

## INTEGRATION JOINT BOARD

**VIRTUAL MEETING 24 AUGUST, 2022**

### **Integration Joint Board Members:**

Mrs R Atkinson, (NHS Grampian) (Chair); Ms A Anderson (NHS Grampian); Mrs J Duncan (NHS Grampian); Ms R Little (NHS Grampian); Councillor M Grant; Councillor D Keating, Councillor G Lang and Councillor G Reynolds; and Ms S Webb (NHS Grampian).

### **Integration Joint Board Non-Voting Members:**

Mrs F Culbert, Carers' Representative; Ms L Jolly, Chief Social Work Officer; Ms S Kinsey, Third Sector Representative, Mrs J McNicol, Advisor; Mr C Smith, Chief Finance and Business Officer; Aberdeenshire Health and Social Care Partnership; and Ms P Milliken, Chief Officer, Aberdeenshire Health and Social Care Partnership.

**Officers:** Ms G Fraser, Ms D Leslie, Ms A Pirrie, Mr J Shaw, Ms S Strachan, Aberdeenshire Health & Social Care Partnership; Ms C Cameron, Dr A Glennie, Ms M Polcik, Mr J Hogg, Mr S Coady, NHS Grampian; Ms V Henderson, Ms K Mowat, Ms J Raine-Mitchell, Ms M Roper Mr N Stephenson, and Ms A McLeod, Aberdeenshire Council.

**In attendance:** Mr S Lindsay (NHS Grampian)

**Apologies:** Councillor A Stirling; D Hekelaar, Third Sector Representative; I Kirk, UNISON; M McKay, NHS Unison; A Mutch, Public Representative.

### **1. DECLARATION OF MEMBERS' INTERESTS**

The Chair asked for Declarations of Interest and the following interests were declared:

Cllr Keating declared an interest in item 5, as a volunteer and Trustee of Aberdeenshire Samaritans and confirmed that, having applied the objective test, he had concluded that it was not clear and substantial and therefore he would remain and participate.

The Chair welcomed Mr Steven Lindsay to the meeting, who was attending as an observer and advised that Mr Lindsay had been appointed by NHS Grampian to serve as a Member of the Integration Joint Board, with effect from 1 September 2022. He would replace Ms Rachael Little, whose term would come to an end on 31 August 2022, and the Chair thanked Ms Little for her service to the Board over the last 4 years.

### **2A. STATEMENT ON EQUALITIES**

In making decisions on the following items of business, the Joint Board **agreed**, in terms of Section 149 of the Equality Act, 2010:-

- (1) to have due regard to the need to:-
  - (a) eliminate discrimination, harassment, and victimisation;

- (b) advance equality of opportunity between those who share a protected characteristic and persons who do not share it; and
  - (c) foster good relations between those who share a protected characteristic and persons who do not share it: and
- (2) where an equality impact assessment has been provided, to take its contents into consideration when reaching a decision.

## **2B. EXEMPT INFORMATION**

The Joint Board **agreed**, that under paragraphs 6, and 7 of the Categories of Exempt Information, found at Appendix 2 of the Standing Orders of the Integration Joint Board, the public and media representatives be excluded from the meeting for Item 18 of the business below, on the grounds that it involves the likely disclosure of exempt information of the classes described in the relevant paragraphs.

## **3. MINUTES OF MEETINGS OF THE INTEGRATED JOINT BOARD**

### **(a) MINUTE OF 1 JUNE 2022**

There had been circulated, and was **approved** as a correct record, the Minute of Meeting of 1 June, 2022.

Arising from consideration of the minute, (i) it was noted that discussions were ongoing with regard to roof repairs at Huntly Hospital, which may impact on the provision of inpatient care over the coming months, with the extent and timeframe for the works yet to be confirmed; (ii) in relation to Inch Hospital, noted that an initial Strategic Needs Assessment had been submitted to Scottish Government in respect of the first step for a bid for capital funding and officers would share an update with the Friends of Inch Hospital in due course; and (iii) noted that the Friends of Inch Hospital had produced plans for temporary measures and officers would welcome the opportunity to meet with the Friends and the local Practice to discuss their ideas.

