



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 22 OCTOBER 2021 AT 10.00 AM

Present	Rosemary Liewald (RLi) (Chair) Christina Cooper (CC) (Vice Chair) Fife Council – David Graham (DG), Fiona Grant (FM), David J Ross (DJR), Jan Wincott (JW) and Graham Ritchie (GR) for Dave Dempsey NHS Fife Board Members (Non-Executive) – Martin Black (MB), Alistair Morris (AM), Arlene Wood (AW), Sinead Braiden (SB) Chris McKenna (CM), NHS Fife Board Member (Executive Director) Medical Director NHS Fife Janette Owens (JO), NHS Fife Board Member (Executive Director), Director of Nursing, NHS Fife Amanda Wong (AW), Associate Director, AHP's, NHS Fife Ian Dall (ID), Service User Representative Kenny Murphy (KM), Third Sector Representative Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector Representative
Professional Advisers	Nicky Connor (NC), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Associate Medical Director Kathy Henwood (KH), Chief Social Work Officer, Fife Council Lynn Barker (LB), Associate Director of Nursing
Attending	Bryan Davies (BD), Head of Primary & Preventative Care Services Rona Laskowski (RLas), Head of Complex & Critical Care Services Joy Tomlinson (JT), Director of Public Health Alan Adamson (AA), Service Manager (for Fiona McKay) Norma Aitken (NA), Head of Corporate Services Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO HEADING

ACTION

1 CHAIRPERSON'S WELCOME AND OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board (IJB), including Arlene Wood and Sinead Braiden who are newly appointed NHS Fife Board members. Councillor Graham Ritchie was attending today's meeting at a substitute for Dave Dempsey and the Chair reminded Members of the protocol for the meeting.

Members were advised that a recording pen was in use at the meeting to assist with Minute taking.

NO HEADING**ACTION****2 CONFIRMATION OF ATTENDANCE / APOLOGIES**

Apologies had been received from Tim Brett, Dave Dempsey, David Alexander, Lynne Garvey, Fiona McKay, Katie Paramore, Eleanor Haggett and Simon Fevre.

3 DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

4 CHIEF OFFICERS REPORT

The Chair handed over to Nicky Connor for her Chief Officers Report.

Nicky extended a warm welcome to those present including Arlene Wood and Sinead Braiden. This will be Rosemary Liewald's final meeting as Chair of the IJB as Christina Cooper and Rosemary's positions will rotate as Chair and Vice-Chair. A formal handover will take place at the IJB meeting on 26 November 2021.

The Integration Scheme Review was supported by both Fife Council and NHS Fife and is now with Scottish Government for their approval. Once this has been received proposals will be brought forward with regard to changes to the governance committees.

There has been confirmation of additional funding has been awarded by Scottish Government and work is ongoing through the Senior Leadership Team to develop proposals. There will be opportunity to discuss at an IJB Development Session and further discussion at IJB committees.

A briefing was circulated to Board members giving an update on covid-19 and remobilisation. Significant challenges continue across all areas and thanks are extended recognising the outstanding work by staff in the partnership, NHS Fife, Fife Council and third and independent sectors.

Chris McKenna then updated that the situation currently is very similar to that at the previous IJB meeting on 24 September 2021. High levels of Covid-19 cases remain a challenge and hospital admissions remain steady. Non-covid patients presenting at hospitals are exhibiting more complex medical conditions and physical frailty, which can cause delays in moving people through the system. Staff are currently preparing for the increase in winter pressures. Chris provided assurance that the NHS Executive Team are doing all that they can to ensure safe and effective patient care through whole system, joined up working.

Janette Owens updated on current workforce and ongoing recruitment. Newly qualified practitioners are now taking up post and a number of Health Care Support Workers have been added to the Nurse Bank along with Nursing and Allied Health Professional (AHP) staff. Various innovative campaigns are ongoing to increase recruitment of staff where needed. Janette recently visited Tarvit Ward and was impressed by the staff and levels of care being provided. Several staff have been nominated by national awards.

NO HEADING**ACTION****4 CHIEF OFFICERS REPORT (Cont)**

Nicky Connor advised that senior staff are ensuring they are visible to staff by undertaking visits to workplaces to meet staff and given them the opportunity to discuss issues.

