



# 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 APRIL 2022 AT 10.00 AM

<b>Present</b>	Christina Cooper (CC) (Chair) Rosemary Liewald (RLi) (Vice-Chair) Fife Council – (DA), Tim Brett (TB), Dave Dempsey (DD), David Graham (DG), David J Ross (DJR), Jan Wincott (JW) NHS Fife Board Members (Non-Executive) – Alistair Morris (AM), Martin Black (MB), Sinead Braiden (SB), Arlene Wood (AW) Wilma Brown (WB), Employee Director, NHS Fife Amanda Wong (AW), Associate Director, AHP's, NHS Fife Debbie Thompson (DT), Joint TU Secretary, Fife Council Ian Dall (ID), Service User Representative Kenny Murphy (KM), Third Sector Representative Morna Fleming (MF), Carer Representative Simon Fevre (SF), Staff Representative, NHS Fife
<b>Professional Advisers</b>	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
<b>Attending</b>	Bryan Davies (BD), Head of Primary & Preventative Care Services Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Norma Aitken (NA), Head of Corporate Services Hazel Williamson (HW), Communications Officer Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO	TITLE	ACTION
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### 1 CHAIRPERSON'S WELCOME / OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board (IJB).

As this is the last meeting for the eight appointed members of the IJB from Fife Council, as the Council Elections will take place on 5 May 2022, The Chair passed on her thanks for the time and commitment that they have given to the Partnership over the years.

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

The Chair advised members that a recording pen is in use at the meeting to assist with Minute taking and the media have been invited to listen in to the proceedings.

### 2 CONFIRMATION OF ATTENDANCE / APOLOGIES

Apologies had been received from Janette Owens, Chris McKenna, David Alexander and Paul Dundas.

NO	TITLE	ACTION
3	<b>DECLARATION OF MEMBERS' INTERESTS</b>	
	There were no declarations of interest.	
4	<b>MINUTES OF PREVIOUS MEETING 25 MARCH 2022</b>	
	The Minute from the meeting held on 25 March 2022 was approved as an accurate record.	
5	<b>MATTERS ARISING – ACTION NOTE</b>	
	The Action Note from the meeting held on 25 March 2022 was approved as accurate, with one small variation to Item 2.	
6	<b>REVIEW OF GOVERNANCE COMMITTEE STRUCTURES</b>	
	<p>The Chair handed over to Nicky Connor, who presented this report.</p> <p>With the Integration Scheme being approved by Scottish Government in March 2022, the Governance Committee structures and Terms of Reference (ToR) are being reviewed and improvement actions are proposed to strengthen our governance arrangements.</p> <p>Nicky thanked everyone who was involved in shaping the new structure and ToRs. Feedback had been received from internal and external audit as well as IJB members.</p> <p>The new governance arrangements should be in place, in time for the next IJB meeting on 29 July 2022 and assist the IJB in delivering the National Health &amp; Wellbeing Outcomes as well as assisting in the review of the Strategic Plan.</p> <p>Each governance committee will now have a Chair and a Vice-Chair and they will be renamed as follows:-</p> <ul style="list-style-type: none"> <li>• Audit and Risk Committee becomes Audit and Assurance Committee.</li> <li>• Finance &amp; Performance Committee becomes Finance, Performance &amp; Scrutiny Committee.</li> <li>• Clinical &amp; Care Governance Committee becomes Quality &amp; Communities Committee.</li> </ul> <p>Other changes include:-</p> <ul style="list-style-type: none"> <li>• ToR for each new governance committee gives new emphasis to the remit of that committee.</li> <li>• Membership of committees has been expanded to include non-voting members and professional advisers.</li> <li>• Papers for governance committees will be made available to the public via the H&amp;SC website following meetings.</li> <li>• The reporting template for committees and the IJB will have sections relating to Environmental / Climate Change.</li> <li>• The remit of the Strategic Planning and Integration Professional Advisory Groups will show clear connections to the governance committees.</li> </ul>	

**6 REVIEW OF GOVERNANCE COMMITTEE STRUCTURES(Cont)**

Discussion took place around the process to date on shaping the new ToRs, the golden thread which is going to run through all governance arrangements and the reviewed Induction process which is being worked on.

Fiona McKay advised that the Strategic Planning Group (SPG) was being restarted and would feed up into the governance committees and IJB. The Chair of the SPG would be an IJB member and progress reports would come to future IJB meetings.

Whilst the Audit & Assurance Committee and Finance, Performance & Scrutiny Committee ToR's were accepted as proposed, there was further discussion on the content of the Quality & Communities ToR. It was felt that this lacked ambition regarding the Community aspects of the remit, which were not reflected in the ToR. It was agreed to strengthen the thread between Communities and Localities and ensure the Committee sought to reduce health inequalities. It was agreed that this ToR would be looked at again before being finalised and this would be approved at the first meeting of this Committee.

There was a request from Tim Brett for draft committee papers to be available for pre-agenda meetings of each committee going forward. This may not be possible immediately but will be explored.

There was discussion about the involvement of carers, the public and localities, using a bottom-up approach to shape how we move forward. The Participation and Engagement Strategy is currently out for consultation. Seven community forums will be set up in the coming months.

The Board approved the new governance committee structure to commence from June 2022. The Terms of Reference (ToR) for the for Quality and Communities Committee will be updated based on the feedback from the IJB and following the three new ToRs for the Governance Committees will be endorsed at the Committees first meetings. The wider improvement actions to strengthen governance arrangements were also approved and will be progressed.

**7 DATES OF NEXT MEETINGS**

**IJB DEVELOPMENT SESSION – FRIDAY 24 JUNE 2022 – 9.30 AM**

**INTEGRATION JOINT BOARD – FRIDAY 29 JULY 2022 – 10.00 AM**