



Fife Health & Social Care Partnership

Supporting the people of Fife together

MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) FRIDAY 24 NOVEMBER 2023 AT 10.00 AM

Present	Arlene Wood (AW) (Chair) Graeme Downie (GD) (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) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK), Sinead Braiden (SB) Chris McKenna (CM), Medical Director, NHS Fife Janette Keenan (JK), Director of Nursing, NHS Fife Lynne Parsons (LP), Employee Director, 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), Deputy Medical Director Lynn Barker (LB), Director of Nursing – HSCP
Attending	Lisa Cooper (LC), Head of Primary & Preventative Care Services 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 Jacquie Stringer (JS), Service Manager Fiona Forrest (FF), Deputy Director of Pharmacy (NHS Fife) Lindsay Thomson (LT), Head of Legal & Democratic Services (for Vanessa Salmond (VS), Head of Corporate Services) Hazel Williamson (HW), Communications Adviser Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO	TITLE	ACTION
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1	CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES	
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Arlene Wood, IJB Chair welcomed everyone to the Integration Joint Board meeting including Lynne Parsons, Employee Director at NHS Fife who recently took up this role and Wilma Brown who has rejoined the IJB as a stakeholder member, in her role as Interim Staff Side Representative for NHS Fife, replacing Simon Fevre who retired in October.

Arlene Wood congratulated Dr Jo Bowden and Dr Andrew Blaikie on their success at the Scottish Health Awards which were held in Edinburgh on 2 November 2023. Dr Bowden won the Doctor Award whilst Dr Blaikie took home the prize for Global Citizenship. Dr Kerri Davidson, Physiotherapist and Pierette Melville were shortlisted for the Doctor and Allied Health Professional Awards respectively.

Apologies had been received from Mary Lockhart, Eleanor Haggett, Debbie Fyfe, Vanessa Salmond, Roy Lawrence and Chris Moir.

NO	TITLE	ACTION
	<p>Those present were reminded that they should mute their mobile phones for the duration of the meeting and also mute their microphone when not talking and that, in an effort to keep to our timings for this meeting, all questions and responses should be as succinct as possible.</p> <p>A recording pen was in use at the meeting to assist with Minute taking and the media have been invited to listen in to proceedings.</p>	
2	DECLARATION OF MEMBERS' INTERESTS	
	<p>There were no declarations of interest.</p>	
3	MINUTES OF PREVIOUS MEETING & ACTION NOTE 28 JULY 2023	
	<p>The Minute and Action Note were both approved as accurate records.</p>	
4	CHIEF OFFICER UPDATE	
	<p>Arlene Wood handed over to Nicky Connor who provided the Chief Officer update which began with congratulations to Almondvale Care who won three awards at the recent National Care Home Awards.</p>	
	<p>A briefing was issued to IJB members yesterday updating on a fire at Raith Manor Care Home in Kirkcaldy on Wednesday of this week. Nicky paid tribute to all those involved in Team Fife approach which ensured all displaced residents were placed in alternative care homes on the same day. Arlene Wood acknowledged the response to the incident and thanked those involved.</p>	
	<p>The Integrated Leadership Team met yesterday and around 150 staff from NHS Fife, Fife Council, the 3rd and Independent Sectors attended the session which was around Kindness. This session was recorded and could be shared with IJB members.</p>	
	<p>The regular IJB briefing was circulated to members prior to the meeting.</p>	
5	STRATEGIC PLANNING & DELIVERY	
	5.1 Year One Workforce Annual Report & Year Two Workforce Plan	
	<p>Arlene Wood began this issue by acknowledging the work undertaken by Nicky Connor, Roy Lawrence and his team in producing these comprehensive proposals.</p>	
	<p>This report had been discussed at the Quality & Communities Committee on 2 November 2023, the Finance, Performance & Scrutiny Committee on 10 November 2023 and the Local Partnership Forum on 21 November 2023.</p>	
	<p>Arlene Wood introduced Nicky Connor who presented this report on behalf of Roy Lawrence. In November 2022 the IJB approved the Workforce Strategy and the first year's Workforce Plan. This report covers the progress to date on the short-term actions agreed, the majority of which have been completed. Those which have not been completed will be a priority on Year 2. An Internal Audit has recently been undertaken and although the final report has not been received, the recommendations from the Report have been included in the Year 2 Plan. The final Internal Audit Report will come through the governance route early in the new year.</p>	
	<p>The Year 1 Report is testament to the staff in all areas.</p>	