The weekly and monthly Sway briefings continue to shine a light of staff in the partnerships and support strong communication.

5 MINUTES OF PREVIOUS MEETING 24 SEPTEMBER 2021

The Minute of the meeting held on Friday 24 September 2021 was approved.

6 HOMOLOGATION OF DECISIONS TAKEN AT IJB MEETING ON 24 SEPTEMBER 2021

The Chair advised Board members that as the IJB on 24 September 2021 was not quorate, there were two items from that meeting which required to be formally approved at today's meeting.

These were: –

- Finance Update – approval of Financial Monitoring Update as at July 2021.
- Fife Immunisation Strategic Framework 2021-2024 – approval of the Direction to approve the Framework.

The Board formally approved both of these items.

7 MATTERS ARISING

The Action Note from the meeting held on 24 September 2021 was approved.

8 FINANCE UPDATE

The Chair introduced Audrey Valente who presented this report which had been discussed in depth at the Finance & Performance Committee (F&P) on 7 October 2021.

As at 31 August 2021 the partnership is reporting a projected outturn overspend of £6.109m. The key areas of overspend which are contributing to the projected outturn overspend are:-

- Hospital & Long-Term Care
- Family Health Services
- Older People Residential and Day Care
- Home Care Services
- Adult Placements

NO HEADING**ACTION****8 FINANCE UPDATE**

The report provided information on in-year additional funding allocations to provide clarity and transparency in terms of additional funding made available by the Scottish Government to IJBs.

Audrey continues to work with the Senior Leadership Team (SLT) on the Recovery Plan and progressing savings.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David had nothing to add in addition to the report provided.

Discussion took place around resource transfers, the detail of savings in Appendix 3, unallocated funding and the likelihood of achieving efficiency savings by the end of the financial year. Audrey Valente undertook to do more work around the table in the Report which shows committed and allocated funding and bring this back to a future meeting to provide clarity. Audrey also confirmed that SLT are working on achieving savings in year. The medium-term financial strategy, recovery plan and transformation projects will give longer term financial sustainability

The Board considered the key actions and next steps and approved the Financial Monitoring position and use of Reserves as at August 2021.

9 PUBLIC SECTOR CLIMATE CHANGE DUTIES

The Chair introduced Audrey Valente who presented this report which had been discussed at the Finance & Performance Committee (F&P) on 7 October 2021.

This report is a statutory requirement for all public bodies and must be submitted to Scottish Government by 30 November 2021.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David advised that there had been a detailed discussion at the committee and they were happy to recommend the Board accept the report.

Arlene Wood asked about the Fife Action Plan and Audrey Valente will discuss this with her out with the meeting.

Following discussion about the report it was agreed that it should be a subject at a Development Session in 2022.

NC/AV

The Board considered and agreed the priorities for climate change governance, management and strategy for the year ahead as set out in the Assessment Section of the report.

10 PERFORMANCE REPORT – EXECUTIVE SUMMARY

The full Performance Report had been discussed at the Finance & Performance Committee on 7 October 2021. The Chair introduced Alan Adamson who presented this report which provides an overview of progress and performance and also highlights areas where targets are not being achieved.

NO HEADING**ACTION****10 PERFORMANCE REPORT – EXECUTIVE SUMMARY (Cont)**

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David advised that the full Performance Report had received a significant level of scrutiny at Committee and members were aware of areas of challenge.

Discussion took place around some of the data within the report, some of which is provided nationally and is not as up to date as internal information. Work is ongoing to get more timely data and plans are in place to enhance the report to provide information on improvements being made.

Wilma Brown asked if it was possible to see information presented in the form of a Gantt chart which showed a timeline and progress being made.

Nicky advised that the feedback on the report will be shared with Fiona McKay as the Head of Performance to help refine the information presented to the Board in future.

David J Ross asked about a reduction in Care at Home hours during July and August and the reasons for this. Alan advised this could be as a result of several issues as fluctuations in the hours of care provided varied day on day.

There was discussion around some key targets which were missed consistently and whether these needed to be revised. Alan will pick this issue up with Fiona McKay.

The issue of ongoing recruitment, movement off staff within the sector, the risks involved in this and retention of staff were raised. There needs to be an umbrella approach over all sectors to help mitigate risks.