### **(b) IJB AUDIT COMMITTEE APPROVED MINUTE OF 30 MARCH 2022, BUSINESS PLANNER (APPENDIX 1), INTERNAL AUDIT PLAN 2022-2025 (APPENDIX 2) AND RISK REGISTER (APPENDIX 3)**

There had been circulated, and was **noted**, the approved Minute of Meeting of the Audit Committee of 30 March, 2022, along with the Business Planner, Internal Audit Plan 2022-2025 and Risk Register, which were provided for information.

### **(c) APPOINTMENT TO IJB AUDIT COMMITTEE**

There had been circulated a report dated 9 August, 2022 by the Chief Officer, asking the Integration Joint Board to appoint a voting Member from NHS Grampian to serve on the IJB Audit Committee, to fill a vacancy which would be created by the departure of Ms Rachael Little, with effect from 31 August 2022.

The Integration Joint Board **agreed** to appoint Ms Joyce Duncan to serve on the IJB Audit Committee, with effect from 1 September 2022.

#### 4. INTEGRATION JOINT BOARD ACTION LOG

There had been circulated and was **noted** a report by the Chief Officer providing updates on progress with actions which had still to be completed and advising when these were scheduled to be reported to the Joint Board, including a number of items for which there were reports on the agenda today.

The Chief Officer confirmed that the item on Re-Shaping Care and regular assurance reporting on the social work element of social care were the subject of reports on the agenda today, provided an update on progress with the Volunteer Stakeholder Expenses and Replacement Care Policy, advised that recruitment to the Digital Project Manager post was progressing, provided a timescale for updates on the Short Life Member Officer Working Group to review the Charging Policy and work on the transition from children to adult services and a Review of the Governance Handbook.

#### 5. CHIEF OFFICER'S REPORT

There had been circulated a report by the Chief Officer, providing an update of the ongoing work of the Health and Social Care Partnership, advising that a new Suicide prevention strategy and action plan would be published by the Scottish Government and COSLA in September 2022, and was currently under consultation. A draft response had been circulated to Members for their comments and comments received would be taken on board in formulating the response.

There was discussions around the current spiralling inflationary pressures affecting all aspects of life, and concerns that the funding required to support the strategy may not be available, and therefore expectations may not be delivered.

The Chief Officer also outlined details of a community arts project carried out in a sheltered housing complex in Turriff with the support of Live Life Aberdeenshire (LLA), which supported tenants to create a textile representation of a rural landscape, while capturing the use of Doric and aimed to reduce social isolation following the pandemic, and to support building relationships between tenants and staff.

The Chair noted that written questions were routinely submitted by Members, in advance of the meeting, in relation to items on agenda and confirmed that, in the interests of fairness, responses collated by officers would be circulated to all members for their information.

Thereafter, the Joint Board **agreed** to note the terms of the updates provided.

#### 6. FINANCE UPDATE AS AT 30 JUNE 2022

There had been circulated a report dated 11 August, 2022 by the Chief Finance and Business Officer, providing an update on the first financial monitoring information for the 2022/23 financial year, which covered the three month period up to the end of June 2022. The report highlighted the overall position on the draft annual accounts for 2021/22; made proposals for an earmarked reserve of £2 million to be created from the General Fund Reserve to support the review of the IJB's Strategic Priorities

and to support the achievement of savings and efficiencies to meet the challenges faced by potentially reduced funding, coupled with increased costs, to support service capacity and redesign; proposed a range of budget savings for 2022/23 to meet the funding gap between new resources and new pressures.

