



Fife Health & Social Care Partnership

Supporting the people of Fife together

MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 29 JULY 2022 AT 10.00 AM

Present	Christina Cooper (CC) (Chair) David Graham (DG) (Vice-Chair) Fife Council – David Alexander (DA), Dave Dempsey (DD), Margaret Kennedy (MK), Rosemary Liewald (RLie), Lynn Mowatt (LM) and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Martin Black (MB), Sinead Braiden (SB), Arlene Wood (AW) Janette Owens (JO), Nurses Director, NHS Fife Ian Dall (ID), Service User Representative Paul Dundas (PD), Independent Sector Representative Simon Fevre (SF), Staff Representative, NHS Fife Morna Fleming (MF), Carer Representative Kenny Murphy (KM), Third Sector Representative Debbie Thompson (DT), Joint TU Secretary, Fife Council Amanda Wong (AW), Associate Director, AHP's, NHS Fife
Professional Advisers	Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Associate Medical Director Lynn Barker (LB), Associate Director of Nursing
Attending	Lynne Garvey (LG), Head of Community Care Services Rona Laskowski (RLas), Head of Complex & Critical Care Services Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Roy Lawrence (RLaw), Principal Lead Organisation Development and Culture Joy Tomlinson (JT), Director of Public Health, NHS Fife Ben Johnston (BJ), Head of Capital Planning, NHS Fife Lisa Cooper (LC), Immunisation Programme Director Justin Gilbert (JG), Senior Project Manager Norma Aitken (NA), Head of Corporate Services Hazel Williamson (HW), Communications Officer Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO TITLE

ACTION

1 CHAIRPERSON'S WELCOME / OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board, including the four new Council members– Graeme Downie, Margaret Kennedy, Lynn Mowatt and Sam Steele who joined the Board following the Local Government Election on 5 May 2022 and advised that David Graham is now Vice-Chair of the Board.

Katherine Paramore has stood down from her role on the Board. The Chair thanked Katherine for her input to the Board over her time in that role and advised that a replacement will be announced in due course.

NO TITLE**ACTION**

The Chair then congratulated the Nutrition & Clinical Dietetics Service who did well at the British Dietetics Association (BDA) Awards Ceremony. They picked up the award for Extraordinary Circumstances for Covid-19 Pandemic Response for their new resources, systems, education, and training. And to Janie Gordon, Professional Head of Service, Nutrition & Clinical Dietetic Department who also won the Ibex Award for Professional Achievement.

Those present were asked that, in an effort to keep to timings for this meeting, all questions and responses should be succinct.

Members were advised that a recording pen was in use at the meeting to assist with Minute taking and the media had been invited to listen in to the proceedings.

The Chair also gave the Boards thanks for the continued support for the hard work and commitment from staff and volunteers within the partnership as well as the third, independent and voluntary sectors.

2 CONFIRMATION OF ATTENDANCE / APOLOGIES

Apologies had been received from Alistair Morris, Chris McKenna, Graeme Downie, Amanda Wong, Eleanor Haggett, Nicky Connor, Bryan Davies and Kathy Henwood.

3 DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

4 MINUTES OF PREVIOUS MEETING 22 APRIL 2022

The Minute from the meeting held on 22 April 2022 was approved as an accurate record.

5 MATTERS ARISING – ACTION NOTE

The Action Note from the meeting held on 22 April 2022 was approved as accurate..

6 CHIEF OFFICER UPDATE

The Chair handed over to Fiona McKay, who did the Chief Officer Update on behalf of Nicky Connor. Fiona welcomed the new members to the Board and also some well-known faces.

The first round of our new Committee structure took place earlier in July and Fiona hoped it was a positive experience for everyone attending. Fiona advised that the Senior Leadership Team (SLT) welcome the feedback to support our planning.

Bryan Davies is leaving us to take up a post in the Borders, Bryan is currently on leave but there will be time for members to say their goodbyes. Board members will have received an e-mail regarding being part of the recruitment process for Bryan's successor and Fiona thanked those who had responded so far and encouraged others to respond.

6 CHIEF OFFICER UPDATE (Cont)

Fiona then updated on the recent TV advert inviting people to work with us, which has produced favourable responses. We have received enquiries from 72 potential candidates who have submitted 88 applications to date, across all the areas which were being advertised.

Fiona also advised that IJB members would be sent an e-mail later today inviting them to join a "live" online interactive session where they will join other IJB members across the country to explore the key points covered in the *Introduction to Integration* videos and share their local experiences of integration.

7 FINANCE UPDATE

The Chair handed over to Audrey Valente who presented this report which had been discussed at the Finance, Performance and Scrutiny (FP&S) Committee on Friday 8 July 2022.

Audrey Valente advised the financial position of the delegated and managed services, as at 31 March 2022 is currently a surplus of £5.846m.

