



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 30 SEPTEMBER 2022 AT 10.00 AM

Present	Christina Cooper (CC) (Chair) David Graham (DG) (Vice-Chair) Fife Council – David Alexander (DA), Graeme Downie (GD), 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), Alistair Morris (AM), Arlene Wood (AW) Chris McKenna, Medical Director, NHS Fife Wilma Brown, Employee 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
Professional Advisers	Nicky Connor (NC), Director of Health & Social Care Audrey Valente (AV), Chief Finance Officer Lynn Barker (LB), Associate Director of Nursing
Attending	Lynne Garvey (LG), Head of Community Care Services Bryan Davies (BD), Head of Primary & Preventative Care Services Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Roy Lawrence (RLaw), Principal Lead Organisation Development and Culture Lisa Cooper (LC), Immunisation Programme Director Norma Aitken (NA), Head of Corporate Services Hazel Williamson (HW), Communications Adviser Clare Gibb (CG), Communications Adviser Hannah Grubb (HG), Participation and Engagement Officer Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO	TITLE	ACTION
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1	CHAIRPERSON'S WELCOME / OPENING REMARKS	
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The Chair welcomed everyone to the Integration Joint Board, including Hannah Grubb, Participation and Engagement Officer and Clare Gibb, Communications Adviser who have both joined the partnership recently and are observing the meeting as part of their induction.

The Chair reminded the Board that her term of office on the NHS Board comes to an end in December this year. She will therefore be standing down as Chair of the IJB from 1 December 2022 and was pleased to advise that Arlene Wood has been appointed to the Chair from that date. The Board wished Arlene well in this new role.

The Chair advised that meeting dates for 2023 Committee and IJB meetings were being agreed and discussion on how these will be held (Virtual / Blended / In Person) at a future development session.

NO TITLE**ACTION****1 CHAIRPERSON'S WELCOME / OPENING REMARKS (CONT)**

The Chair advised that meeting dates for 2023 Committee and IJB meetings were being agreed and discussion on how these will be held (Virtual / Blended / In Person) at a future development session.

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.

2 CONFIRMATION OF ATTENDANCE / APOLOGIES

Apologies had been received from Dave Dempsey, Janette Owens, Joy Tomlinson, Helen Hellewell and Ben Hannan.

3 DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

4 MINUTES OF PREVIOUS MEETING 29 JULY 2022

The Minute from the meeting held on 29 July 2022 was approved as an accurate record.

5 MATTERS ARISING – ACTION NOTE

The Action Note from the meeting held on 29 July 2022 was approved as accurate.

6 CHIEF OFFICER UPDATE

The Chair handed over to Nicky Connor for this item.

Nicky confirmed that a briefing had been sent to IJB members the previous day which updated on upcoming changes in the Senior Leadership Team. Nicky expressed her thanks to Bryan Davies, Head of Primary & Preventative Care Services who leaves on 7 October 2022 to take up a new post with Borders. Lisa Cooper will take up this post on Monday 10 October 2022.

Thanks were expressed to all staff, within the partnership and all other sectors, who have participated in the recent Inspection. This report on this is due to be released early November 2022, a briefing will be provided to the IJB and the findings will present through due governance when available.

The current global challenges which are being faced, including the cost-of-living crisis, have been acknowledged in many forums. Consideration is being given to support for the Independent sector and a report will be brought to the next Finance, Performance & Scrutiny Committee.

Nicky and the Chair both expressed their thanks, on behalf of the Board, to all staff within the partnership and our partners for the continued efforts during these times of ongoing system pressures. .

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 16 September 2022.

Audrey Valente advised the financial position of the delegated and managed services, as at 31 July 2022 the forecast for Fife Health & Social Care Partnership is currently a surplus £6.950m. Currently the key areas of overspend are Hospital & Long-Term Care and Adult Placements. These overspends are offset by the underspends in Community Services, GP Prescribing, Children's Services, Older People Residential and Day Care, Homecare, Adults Fife-wide, Adults Supported Living and Social Care Fieldwork.

Unachieved savings totalling £3.794m from prior years, which were delayed due to Covid-19, have been brought forward, and as at July 66% of these are likely to be delivered. Resource Scheduling (Total Mobile) saving of £0.750m is projected to be undelivered in 2022-23. This saving will be funded from reserves on a one-year basis from the uncommitted reserves balance, as approved by the IJB in March 2022. The savings associated with the implementation of MORSE (£0.800m) will not be delivered in full in 2022-23. It is projected that only 50% will be delivered with the remaining 50% of this saving funded from reserves on a one-year basis, as approved by the IJB in March.

July projected full year costs for Covid-19 related expenditure is £18.429m. Reserves for Covid-19 brought forward from 2021-22 of £35.993m are to be utilised to cover this expenditure. Recently a letter was received from Scottish Government regarding the unspent £17.5m Covid-19 funding, which will need to be returned to Scottish Government.