NO	TITLE	ACTION
5	<p>5.1 Year One Workforce Annual Report & Year Two Workforce Plan (Cont)</p> <p>Arlene wood invited in turn Sinead Braiden, Chair of Quality & Communities, Alastair Grant, Chair of Finance, Performance & Scrutiny and Nicky Connor, Co-Chair of the Local Partnership Forum to comment on discussions at that meeting before questions from Board members. Sinead Braiden and Alastair Grant advised that their respective Committees discussed the report in detail, commended the good work involved and were happy to remit it to the IJB. Nicky Connor advised the LPF were keen to celebrate the achievements in the report whilst acknowledging the ongoing challenges and pressures. In a bid to strengthen governance, the LPF had requested that the minutes from the Workforce Group are taken to future LPF meetings to ensure trade union and staff side involvement.</p> <p>Board members welcomed the report and congratulated Roy Lawrence and his team on the work which went into it.</p> <p>Discussion took place around the liaison with schools which was not as successful in some areas such as Foundation Apprenticeships which have a relatively high drop-out rate. Ian Dall asked if exit interviews took place with young people who left apprenticeships, etc. Nicky Connor undertook to speak to the team and feedback on this.</p> <p>The Board took assurance on the work undertaken to deliver our Year 1 Workforce Action Plan as defined in the Annual Report and summary of short-term actions defined within the Workforce Strategy & Plan 2022-25 with any on-going actions being carried forward into the Year 2 Plan. The Board were also assured that the internal audit report provides reasonable assurance; work has already commenced to progress the recommendations as defined in this SBAR and that the full internal audit report will be discussion at the Audit and Assurance Committee in January 2024.</p> <p>The Year 2 Action Plan and workforce priorities for the year ahead were agreed as was the expectation that a six-monthly interim update on the Year 2 Action Plan will be presented to the Finance, Performance & Scrutiny Committee in May 2024.</p>	<p>RLaw</p>
6	<p>LIVED EXPERIENCE & WELLBEING</p> <p>6.1 Lived Experience – Link Life Fife and Me</p> <p>Arlene Wood introduced Lynn Barker and Jacquie Stringer who gave some background on Link Life Fife.</p> <p>A video was shared which detailed two very different stories and highlighted the work Link Life Fife in changing the lives of people in Fife.</p> <p>The video was powerful and invaluable in showing the Board the impact services provided the partnership have on people.</p> <p>Arlene Wood asked that the thanks for the Board be given to all involved in preparing this video.</p>	<p>NC</p>

7 INTEGRATED PERFORMANCE

7.1 Transformation – Care at Home Review

This report had been discussed at Quality & Communities Committee on 2 November 2023, Finance, Performance & Scrutiny on 10 November, a Combined Committee on 15 November 2023 and the Local Partnership Forum on 21 November 2023.

Arlene Wood introduced Lynne Garvey who presented this report which is the first of four transformation areas to come to the Board. Points raised at previous meetings had been reflected in the final SBAR and Overview which had been circulated with the papers for this meeting.

Arlene Wood then invited in turn Sinead Braiden, Chair of Quality & Communities and the Combined Committee, Alastair Grant, Chair of Finance, Performance & Scrutiny and Nicky Connor, Co-Chair of the Local Partnership Forum to comment on discussions at that meeting before questions from Board members. Rich discussion at taken place at each of these meetings, clarity had been provided on consultation, all points raised were detailed in the papers and groups were content to remit this to the IJB for approval.

The Board discussed the proposed Transformation of the Care at Home Review, took assurance from the work done to develop the model and the scrutiny undertaken at the Quality and Communities Committee, Finance, Performance and Scrutiny Committee, Local Partnership Forum and Combined Committee and agreed the proposed model and to support the Senior Leadership Team to operationalise the model with partners and provide updates to the Finance, Performance and Scrutiny Committee through the reports on transformation and regular financial reporting.

7.2 Transformation: Reimagining the Third Sector

This report had been discussed at Quality & Communities Committee on 2 November 2023, Finance, Performance & Scrutiny on 10 November, a Combined Committee on 17 November 2023 and the Local Partnership Forum on 21 November 2023.

Arlene Wood introduced Fiona McKay who presented this report which has the support of Fife Voluntary Action (FVA). Kenny Murphy spoke of the opportunity to look at future projects whilst ensuring sustainability and maximum impact for the public pound. This will be a chance to scale up some of the work already in place in some parts of Fife to increase community resilience.

Arlene Wood then invited in turn Sinead Braiden, Chair of Quality & Communities, Alastair Grant, Chair of Finance, Performance & Scrutiny, Graeme Downie, Chair, Combined Committee and Nicky Connor, Co-Chair of the Local Partnership Forum to comment on discussions at that meeting before questions from Board members. The points raised at all these meetings had been included in the final SBAR and Overview, risk had been considered and all were content to remit this to the IJB for approval.