Currently the key areas of overspend are Hospital & Long-Term Care, Family Health Services, Older People Nursing and Residential, Social Care Other and Adult Placements.

These overspends are offset by the underspends in Community Services, GP Prescribing, Children's Services, Older People Residential and Day Care, Adults Fifewide, Adults Supported Living, Social Care Fieldwork Team and Housing.

Full funding was made available by the Scottish Government (SG) to fund the costs of Covid-19 and to also fund the unachieved savings as a result of Covid-19.

The reserves balance at the end of 2021-22 is £79.712m and is made up of the core underspend of £5.846m, further funding received in March 2022 for Covid-19 related expenditure and additional Earmarked Reserves.

The Chair then invited Arlene Wood, chair of FP&S to comment on discussions at the Committee before questions from Board Members. Arlene advised that the Committee acknowledged the current positive position, the ongoing challenges and the criticality of the Transformation Programme.

Discussion took place around recruitment, learning from ongoing issues, recognising that current systems may not be working as well as they could and widening how we advertise to encourage interest from prospective employees. Paul Dundas advised that a bi-monthly forum is held with various agencies to work on the recruitment challenges which face the sector. Christina Cooper advised she had attended a third sector gathering recently which discussed these significant challenges.

The Board approved the provisional outturn position as at March 2022 and the Reserves balance to be carried forward into 2022-2023.

NO	TITLE	ACTION
8	<p>KINCARDINE AND LOCHGELLY HEALTH AND WELLBEING CENTRE – OUTLINE BUSINESS CASES</p> <p>The Chair handed over to Joy Tomlinson, Director of Public Health who presented this report which had been discussed at a variety of meetings, most recently the Quality and Communities (Q&C) Committee on 5 July 2022.</p> <p>Ben Johnston, Lisa Cooper and Justin Gilbert had joined the meeting for this item.</p> <p>Joy outlined what had taken place so far to get this Outline Business Cases to this stage. These have been submitted to Scottish Government and work is ongoing on producing the Final Business Cases.</p> <p>Work began in January 2021 and these have gone through a rigorous process with input from various groups. Detailed discussion on the service model have taken place with local stakeholders. Justin Gilbert shared a presentation on the service model elements, services in scope, emerging strategy and simplified patient pathways. These slides will be circulated to members following the meeting.</p> <p>Ben Johnston advised that the design is progressing well, work on the Final Business is well underway, Planning Applications are almost ready to submit and discussions are ongoing are technology.</p> <p>Christina Cooper thanked Joy, Ben and Justin for their input and then invited Sinead Braiden, Chair of Q&C to comment on discussions at the Committee before questions from Board members.</p> <p>Sinead advised Q&C were fully supportive of the report.</p> <p>Arlene Wood asked about quality impact assessments and any negative impacts which might have been identified. A stage 1 assessment had been completed and a Stage 2 assessment will be done for both sites going forward.</p> <p>Discussion took place around technology which might be deployed in the new buildings, capacity building for future needs and project control from a financial perspective. All of these areas are being overseen by the Project Board with Joy Tomlinson as Senior Responsible Officer (SRO) and Ben Johnston as Project Director.</p> <p>The Board were assured of the current position with these Business Cases.</p>	JG/WA
9	<p>WINTER LESSONS AND REFLECTIONS</p> <p>The Chair handed over the Lynne Garvey, Head of Community Care Services who presented this report which had been discussed at the Quality and Communities Committee on 5 July 2022 and the FP&S Committee on 8 July 2022.</p> <p>The report relates to the Winter Plan although in view of ongoing pressures may be renamed to whole year pressures. Lynne advised that last week was the most pressurised in the last two years but staff resilience continues. The OPEL tool gives a whole system overview and helps the Senior Leadership Team understand the pressures in the system.</p>	

NO TITLE**ACTION****9 WINTER LESSONS AND REFLECTIONS (Cont)**

The partnership continues to maintain a good discharge provide, despite a 25% increase in referrals. There is an emphasis on redirection and prevention of admissions. Stakeholder events have provided information which is leading to improvements. Business Continuity Plans are being updated and recruitment challenges continue, but are being addressed.

The Chair then invited Sinead Braiden, Chair of Q&C Committee and Arlene Wood, Chair of FP&S Committee to comment on discussions at the Committee before questions from Board members.

Sinead Braiden advised that the Q&C Committee noted the ongoing, all year round pressures and were assured by the action and mitigations being taken.

Arlene Wood advised that the FP&S Committee acknowledged the pressures and the elements of work being undertaken.

Discussion took place around having a more in-depth report on case studies – both of areas which had gone well and others which had not gone as well. Lynne Garvey committed to bringing a further update on performance outcomes and lessons learned.

The Board were assured of the current position relating to delayed discharges in Fife and noted the improvements being made across services.