The Chief Finance and Business Officer provided an overview of the financial position to the end of June 2022, which indicated a small underspend of £0.258 million at the end of June 2022; Health budgets showed a small overspend of £0.305 million for the year to date; Social Care budgets showed an underspend of £0.531 million for the year to date; Funds were showing an underspend of £0.032 million, and the Set Aside budget was break even at this stage. He noted that the Covid 19 pandemic continued to have a financial impact on the IJB across many areas, including the continued need for PPE and higher infection control standards; sustainability payments to social care providers had been extended beyond 2021/22; and there were continued under recoveries on some income sources.

There were concerns expressed regarding the likely impacts of anticipated inflationary cost increases and the inevitable impacts upon communities and staff; there was agreement with the focus on full year forecasts and an assurance was given that these were being reviewed on a quarterly basis. The need for a realistic approach to transformation of services, and a move to preventative approaches to care, to keep people well was highlighted. Joint initiatives with Live Life Aberdeenshire, such as the Physical Activity Pathway were welcomed and could be developed further.

The Chair proposed that a workshop session be scheduled for Members to consider in more detail the current budgetary issues in relation to the cost of living crisis and inflation, with a detailed programme for the workshop being drafted, to include building for the future, how to tackle making savings and an understanding of reserves and how they can be used.

The Integration Joint Board (IJB), having considered the financial position as detailed in the report and appendices, **agreed:-**

- (1) to note the financial position set out in the report at 6.3 and Appendices 1 and 2;
- (2) to approve the budget adjustments detailed in Appendices 1 and 3;
- (3) to note the position relating to additional funding in Section 7;
- (4) to approve the proposed creation of the Service Capacity and Redesign Reserve per section 3.3 and the proposed savings as detailed in Section 3.4; and
- (5) that a workshop session for Members be scheduled to consider in more detail the current budgetary issues in relation to the cost of living crisis and inflation, with a detailed programme being drawn up by officers.

## **7. MEDIUM TERM FINANCIAL STRATEGY**

There had been circulated a report dated 10 August, 2022 by the Chief Finance and Business Officer, providing the update position on the Medium Term Financial Strategy (MTFS) and recommending that the MTFS be reviewed and updated in line

with the revised Strategic Delivery Plan and presented to a future meeting of the IJB as part of the 2023/24 budget setting process.

The Chief Finance and Business Officer introduced the report and advised that the MTFS was a key part of the IJB's budget setting framework, which aimed to ensure that all financial resources were directed towards the delivery of the IJB's priorities. The Strategic Plan of the IJB sets out the vision and commitments of the IJB and how these will be achieved by working together with its stakeholders and the population of Aberdeenshire. The MTFS assists the IJB to plan based on the totality of resources across the health and social care system to meet the needs of local people and support the delivery of the Strategic Plan.

It was noted that the IJB was committed to transforming services and would continue to do this over the period of the Strategic Plan and the MTFS sets out a map to ensure that the IJB remained financially sustainable over the medium term.

There were concerns expressed as to whether the proposed direction of travel was deliverable and it was noted that more detailed information would be provided to support the MTFS at the forthcoming workshop to look at budgetary issues.

The Integration Joint Board **agreed** to:

- (1) Note the updated position regarding the elements within the IJB's Medium Term Financial Strategy (MTFS) per Appendix 1;
- (2) agree that the MTFS is reviewed and updated in line with the revised Strategic Delivery Plan and presented to a future meeting of the IJB as part of the 2023/24 budget setting process; and
- (3) note that more information would be provided to support the MTFS at the proposed workshop session agreed under item 6.

## **8. CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2021/2022**

There had been circulated a report dated 4 July 2022 by the Chief Social Work Officer introducing the Chief Social Work Officer (CSWO) Annual Report for 2021/22. The report advised that (1) the CSWO report described those services which were performing well in most of the key areas upon which the report was focussed; (2) in those areas where improvement was required, timely and effective remedial measures had been put in place; (3) currently there were no specific areas which required additional scrutiny beyond that provided by existing processes.