7.2 Transformation: Reimagining the Third Sector

The Board discussed the proposed transformation to progress Reimagining the Third Sector: Phase 2 and took assurance from the work done in Phase 1 which was presented to the Integration Joint Board in September 2023 and from the scrutiny undertaken at the Quality and Communities Committee, Finance, Performance and Scrutiny Committee, Local Partnership Forum and Combined Committee. The Board also agreed the proposed model and supported the Senior Leadership Team to operationalise the model with partners and provide updates to the Finance, Performance and Scrutiny Committee through the reports on transformation and regular financial reporting.

7.3 Finance Update

This report had been discussed at the Finance, Performance & Scrutiny Committee on 10 November 2023 and the Local Partnership Forum on 21 November 2023.

Arlene Wood introduced Audrey Valente who presented this report which showed a projected outturn overspend of £1.468m at the end of September 2023. Current key areas of overspend include Hospital & Long-Term Care, GP Prescribing, Family Health Services and Older People Residential and Day Care. These overspends are offset by the underspends in Community Services, Older People Fife Wide / Hospital Discharge, Adults Fife Wide and Adults Supported Living.

Reserves of £10m had been set aside to cover potential delays in achieving savings, to date £8m of this has been used and the remaining £2m will be returned to the Reserves balance if not required.

A Recovery Plan will be brought to the IJB on 2 February 2024.

Arlene Wood then invited in turn Alastair Grant, Chair of Finance, Performance & Scrutiny Committee and Nicky Connor Co-chair of the Local Partnership Forum to comment on discussions at the Committee before questions from Board members. Nothing was raised from either meeting.

The Board were assured that there is robust financial monitoring in place, they approved the financial monitoring position as at September 2023 and approved the use of the Reserves and proposed recovery actions as at September 2023.

8 GOVERNANCE & OUTCOMES

8.1 Ministerial Strategic Group (MSG) – Integration of Health and Social Care: Self-Evaluation Update 2023

This report had been discussed at the Finance, Performance & Scrutiny Committee on 10 November 2023.

Arlene Wood introduced Fiona McKay who presented this report which was an annual update. There are six areas of self-evaluation to be undertaken and discussion has taken place on best to take this forward.

Arlene Wood then invited Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee, it was felt that good progress was being made against agreed targets.

NO	TITLE	ACTION
8.1	<p>Ministerial Strategic Group (MSG) – Integration of Health and Social Care: Self-Evaluation Update 2023 (Cont)</p> <p>Morna Fleming expressed her disappointment that Board members had not been invited to contribute to this self-evaluation, despite assurances pre-covid that this would happen. Fiona McKay will discuss this with Morna Fleming out with the meeting.</p> <p>The Board noted the Partnership’s progress towards the Ministerial Strategic Group (MSG) integration proposals as detailed in the Self- Evaluation Update (Appendix 1) and approved the report. Once finalised the Self- Evaluation Update can be provided to the Scottish Government/ Ministerial Strategic Group for information and noting.</p> <p>Arlene Wood asked that this be brought to the next Development Session (15 December 2023) to assist Board members in understanding the process for self-evaluation for MSG and other items.</p>	FM
8.2	<p>Membership of Integration Joint Board</p> <p>Arlene Wood introduced Nicky Connor who presented this report which is being provided to advise members of changes to IJB membership.</p> <p>The Board noted the content of the report.</p>	
9	<p>LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS</p>	
9.1	<p>Annual Review of Best Value 2022-2023</p> <p>This report had been discussed at the Audit and Assurance Committee on 8 November 2023.</p> <p>Arlene Wood introduced Fiona McKay who presented this report. The Best Value Framework is in place and work continues to ensure this is linked to the MSG Indicators and audit requirements.</p> <p>Arlene Wood then invited Dave Dempsey, Chair of Audit and Assurance to comment on discussions at the Committee before questions from Board members. Dave Dempsey confirmed that committee had made some suggestions on improvement for next year’s report and were happy to remit this to the IJB for approval.</p> <p>The Board approved the Partnership’s Annual Review of Best Value for 2022–2023.</p>	
9.2	<p>Public Sector Climate Change Duties 2023</p> <p>This report had been discussed at the Finance, Performance and Scrutiny Committee on 10 November 2023.</p> <p>Arlene Wood introduced Audrey Valente who presented this report which the partnership has a statutory duty to submit to Scottish Government by 30 November 2023. The report provided information on progress made to date and priorities for the coming year.</p> <p>Arlene Wood then invited Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members. Alastair Grant advised committee agreed with the priorities in the report and recommended approval by the IJB.</p>	

9.2 Public Sector Climate Change Duties 2023

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 this report as summarised below. These will then be included in the annual report to Scottish Government. In conjunction with Community Planning partners the Board supported the delivery of Climate Fife (Sustainable Energy and Climate Change Action Plan) 2020 – 2030 and continue to work closely with partners on the development of the Anchors Strategic Plan.