10 HOME FIRST UPDATE

The Chair handed over the Lynne Garvey, Head of Community Care Services who presented this report which had been discussed at the Quality and Communities Committee on 5 July 2022 and the FP&S Committee on 8 July 2022.

Lynne Garvey advised that the Strategy for this transformation project would be launched in February 2023. Seven sub-groups have been formed, chaired by officers from eg Housing, Acute Services and the partnership. Each group is undertaking key pieces of work. It is hoped to have 1 or 2 points of access into Services rather than the current 17. A series of key stakeholder events are planned in August and September 2023

The Chair then invited Sinead Braiden, Chair of Q&C Committee and Arlene Wood, Chair of FP&S Committee to comment on discussions at the Committee before questions from Board members.

Sinead Braiden advised that Q&C Committee welcomed the work being undertaken. This is a significant transformational change which aligns to the Scottish Government agenda. Discussion took place at Committee on triage and single points of access. Future reports and updates would be welcomed.

Arlene Wood advised that FP&S Committee had a full discussion on this report and were supportive of the model.

Discussion took place around costs involved in the project, the detail was not yet available but a full financial analysis would be worked up as the project progresses. Benefits realised could be efficiency or cashable savings.

NO	TITLE	ACTION
10	HOME FIRST UPDATE (Cont)	
	<p>The Board were assured of the considerable work being undertaken to implement a Home First model in Fife and noted the stakeholder event programme that will commence in August 2022.</p>	
11	DRAFT WORKFORCE STRATEGY	
	<p>The Chair handed over to Roy Lawrence, Principal Lead Organisation Development and Culture who introduced this report which had been discussed at the Quality and Communities Committee on 5 July 2022 and the FP&S Committee on 8 July 2022.</p>	
	<p>Roy outlined the main points of the Report including the consultation which had taken place and advised on the next steps.</p>	
	<p>The Chair then invited Sinead Braiden, Chair of Q&C Committee and Arlene Wood, Chair of FP&S Committee to comment on discussions at the Committee before questions from Board members.</p>	
	<p>Sinead Braiden advised that the Q&C Committee were content to recommend the report to the IJB for approval. This Strategy aligns to the Scottish Government Workforce Plan which was issued in March 2022.</p>	
	<p>Arlene Wood advised that the FP&S Committee were also content to recommend the report for approval and welcomed the change for further discussion and feedback in September 2022.</p>	
	<p>Paul Dundas welcomed the report and the approach taken to create it. Roy Lawrence had highlighted some gaps in data collected and Paul will work with Roy to address these.</p>	
	<p>The Board approved the Draft Health and Social Care Partnership Workforce Strategy and Plan for submission to Scottish Government by 31 July 2022. It was agreed that a final draft strategy and plan with defined metrics and key indicators would then be submitted to the Integration Joint Board in September 2022 following feedback from the Scottish Government, to be endorsed for publishing on the Health and Social Care Partnership website by the 31 October 2022.</p>	
12	LOCAL PARTNERSHIP FORUM (LPF) ANNUAL REPORT 2021-2022	
	<p>The Chair introduced Simon Fevre, Staff Representative, NHS Fife who presented this report which had been discussed at the FP&S Committee on 8 July 2022.</p>	
	<p>Simon gave an overview of the report and thanked those who contributed for their ongoing support. The last year has been busy for the LPF with increased meetings to ensure the forum were kept up to date on situations around workforce, health and safety, recruitment, etc.</p>	
	<p>The Chair then invited Arlene Wood, Chair of FP&S Committee to comment on discussions at the Committee before questions from Board members.</p>	
	<p>Arlene advised the Committee had discussed the report and one focus was sickness absence and how this is being scrutinised. They were content to recommend the report to the IJB for approval.</p>	

NO TITLE**ACTION****12 LOCAL PARTNERSHIP FORUM (LPF) ANNUAL REPORT 2021-2022 (Cont)**

Margaret Kennedy was encouraged to see the focus on staff wellbeing and mental health issues and asked whether the impact of the interventions on offer were being evaluated. Simon advised that the Psychology Department evaluate a number of these interventions. One issue has been staff finding time to access what is on offer, either as individuals or teams.

Martin Black asked if Third and Independent Sector staff had access to the same offerings. Simon advised that this varies but there is closer working now that pre-covid. The Health & Wellbeing Group are discussing how this can be increased across the partnership.

The Board approved the Local Partnership Forum Annual Report 2021-2022.

13 DRAFT PARTICIPATION AND ENGAGEMENT STRATEGY

The Chair introduced Fiona McKay, Head of Strategic Planning, Performance & Commissioning who presented this report which had been discussed at the Quality and Communities Committee on 5 July 2022 and the FP&S Committee on 8 July 2022.