The Chief Social Work Officer introduced the report and responded to questions raised by Members of the Integration Joint Board in relation to training, vacancy management, case load, recruitment and retention, transformation of service delivery and other cultural changes required to address the pressures within the service. She noted the enthusiasm of staff to seek innovations to work more flexibly and to make things work better.

There was discussion of the huge rise in the number of unpaid carers, since the implementation of the Carers (Scotland) Act 2016, and due to the impacts of the

pandemic, the huge savings that unpaid carers make each year to the public purse, and the need to ensure that they are signposted to support/resources that are available.

Thereafter, after a full discussion, the Integration Joint Board **agreed** to:

- (1) note the Chief Social Work Officer Annual Report for the 2021/2022 financial year in relation to Children and Adult Social Work Services;
- (2) acknowledge the level of investment in Adult Social Work Services for the residents of Aberdeenshire; and
- (3) acknowledge the commitment of social work staff in the consistent delivery of high performing services.

## **9. NHS GRAMPYAN OUT OF HOURS PRIMARY CARE SERVICE (GMED)**

There had been circulated a report dated 18 July, 2022 by the GMED Service Manager outlining the current position in relation to Grampian Out of Hours (OOH) Primary Care Services, with Moray as the Hosting Integration Joint Board (IJB). The report advised that GMED provides urgent primary care services for the Grampian population in the out of hours period and explained that since January 2021 GMED had operated under a Surge Plan, the main objective of which was to review clinical staff availability across the Grampian region and ensure a safer clinical cover in pressure areas, in light of risks that the Covid-19 pandemic had posed or exacerbated. The service continued to maintain an average rota fill rate of 90%, which was one of the better staffed out of hours services across Scotland.

Members heard from the GMED Service Manager of some of the issues that GMED was facing as a service, how these issues were being dealt with at an operational and strategic level and that work was ongoing on staff governance and workforce planning. In relation to triage compliance, it was noted that compliance was lowest with a one hour requirement. However, the service advised that these urgent calls received a second assessment by professional staff, which resulted in a lower priority being assigned to many of them.

There was discussion of the measures being taken to address adverse events and patient feedback/complaints, and measures in place to reduce these risks; and the Joint Board noted proposals underway for a patient survey, which was planned to be rolled out annually.

Thereafter, the Integration Joint Board **agreed** to note the current position in relation to Grampian Out of Hours (OOH) Primary Care Services with Moray as the Hosting Integration Joint Board (IJB).

## **10. FIFTH ANNUAL REPORT ON COMMUNITY JUSTICE IN ABERDEENSHIRE - 2021/22**

There had been circulated a report dated 12 August, 2022 by the Health and Social Care Partnership Manager (North) in his role as Chair of the Aberdeenshire Community Justice Partnership, requesting consideration of the draft Annual Report

on Community Justice in Aberdeenshire for 2021/22, highlighting the progress that had been made collectively by the Aberdeenshire Community Justice Partnership during the period.

The Project Manager, Community Justice, introduced the report and highlighted key elements of the report, which was based on a fixed template, and noted that a more concise 'local annual report' was being developed which could be used by partners to highlight and promote the work of the Aberdeenshire Community Justice Partnership. She highlighted key achievements, including a number of initiatives which had been used to support people to engage with services.

There was discussion of the enhancement of the service by the opening up of local courts, following closures due to covid, and the provision of additional court social workers; it was noted that the service was well integrated with third sector organisations; and positive feedback from individuals participating in group workshops and online live events was noted.

After consideration, the Integration Joint Board **agreed** to note the Annual Report on Community Justice in Aberdeenshire for 2021/22, highlighting the progress that has been made collectively by the Aberdeenshire Community Justice Partnership during the period.

## **11. CLINICAL & ADULT SOCIAL WORK GOVERNANCE COMMITTEE UPDATE**

There had been circulated a report dated 19 July, 2022 by the Chair of the Clinical and Adult Social Work Governance Committee, updating the Joint Board on the key issues arising from the Committee meeting on 9 June, 2022.