This report was presented to the Board for awareness.

11 PERFORMANCE FRAMEWORK

This report had been discussed at the Finance & Performance Committee on 7 October 2021. The Chair introduced Alan Adamson who presented this report which is a key part of ensuring the monitoring of performance within the partnership.

The Framework has been updated to reflect the structural changes within SLT and data is being aligned to the new Heads of Service.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David confirmed that robust discussions took place and the Committee are keen to see this framework develop.

Ian Dall raised the question of client satisfaction and was assured this will be addressed by the Participation and Engagement team who can gather the views of service users.

NO HEADING**ACTION****11 PERFORMANCE FRAMEWORK (Cont)**

Discussion took place around the provision of trend information which would allow data to anticipate future performance and influence work going forward.

This report was presented to the Board for awareness.

12 STATEMENT OF INTENT FOR SUPPORT FOR UNPAID CARERS

Prior to this report being considered Morna Fleming expressed her disappointment that she had not been part of process to develop this Statement of Intent. She had discussed it in detail with the report author prior to this meeting and had no issue with the content. Rosemary Liewald and Audrey Valente apologised for this oversight and assured Morna that processes would be reviewed.

This report had been discussed at the Finance & Performance Committee on 7 October 2021. The Chair introduced Alan Adamson who presented this report which outlines our intentions and confirms our commitment to enhance the support for unpaid carers across Fife through the development of new support as necessary, and the ongoing investment in the support already in place. Once agreed the statement will form the basis of our future strategy as it is developed over the next year.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David was happy to recommend the report to the Board and highlighted that the committee recognised and valued the considerable contribution from unpaid carers.

Discussion took place around what constituted "support" for unpaid carers (signposting, respite, training, etc), the number of unpaid carers in Fife (circa 35,000) and what the next steps would be.

It was agreed to find out if there was a deadline for submitting the Statement to Scottish Government and once that was known feedback will be given to Morna Fleming on whether the statement would come back to the next IJB meeting (26 November 2021) for final approval or if a special F&P meeting would be convened that Morna could attend.

NC/AA

The Board considered the statement and were broadly content with the statement and endorsed the intent to discuss further once it is known if there is a deadline for submission.

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

The Chair asked Christina Cooper, David Graham, Audrey Valente and Nicky Connor for any items from governance committees / Local Partnership Forum that they wish to escalate to the IJB.

NO	HEADING	ACTION
13	MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM AND ITEMS TO BE ESCALATED (Cont)	
	Christina Cooper – Clinical & Care Governance Committee (C&CG) – 8 September 2021 (Confirmed)	
	<p>Christina highlighted the excellent Immunisation Framework report and the progress made to date on this. The Committee also commended staff for their work and effort during the ongoing pressures.</p>	
	<p>The Mental Health Strategy paper had been well received.</p>	
	David Graham – Finance & Performance Committees (F&P) – 7 October 2021 (Unconfirmed)	
	<p>David wanted to highlight the pressures within Care at Home, appreciation of the work of the 35,000 unpaid Carers in Fife and concerns about vacancies on Committees, which will be resolved with the addition of 2 new Board members.</p>	
	Audrey Valente – Audit & Risk Committee (A&R) – 15 September 2021 (Unconfirmed)	
	<p>Audrey confirmed that there was nothing to escalate to the IJB from this meeting.</p>	
	Nicky Connor - Local Partnership Forum (LPF) – 22 September 2021 (Unconfirmed)	
	<p>Nicky advised that the Forum continues to meet regularly. Health and Safety, staff absence, whistleblowing and the iMatters survey have been recent topics. Management and Trade Unions continue to promote staff health and wellbeing, with the co-chairs issuing a joint briefing following the September meeting.</p>	
14	AOCB	
	<p>As the Chair had not been advised of any other business to be raised under this item there was nothing to report.</p>	
15	FIFE IJB – WHAT WE HAVE ACHIEVED AND BOARD CHANGES	
	<p>This item has been deferred to the meeting on 26 November 2021.</p>	
16	DATES OF NEXT MEETINGS	
	IJB Meeting – Friday 26 November 2021 at 10.00 am	
	IJB Development Session – Friday 10 December 2021 at 9.30 am	