The Board will continue to support and promote awareness raising of climate change issues for staff working in the HSCP, making use of accessible training, and learning opportunities offered by partner bodies and others and will continue to work with partners to identify opportunities to work more efficiently and sustainably.

The Board will also monitor actions and outcomes aligned to the delivery of the Strategic Plan 2023-2026, including those within the supporting strategies, that promote co- benefits with climate change strategies and continue to review the information received on SBAR's, reports and business cases, in relation to climate change impacts, and highlight the benefits or positive impacts on climate change strategies.

9.3 Armed Forces Covenant Duty – Update Report

This report was discussed at the Quality and Communities Committee on 2 November 2023.

Arlene Wood introduced Fiona McKay who shared a short presentation which outlined what this duty means for the Board.

The UK Armed Forces Covenant has been in place since 2011. The aim of the Covenant is to ensure that the Armed Forces Community should be treated fairly and face no disadvantage when accessing public and commercial services, with special provision made in appropriate cases for those who have sacrificed the most. The Armed Forces Act 2021 came into force on 22nd November 2022. The new Act builds on existing legislation (the Armed Forces Act 2006) and reinforces the Armed Forces Covenant by placing legal requirements on organisations including Fife Council, NHS Fife and the Health and Social Care Partnership/Fife Integration Joint Board.

Arlene Wood invited Sinead Braiden, Chair of Quality & Communities and Graeme Downie, Chair of Strategic Planning Group to comment on discussions at their meetings. Good discussion had taken place at both meetings and they agreed that this report should be remitted to the IJB.

Discussion took place around the army base at Leuchars and the impact that additional personnel will have on local infrastructure. Close working is ongoing to monitor this.

The Board is noted the contents of this report and related Work Plan, discussed the implications of the Armed Forces Covenant Duty for the Health and Social Care Partnership and recommended that the national Forces Connect App is used to host a local directory of the services and support that are available for the Armed Forces Community in Fife.

9.4 Pharmaceutical Care Services Report 2022-2023

This report was discussed at the Quality and Communities Committee on 2 November 2023.

Arlene Wood introduced Fiona Forrest who presented this report on behalf of Ben Hannan. Fiona Forrest advised that the publication of NHS (Pharmaceutical Services) (Scotland) Amendment regulations 2011 requires NHS Boards to publish pharmaceutical care service (PCS) reports and annually update them. This is reported to the IJB for assurance regarding the Delegated Functions in line with the Integration Scheme. The report gave a comprehensive overview of the significant contribution community pharmacies make to the health and wellbeing of Fife residents. They provide an increasing number of services in a time of significant increase in demand.

A public engagement period of 4 weeks is provided giving consultees an opportunity to comment on the draft PCSR.

Arlene Wood then invited Sinead Braiden, Chair of Quality & Communities to comment on discussions at that meeting before questions from Board members. Sinead Braiden advised that the report had been well received.

Discussion took place around the consultation undertaken as part of producing this report, the need to educate the public about the services provided by community pharmacies and how best to promote these. Fiona Forrest advised public awareness was to be a priority in the coming year.

Concerns were raised around the process for approving new community pharmacies and whilst the challenges were recognised, as this is independent of NHS Fife and the partnership, no further discussion took place on this.

It was agreed to bring an item to a future IJB Development Session on Community Pharmacies.

BH/FF

The Board were assured that the Pharmaceutical Care Services Report (PCSR) for 2022/23 provides a comprehensive overview of core and additional services provided by community pharmacies in Fife; a robust locality assessment and an overall recommendation that there is no unmet need within NHS Fife currently and noted that this report will be published once approved by NHS Fife Board.

10 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED

Audit & Assurance Committee

Dave Dempsey advised his committee had discussed the Internal Audit Report which would be brought to the Quality and Communities Committee in January 2024.

Finance, Performance & Scrutiny Committee

Alastair Grant had no issues to escalate, having provided updates through this meeting.

Quality & Communities Committee

Sinead Braiden had no issues to escalate, having provided updates through this meeting.

NO	TITLE	ACTION
10	<p>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED (CONT)</p> <p>Local Partnership Forum (LPF)</p> <p>Nicky Connor advised that the September 2023 LPF meeting had been cancelled due to industrial action and there were no issues to escalate from the November meeting.</p> <p>Strategic Planning Group (SPG)</p> <p>Fiona McKay Chaired the September meeting and advised there were no items to escalate.</p> <p>Graeme Downie Chaired the November meeting and advised there were no items to escalate.</p>	
11	<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 the meeting was closed by the Chair confirming dates of the next meetings.</p>	
12	<p>DATES OF NEXT MEETINGS</p> <p>IJB DEVELOPMENT SESSION – FRIDAY 15 DECEMBER 2023</p> <p>INTEGRATION JOINT BOARD – FRIDAY 2 FEBRUARY 2024</p>	