The Chair then invited Arlene Wood, Chair of Finance, Performance & Scrutiny Committee (FP&S) to comment on discussions at the Committee before questions from Board members. The Committee had raised concerns around the return of covid funding to Scottish Government and asked for additional information on two areas of overspend, which will be provided to FP&S at a later meeting.

Discussion took place around the return of the Covid-19 funding, how this was to be achieved, spend to save options, any additional costs to be taken into account and the provision of PPE to staff going forward. Audrey advised that initial figures are based on Quarter 2, but will be updated during Quarters 3 and 4. Audrey is in regular dialogue with Scottish Government and the situation is constantly evolving.

Questions were asked around the situation with recruitment and Nicky advised that significant work on this was ongoing. The response to the STV advert had been encouraging with a number of staff now in post and others being processed, consideration is being given to a further expansion of this campaign. The Workforce Action Plan (Item 10) later in the agenda would provide information on the work which is ongoing on this.

Graeme Downie raised the question of increasing the mileage allowance for Social Care Workers, which Audrey explained was not in the gift of the IJB as staff are employed by Fife Council and any decisions would need to come from

NO	TITLE	ACTION
7	FINANCE UPDATE (CONT)	
	<p>the employing organisation. Graeme Downie proposed that consideration be given to a view to bringing external care workers closer in parity to Fife Council and NHS Fife. Additional funding to external providers is currently under discussion to allow an uplift to all of their care staff for the next six months, this will then be reviewed. This will be discussed further at a Finance, Performance and Scrutiny committee Paul Dundas confirmed that this proposal had been well received by external providers.</p> <p>Paul Dundas also advised that Fife has joined a national collective group which will allow IJB to take advantage of collective buying power eg for PPE purchasing.</p>	
	<p>It was agreed that Governance would be the subject of a future Development Session and this will be discussed with the Chair.</p>	NC
	<p>The Board examined and considered the key actions and next steps and approved the financial monitoring position and use of Reserves as at July 2022.</p>	
8	PERFORMANCE REPORT – EXECUTIVE SUMMARY	
	<p>The full version of this report was discussed at the Finance, Performance & Scrutiny Committee on 16 September 2022. The Chair introduced Fiona McKay who presented the report. Fiona advised that there are still challenges within the system but significant work is ongoing to support patients and their families and allow safe movement of people through the system.</p>	
	<p>The Chair then invited Arlene Wood, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members. Arlene advised that the Committee were assured by the report and there were a few areas of challenge which they discussed.</p>	
	<p>Ian Dall felt it was difficult to see trends from the data contained in the summary report, Fiona offered to share the full report with him as this contains trend information.</p>	FM
	<p>Chris McKenna spoke of the extreme pressures within NHS Fife and Social Care and how the IJB could support this to deliver better outcomes. Fiona acknowledged there were challenges and it is important to do the best we can within the resources available. The recent redesign of the portfolios within the partnership which allowed the creation of Primary & Preventative Care Services allows more focus on early intervention and prevention.</p>	
	<p>Rosemary Liewald raised the issue of consultation of service users on Adult Day Care Centres. Fiona McKay advised that a Test of Change is currently underway within Napier House Care Home in Glenrothes to determine how we go forward with day care provision post pandemic.</p>	
	<p>The Board discussed and were assured by the report.</p>	

NO TITLE**ACTION****9 ANNUAL PERFORMANCE REPORT 2021-2022**

This report had been discussed at the Quality & Communities Committee on 9 September 2022 and the Finance, Performance & Scrutiny Committee on 16 September 2022. The Chair introduced Fiona McKay who presented the report.

Fiona thanked the IJB members who were part of the Strategic Planning Group who worked on this Report. Feedback received from the two committees had been taken on board and included in the final report.

The Chair then invited Sinead Braiden, Chair of Quality & Communities Committee and Arlene Wood, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members.

Sinead advised that Quality & Communities had welcomed the report and were assured by the content.

Arlene advised that Finance, Performance & Scrutiny welcomed the opportunity to feed back on the report and had raised two issues which had been incorporated in the updated report.

Morna Fleming raised questions relating to the Deaf Communications Service, short break provision for over 65's, delayed discharges and Inspections. Fiona McKay responded to each of these in turn.

Martin Black raised the issue of dangerous access to the Methil Care Home which is under construction. Fiona confirmed that this has been raised with Fife Council and assurance received that access will be sufficient once the project is completed.

Discussion took place around surge beds in Community Hospitals and how best to minimise delays in discharging patients. There is no capacity to further increase the number of available beds Due to capacity and workforce challenges. There is work being progressed in relation to Home First to help continue to address and support timely discharge from hospital.

The Board discussed and were assured by the report.

10 FIFE HSCP YEAR 1 WORKFORCE ACTION PLAN 2022-2023

This report had been discussed at the Quality & Communities Committee on 9 September 2022 and the Finance, Performance & Scrutiny Committee on 16 September 2022. The Chair introduced Roy Lawrence who presented the report. Roy thanked everyone for the work done on this to date and advised that Scottish Government have not yet provided their feedback on the Workforce Strategy, although this was expected at the end of August 2022. Once received this feedback will come back to the IJB at a future meeting.