The Joint Board heard from Ms Little, Chair of the Committee, on the recent work undertaken by the Committee, which included consideration of reports on Public Protection, Inspections, Storm Response and Grampian Operational Pressure Escalation System (G-OPES). Ms Little was thanked for her contributions to the work of the Committee over the past two years, and she thanked members for their support and commitment and wished them well going forward.

Thereafter, the Integration Joint Board **agreed** to note the key points and assurances from the Clinical Adult and Social Work Governance Committee in relation to governance matters.

## **12. CLINICAL & ADULT SOCIAL WORK GOVERNANCE COMMITTEE – CHAIR & VICE CHAIR APPOINTMENTS**

There had been circulated a report dated 12 July, 2022 by the Partnership Manager, Central, asking the Joint Board to consider the appointment of a new Chair and Vice Chair for the Clinical and Adult Social Work Governance Committee for the next two year period, as the two year tenure of the position of Chair and Vice Chair had come to an end. In addition, the departure of the out-going Chair from her role as IJB member gave rise to a vacancy for a Health Board member on the Committee, and it was proposed that this be filled by Steven Lindsay, who would replace Ms Little on the Health Board and Aberdeenshire IJB with effect from 1 September 2022.

After discussion, the Integration Joint Board **agreed** to:

- (1) Note the retirement of the current Chair of the Clinical and Adult Social Work Governance Committee;
- (2) appoint Steven Lindsay to the Committee from 1 September, 2022 as the new Health Board member;
- (3) appoint Steven Lindsay as Chair of the Committee, with effect from 1 September, 2022; and
- (4) approve the reappointment of the current Vice Chair, Ms Angie Mutch (IJB Public Representative) to the role of Vice Chair.

### **13. ABERDEENSHIRE HEALTH & SOCIAL CARE PARTNERSHIP ANNUAL PERFORMANCE REPORT 2021-2022**

There had been circulated a report dated 1 August, 2022 by the Chief Officer, requesting the approval of the Annual Performance Report for the Health and Social Care Partnership for 2021-22 and for the report to be shared with Aberdeenshire Council and NHS Grampian.

The annual report covered the period 1 April 2021 to 31 March 2022 and the structure of the report aimed to demonstrate how the Health and Social Care Partnership had delivered against its five agreed local strategic priorities, as well as the National Health and Wellbeing Outcomes. It was noted that performance and progress had continued to be significantly impacted by the ongoing challenges presented by the Covid-19 pandemic and system-wide pressures on health and social care services.

There was discussion of the continued high demand and occupancy rates of beds in community hospitals and the ambition to retain as much capacity as possible in community hospitals, as well as continuing to develop other alternatives, such as the 'Hospital at Home' model. Members noted the intention of officers to look at best practice in high performing IJB areas to assist with benchmarking measures going forward. The need to highlight the increasingly challenging environment in which the Health and Social Care Partnership continued to operate with increasing demand for services and increasing costs linked to delivery was noted.

After discussion, the Integration Joint Board **agreed**:

- (1) to approve the Aberdeenshire HSCP 2021-2022 Annual Performance Report;
- (2) that the Annual Performance Report be shared with Aberdeenshire Council and NHS Grampian; and
- (3) to commend officers on the work being undertaken in this area.



#### **14. PARTNERSHIP RESPONSE TO CONSULTATION ON THE SCOTTISH GOVERNMENT DRAFT MENTAL HEALTH AND WELLBEING STRATEGY**

There had been circulated a report dated 1 August, 2022 by the Strategy and Transformation Manager containing a proposed response to a consultation on the draft Mental Health and Wellbeing Strategy produced by the Scottish Government. The report advised that the new strategy and action plan would shape the approach to mental health and wellbeing across Scotland, and would, in turn, inform the new mental health strategy for Aberdeenshire Health and Social Care Partnership to follow on from the 2019-2024 Strategy. Responses to the consultation had been collated from across the Partnership and had been shared with the Strategic Planning Group as part of the process, in formulating the proposed response to the consultation.