Fiona McKay advised that the Strategy has been supported by a working group made up of IJB members and was the result of a huge amount of input from the working group and other groups across Fife. Following feedback, an Executive Summary has been drawn up and included with the IJB papers.

The Chair then invited Sinead Braiden, Chair of Q&C Committee and Arlene Wood, Chair of FP&S Committee to comment on discussions at the Committee before questions from Board members.

Sinead Braiden advised that the Q&C Committee were content to approve the Strategy for approval by the IJB and recognised that a lot of work has gone on the in background.

Arlene Wood advised that the FP&S Committee also supported the approval of the Strategy by the IJB. The Committee raised two areas – Social Media use and the mechanism for independent feedback. Fiona confirmed both of these have been addressed in the updated Strategy.

The Board approved the final draft of this Strategy.

14 ANNUAL REVIEW OF BEST VALUE

The Chair introduced Fiona McKay, Head of Strategic Planning, Performance & Commissioning who presented this report which had been discussed at the Quality and Communities Committee on 5 July 2022 and the FP&S Committee on 8 July 2022.

Fiona McKay advised that the report highlighted areas where best value was being achieved within services and followed a framework which was approved by the IJB in 2019.

The Chair then invited Sinead Braiden, Chair of Q&C Committee and Arlene Wood, Chair of FP&S Committee who both supported the report.

The Board agreed the Annual Review of Best Value.

15 GOVERNANCE COMMITTEE ASSURANCE STATEMENTS

The Chair handed over the Audrey Valente, Chief Finance Officer who presented this report which had been discussed at the Q&C Committee on 5 July 2022, the FP&S Committee on 8 July 2022 and the Audit & Assurance (A&A) Committee on 19 July 2022.

Audrey advised that there is room for improvement in the format of these reports and this would be apparent in next year's submissions.

The Chair then invited Sinead Braiden, Chair of Q&C; Arlene Wood, Chair of FP&S and Dave Dempsey, Chair of A&A to comment on discussions at their Committee before questions from Board members.

Sinead Braiden and Arlene Wood were unable to comment on these as they are newly appointed Chairs.

Dave Dempsey felt there was potential for future reports to relate more closely to Committee remits.

The Board were assured that good governance is in place across the partnership and recommended inclusion of this Assurance Statement in the Annual Accounts.

16 DUTY OF CANDOUR ANNUAL REPORT

The Chair handed over to Lynn Barker and Fiona McKay who presented these reports on behalf of NHS Fife and Fife Council respectively. The reports had been discussed at the Clinical & Care Governance Committee on 20 April 2022.

Fiona McKay was presenting this report on behalf of Kathy Henwood, Chief Social Work Officer. Fife Council had reported 7 incidents in the period covered by the report. Learning had been identified from each incident and was used to improve staff awareness and to support service users and their families.

Lynn Barker advised that NHS Fife had reported 27 adverse effects during 2021-2022 and the report detailed the actions taken.

Arlene Wood asked how organisational learning was shared to ensure similar events were avoided. Lynn Barker advised there is a significant review process in place and the Clinical Oversight group is updated on issues. The Quality Matters Assurance Group also receives reports on Duty of Candour incidents. Within Acute a new group has been set up to look at whole system learning and how this can be improved.

These reports had been brought to the Board for awareness.

17 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / ITEMS TO BE ESCALATED

Fiona McKay invited each of the Committee Chairs in turn to provide an update on items to be escalated to the Board.

Audit & Assurance Committee (A&A) (was Audit & Risk)

Dave Dempsey advised that A&A Committee is considering how best to each Committee should approach and interact with the Risk Register

NO	TITLE	ACTION
17	<p>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / ITEMS TO BE ESCALATED (Cont)</p> <p>Finance, Performance & Scrutiny (FP&S) Committee (was Finance & Performance Committee)</p> <p>Arlene Wood had no items for escalation from FP&S.</p> <p>Quality & Communities (Q&C) Committee (was Clinical & Care Governance Committee)</p> <p>Sinead Braiden advised that a question had been raised at the Q&C meeting on 5 July 2022 regarding Complaints and the process for these being escalated to the IJB. Audrey Valent advised there is a Complaints Procedure and she will check this and get back to Sinead.</p> <p>Local Partnership Forum (LPF)</p> <p>Simon Fevre had no items for escalation from the LPF.</p>	
18	<p>AOCB</p> <p>As the Chair had not been alerted prior to the meeting of any other business to be raised under this item, she closed the meeting by updating on the dates of the next meetings.</p>	
19	<p>DATES OF NEXT MEETINGS</p> <p>IJB DEVELOPMENT SESSION – FRIDAY 26 AUGUST 2022</p> <p>INTEGRATION JOINT BOARD – FRIDAY 30 SEPTEMBER 2022</p>	