other areas of Aberdeen City;
- (d) rename the Aberdeen City Vaccination Centre so that it was now called the 'Aberdeen City Vaccination & Wellbeing Hub' based on response from public feedback as detailed in section 3.14 of the report;
- (e) approve the extension of the current lease of the Aberdeen City Vaccination Centre at Unit 19 Bon Accord Aberdeen for a further year from 10 May 2024 until 9 May 2025;
- (f) make the Direction attached at Appendix 1 of the report to NHS Grampian;
- (g) instruct the Chief Officer of the IJB to issue the Direction to NHS Grampian; and
- (h) instruct the Chief Officer of the IJB to make and implement any reasonable and necessary arrangements in furtherance of (e), (f) and (g) above.

The Board resolved:-

to agree the recommendations.

INTEGRATION JOINT BOARD

5 December 2023

In accordance with Article 3 of the minute, the following item was considered with the press and public excluded.

ABERDEEN CITY VACCINATION CENTRE - PRIORITY INTERVENTION HUB - HSCP.23.090 - EXEMPT PAPERS

13. The Board had before it the exempt appendix 7 in respect of the Aberdeen Vaccination Centre Priority Intervention Hub.

The Board resolved:-

to note the recommendations approved at article 12 of this minute.

CARERS STRATEGY TOPIC SPECIFIC SEMINAR - 9 JANUARY 2024

14. The Board had before it the date of the next Topic Specific Seminar on the subject of Carers Strategy Health as 9 January 2024.

The Board resolved:-

to note the date of the Topic Specific Seminar.

RISK - IJB INSIGHTS SESSION - 16 JANUARY 2024

15. The Board had before it the date of the next IJB Insights Session on the subject of Risk as 16 January 2024.

The Board resolved:-

to note the date of the IJB Insights Session.

INTEGRATION JOINT BOARD - 6 FEBRUARY 2024

16. The Board had before it the date of the next meeting of the Integration Joint Board as 6 February 2024.

The Board resolved:-

to note the date of the next meeting.

- COUNCILLOR JOHN COOKE, Chair.