



# 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 25 MARCH 2022 AT 10.00 AM

<b>Present</b>	Christina Cooper (CC) (Chair) Rosemary Liewald (RLi) (Vice-Chair) Fife Council – David Alexander (DA), Tim Brett (TB), Dave Dempsey (DD), David Graham (DG), Fiona Grant (FM), David J Ross (DJR), Jan Wincott (JW) NHS Fife Board Members (Non-Executive) – Martin Black (MB), Sinead Braiden (SB) Janette Owens (JO), NHS Fife Board Member (Executive Director), Director of Nursing, NHS Fife Wilma Brown (WB), Employee Director, NHS Fife Amanda Wong (AW), Associate Director, AHP's, NHS Fife Kenny Murphy (KM), Third Sector Representative Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector 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
<b>Attending</b>	Bryan Davies (BD), Head of Primary & Preventative Care Services Rona Laskowski (RLAs), Head of Complex & Critical Care Services Lynne Garvey (LG), Head of Community Care Services Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Katie Caldwell (KC), Community Staff Nurse (Observer) 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) including Katie Caldwell, who is a Community Staff Nurse observing the meeting as part of a shadowing opportunity. The Chair then advised that Ben Hannan has recently taken over as Director of Pharmacy and Medicines, replacing Scott Garden who has moved to NHS Lothian. Fiona Forrest has replaced Ben as Interim Deputy Director of Pharmacy and Medicines.

#### **Civic Recognition Award for the Covid Testing Team**

Fife's Covid testing staff have been recognised for their 'incredible' efforts during the pandemic at the recent Fife Civic Recognition Awards. The local Covid testing team in the Kingdom has been working throughout the pandemic to test those with symptoms and help reduce the spread of the virus. The team were

**NO TITLE****ACTION**

recognised in Exceptional Team (Public Sector) category for their incredible work to support fellow Fifiers during the pandemic lockdown and beyond.

Balgonie Ward Staff at Cameron Hospital were recently gifted a star for the amazing work they do. An appreciative family acknowledged their appreciation for all the care and support received. The Balgonie Ward Team star is part of Camelopardalis and the definition in the Collins Dictionary is – a constellation between Ursa Major and Cassiopeia: the giraffe. Staff were delighted with the gift.

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 Chris McKenna, Arlene Wood, Alistair Morris, Ian Dall, Joy Tomlinson and Katherine Paramore.

**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 advised that a Covid-19 and Remobilisation Briefing had been circulated to IJB members prior to the meeting and this contained key contacts for IJB members who wish to discuss items in more detail.

Nicky advised that this remains a challenging time for the Partnership with covid still having an impact across the whole health and social care system. We continue to manage these challenges daily. The recent rise in Covid 19 cases in Fife is impacting on staff, the wider population and service demands. We are working towards remobilising services, however this has to be when this is safe to do so and is monitored on a daily basis, using the OPEL tool which was demonstrated to IJB and Local Partnership Forum (LPF) members recently.. We continue to report into the command structure that is in place connecting with both NHS Fife and Fife Council Executive Teams.

The flow of people from hospital to a home or homely setting continues to be a significant priority and there have been impacts on services due to care home closures, staff self-isolating and absence and it remains a priority to ensure those leaving hospital return home or a homely setting as soon as it is safe to do so.

Nicky extended her sincere thanks to all staff working across all sectors of Health and Social Care in Fife for their ongoing support and commitment to delivery of health, social work and social care to the people of Fife. This has often meant working in different roles to support critical services and this is greatly valued.

The partnership has received notification that there will be a joint Inspection by Healthcare Improvement Scotland and the Care Inspectorate as part of their

**NO TITLE****ACTION**

planned approach for the next phase of joint inspections across Scotland. The focus will be on *“How effectively is the partnership working together, strategically, and operationally, to deliver seamless services that achieve good health and wellbeing outcomes for adults?”* Discussions are ongoing regarding when this inspection will commence and the full scope of the inspection and the Board will be updated as more information is received.

Janette Owens then updated on behalf of herself and Chris McKenna and advised that there is currently significant pressure on all areas of the NHS and partnership. Wednesday 23 March 2022 was a Day of Reflection, two years on from the first lockdown, with videos being shared on the staff website. Close collaborative working across the whole system is evident. There was a visit recently by the Chief Nurse for Scotland who visited various areas, including the Care Home Hub and Wards at Queen Margaret Hospital, Dunfermline.