During discussion, the Joint Board noted that the needs in Aberdeenshire were different to those in some other areas, and that this should be highlighted in the response. In addition, the Joint Board considered that the response in Section 12 could be strengthened to seek to redirect some of the funding that was ringfenced to other priorities in Aberdeenshire. The Joint Board noted the excellent work being done by the Council's Tackling Poverty and Inequalities Team and would welcome an update on work being progressed and consideration of further cross working with the IJB.

The Integration Joint Board **agreed** to approve the Aberdeenshire Health and Social Care Partnership response to the consultation on the draft Mental Health and Wellbeing Strategy produced by the Scottish Government, subject to the comments above being taken on board and reflected in the response, where appropriate.

#### **15. RE-SHAPING CARE**

There had been circulated a report by the Interim Partnership Manager, South, which provided a summary of the workstreams which were undertaken as part of the Reshaping Care agenda, which had been taken forward to deliver the Scottish Government's 'Reshaping Care for Older People; A Programme for Change 2011-2121' strategy. The report advised that with a focus on preventative spend, local empowerment and organisations working together, a Reshaping Care programme board was developed within Aberdeenshire to oversee a range of workstreams contributing to the Reshaping Care agenda. A summary of the current status of projects still in place prior to the pandemic was provided, for information.

The Interim Partnership Manager, South, introduced the report and advised that the Reshaping Care programme had supported Aberdeenshire as a key priority within the Strategic Plan, to focus on services close to home, placing the older person at the centre, and many of the elements were now part of the 'business as usual' work of the Partnership. She advised that the Health and Social Care Partnership would maintain a focus on Reshaping Care as one of its strategic priorities with projects to be redefined and/or commenced in line with the development of its revised Strategic Delivery Plan.

There was discussion of the continued development of community based services and the continuing challenges around delayed discharge. Reports on progress would

continue to be brought to the IJB as part of the performance governance and reporting arrangements underpinning the Strategic Delivery Plan.

Thereafter, the Integration Joint Board **agreed**:

- (1) to note the workstreams which were under the Reshaping Care agenda; and
- (2) to acknowledge the workstreams which had been carried forward following the conclusion of the Reshaping Care programme.

## **16. ABERDEENSHIRE HEALTH & SOCIAL CARE PARTNERSHIP STRATEGIC DELIVERY PLAN UPDATE**

There had been circulated a report dated 1 August, 2022 by the Chief Officer, which provided the Joint Board with an update on progress towards the development of the revised Strategic Delivery Plan and sought approval of the short-term actions required to ensure the safe and sustainable delivery of health and social care services in response to current system demands and preparedness for winter 2022/23.

The Joint Board heard from the Strategy and Transformation Manager of the process in hand to allow the health and care system to move out of emergency measures and the ongoing and planned work to develop a comprehensive strategic delivery plan from 2023 onwards. She highlighted the need, in the short-term, for actions to ensure the ongoing resilience of the health and social care system, and in particular for winter preparedness, and noted that community and primary care services were continuing to respond to much higher levels of demand leading to challenges around access and higher levels of unmet need. Significant work was proposed to be undertaken over the coming months, which would identify the key projects to be implemented to produce a comprehensive strategic delivery plan from 2023 onwards, and a further report in this regard would be brought to the Joint Board in December 2022.

During discussion Members noted the need to ensure clear communications regarding service pressures and possible changes in delivery of services to ensure organisational stability and preparedness going forward.

Thereafter, the Integration Joint Board **agreed** to:

- (1) note the progress towards the development of the H&SCP's revised Strategic Delivery Plan and the work underway to ensure clear project scope and definition for all transformational and improvement workstreams from 2023-2025; and
- (2) approve the short-term actions required to ensure the safe and sustainable delivery of health and social care services in response to current system demands and preparedness for winter 2022/23.