The Chair then invited Sinead Braiden, Chair of Quality & Communities Committee and Arlene Wood, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members.

Sinead advised that Quality & Communities were content to approve the Action Plan. Arlene confirmed that Finance, Performance & Scrutiny were also content with this and asked that priorities and timescales be reviewed.

10 FIFE HSCP YEAR 1 WORKFORCE ACTION PLAN 2022-2023 (CONT)

The Board approved the Year 1 Action Plan and were assured that the Workforce Strategy Group will report to SLT 3 times per year on progress. The Group will also report to the IJB, LPF and Committees annually on progress.

11 REVISION TO GOVERNANCE MANUAL

This report had been discussed at the Audit & Assurance Committee on 14 September 2022. The Chair introduced Norma Aitken who presented the report. The revision came about following the approval of the updated Integration Scheme in March 2022 and was in line with current legislation.

Since the Governance Manual had been collated there had been a suggested change to the Terms of Reference for the Quality and Communities Committee. This would be discussed at the next Q&C meeting and the manual updated as appropriate.

The Chair thanked the wider team involved in the revision of the manual.

The Chair then invited Sinead Braiden (on behalf of Dave Dempsey, who was unable to join the meeting) to comment on discussions at the Committee before questions from Board members. Sinead advised that the Committee were content to approve the revised manual and acknowledged the significant amount of work which had gone into this.

David Graham asked how and when the manual would be revised in future. Norma advised this would be every two years unless there were major legislative changes or requirements identified by the IJB in that time.

The Board were assured that adequate and appropriate governance arrangements are in place to discharge the duties which are delegated to the IJB and noted that a copy of the updated Manual will be issued to each IJB member.

12 IJB STRATEGIC RISK REGISTER

This report had been discussed at the Audit & Assurance Committee on 14 September 2022. The Chair introduced Audrey Valente who presented the report which was reviewed in July 2022, with another revision due in October 2022.

The Chair then invited Sinead Braiden (on behalf of Dave Dempsey, who is unable to join us today) to comment on discussions at the Committee before questions from Board members.

Sinead advised that the committee welcomed this report and the significant work which goes into it. They were happy to see the delineation between operational and strategic risks.

Arlene advised that the committee found the report was easy to read and highlighted that despite actions the level has not reduced on some risks. The committee identified that work may be needed on risk appetite and this will be explored further.

Audrey advised that a lot of work is being done on risks, both within the partnership and with partner organisations. Risk appetite requires to be reviewed by the IJB. Discussion took place around the high level of residual risk and how we impact on the different risk registers that exist.

NO	TITLE	ACTION
12	IJB STRATEGIC RISK REGISTER (CONT)	
	<p>Board members noted the Risk Register and were assured that risks continue to be managed by the risk owners with scrutiny being applied by the respective governance committees. Discussion took place on the risk register and any further information which is required.</p>	
13	MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / ITEMS TO BE ESCALATED	
	<p>Nicky Connor invited each of the Committee Chairs in turn to provide an update on items to be escalated to the Board.</p>	
	<p>Audit & Assurance Committee (A&A) – 19 July 2022 / 14 September 2022</p>	
	<p>Sinead Braiden updated in the absence of Dave Dempsey that there were no items for escalation from this meeting. The Annual Accounts were discussed in depth. A further meeting had taken place on 14 September 2022 and again there were no items for escalation from this meeting. Discussions include the Governance Manual and Risk Register.</p>	
	<p>Finance, Performance & Scrutiny Committee (FP&S) – 8 July 2022 / 16 September 2022</p>	
	<p>Arlene Wood advised that there no items for escalation from these meetings.</p>	
	<p>Quality & Communities Committee (Q&C) – 5 July 2022 / 9 September 2022</p>	
	<p>Sinead Braiden advised that the document process for Complaints was raised at the July meeting and this was being monitored. Winter Lessons, Home 1st and the Mental Health Strategy progress report were discussed at the September committee meeting. There were no escalations.</p>	
	<p>Local Partnership Forum (LPF) – 20 July 2022</p>	
	<p>Simon Fevre had no items for escalation from the LPF. There had been a further LPF meeting on 21 September 2022, discussions including Action Planning for the iMatter survey, the health and wellbeing of staff and the current system pressures.</p>	
	<p>Strategic Planning Group (SPG)</p>	
	<p>David Graham advised that work on the new Strategic Plan is going well and moving forward. There were no escalations.</p>	
14	AOCB	
	<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>	
15	DATES OF NEXT MEETINGS	
	<p>IJB DEVELOPMENT SESSION – FRIDAY 28 OCTOBER 2022</p>	
	<p>INTEGRATION JOINT BOARD – FRIDAY 25 NOVEMBER 2022</p>	
	<p>IJB DEVELOPMENT SESSION – FRIDAY 9 DECEMBER 2022</p>	