## 17. ADULT SOCIAL CARE SUSTAINABILITY

There had been circulated a report dated 8 August, 2022 by the Chief Officer highlighting ongoing concerns, providing an update of work underway to improve adult social care sustainability, and advising that proposals may come forward around increasing sustainability which require service changes and possible consequential financial implications.

The Chief Officer introduced the report and highlighted some of the challenges within the adult Social Care sector in Aberdeenshire, including recruitment and retention of staff, compounded by challenges around meeting the demand for new care at home support packages. These challenges related to a combination of factors including staff vacancies, staff absences and a high level of additional demand for care packages as well as an increase in the acuity of people's conditions leading to more complex needs. She highlighted current approaches to addressing the current gaps in staffing, including offering more flexible working to accommodate individual circumstances, investing in other types of roles to free up frontline staff from more administrative related tasks, increasing support capacity to staff around training, advice and practice in areas of Self-Directed Support and Carers, and recent recruitment campaigns with a local and targeted approach to attract the right candidates.

The Chief Officer responded to questions raised around recruitment and retention figures, the greater flexibility in roles being offered, localised recruitment campaigns, and the potential need to review some targets which were considered aspirational, rather than achievable.

The Integration Joint Board **agreed** :

- (1) to note the ongoing concerns about social care sustainability;
- (2) to take assurance from the report on the importance ascribed to this issue by the Health and Social Care Partnership (HSCP) and the work underway to improve sustainability;
- (3) to note that proposals may come forward to the IJB around increasing sustainability which require service changes and / or have financial implications;
- (4) that the Chief Officer circulate information to Members on performance measures, including recruitment and retention information; and
- (5) to commend the localised approach to recruitment activities which was proving to be effective.

## 18. 2022/23 SUPPLEMENTARY PROCUREMENT WORK PLAN (SOCIAL CARE)

There had been circulated a report dated 30 July, 2022 by the Chief Officer requesting consideration of a Supplementary Procurement Work Plan and three Award Reports and that the Joint Board directs Aberdeenshire Council to procure via

a tender, direct award, and extend the services detailed in the Supplementary Procurement Work Plan on behalf of the Integration Joint Board.

The Joint Board heard further from the Strategic Procurement Manager that there were six items on the Supplementary Procurement Work Plan, three of which related to the extension of contracts, two requests to tender and one direct award of a contract.

There was discussion of proposed timescales for reviewing contracts and the need to ensure the reviews were carried out with pace and sensitivity.

After discussion, the Integration Joint Board **agreed** to:

- (1) note the Supplementary Procurement Work Plan detailed in Appendix 1, the three Procurement Approval Forms (PAFs) and three Award Reports in Appendix 2;
- (2) note the PAF and Award Reports for items on the Work Plan which are within the Integration Joint Board's remit and the value of the matter is over £1,000,000 and note that the Award Reports for items on the Work Plan with a value of £50,000 up to £1,000,000 may be reserved for approval by Aberdeenshire Council's Communities Committee before the Integration Joint Board's Direction is implemented;
- (3) direct Aberdeenshire Council to procure via a tender, direct award, and extend the services detailed in the Supplementary Procurement Work Plan on behalf of the Integration Joint Board; and
- (4) note that the contract requirements relating to care and support services align with the Integration Joint Board's Strategic Plan in relation to Outcome 2: People, including those with disabilities or long-term conditions or are frail, can live independently at home or in a homely setting in their community. Additionally, an update on the outcomes from the approved procurements in this report will be included in the Commercial & Procurement Shared Service's annual report.

## **19. CHAIR CONCLUDING REMARKS**

At the conclusion of the meeting, the Chair advised that it was her last meeting as Chair of the IJB, and thanked the members for their support and contributions to the work of the IJB during her time as Chair.