**5 MINUTES OF PREVIOUS MEETING 28 JANUARY 2022**

Paul Dundas had asked for a small amendment to Item 8, paragraph 5. This had been done prior to the meeting and the updated draft Minute had been recirculated.

Tim Brett requested two minor changes, which will be made following the meeting. Once these are done, the Minute from the meeting held on 28 January 2022 will be approved as an accurate record.

**6 MATTERS ARISING – ACTION NOTE**

The Action Note from the meeting held on 28 January 2022 was approved as accurate.

**7 FINANCE UPDATE**

This report had been discussed at the Finance & Performance (F&P) Committee on Friday 11 March 2022. The Chair introduced Audrey Valente who presented this report.

The report outlined the financial position of the delegated and managed services based on 31 December 2021 (for Fife Council) and 31 January 2022 (for NHS Fife) was a surplus of £0.573m. Scottish Government have provided further funding to NHS Boards and IJBs in relation to Covid-19, Fife’s share of this is £43m. There is a need to continue with our transformation plans at pace.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David assured members that areas such as staffing vacancies within the Partnership are closely scrutinised at F&P meetings.

Dave Dempsey enquired about unallocated budgets and whether these are now fully allocated. Audrey advised that funds will be fully committed but not drawn down until required. Rona Laskowski advised that Mental Health has received a significant range of funding in recent months, all with explicit criteria on how they are to be used. Plans are ongoing to recruit additional staff and funding for this will not be committed until people are in post. Funding will be held in Reserves and carried forward into the next financial year

**NO TITLE****ACTION****7 FINANCE UPDATE (Cont)**

Tim Brett asked about winter funding and how this is being managed. Audrey advised that it has been difficult to separate specific winter and Covid-19 monies but these are all reflected in the current monitoring position.

Martin Black asked whether carrying forward funds would preclude the partnership accessing further monies next year. Audrey advised that funds carried forward would be used before any further requests were made to Scottish Government for further funding.

Discussion took place around Covid-19 funding and whether this would continue given that restrictions are being lifted. It is expected that this will become part of our business as usual activity going forward into Years 2 and 3 and could form part of any future budget gap.

Sinead Braiden asked about vacancies particularly in Children's Services. Nicky advised that the Senior Leadership Team (SLT) have taken decisions regarding including increasing the number of Health Visitor placements over the next few years as one way to ensure safe staffing. Recruitment is a priority and is reported to SLT regularly.

The Board examined and considered the key actions/next steps, approved the financial monitoring position as at January 2022 and approved the commitments against reserves as at January 2022.

**8 REVENUE BUDGET 2022-2023**

This report had been discussed at the Finance & Performance (F&P) Committee on Friday 11 March 2022. The Chair introduced Audrey Valente who presented this report.

Audrey Valente updated on the Revenue Budget 2022-23 as well as the budget gap and medium-term position to March 2025. Budget for next year is balanced with an expected £4m gap in year 2 and a £7m gap in year 3. These are high level estimates which take account of expected recurring funds and new cost pressures which will be refined going forward. During 2022 the Medium-Term Financial Strategy will be aligned to the refreshed Strategic Plan. There is recognition that most of the savings agreed in the 2020-21 and 2021-22 budgets must be delivered to ensure a balanced budget.

Recruitment will commence shortly to allow the transformation programme to progress.

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 budget paper received a high level of scrutiny from F&P members and there is a high level of confidence in this paper.

Discussion took place around the report including the Primary Care Improvement Plan and a request for a paper/discussion at a future Development Session on Set Aside. Nicky agreed that this should happen given the impact on transformation and whole system working.

**AV**

**NO TITLE****ACTION****8 REVENUE BUDGET 2022-2023 (Cont)**

Tim Brett asked about the ongoing transformation work which is a key piece of work. Audrey advised that a paper was taken to a recent F&P Committee and an updated paper would be brought to a future IJB meeting.

Discussion took place around the impact of the budget on the 3<sup>rd</sup> and Voluntary Sectors. Fiona McKay advised that a paper has been taken to F&P on grants and awards and this was approved. There is no negative impact on these budgets.

The Board discussed and approved the budget proposed in Appendix 1, agreed that the medium-term financial strategy is deferred, updated and aligned in conjunction with the Strategic Plan and instructed the Chief Officer to progress the recruitment plans and approve reserves are utilised to progress these plans with a Direction to both partner organisations.

**9 PERFORMANCE REPORT – EXECUTIVE SUMMARY**

The full Performance Report had been discussed at the Finance & Performance (F&P) Committee on Friday 11 March 2022. The Chair introduced Fiona McKay who presented this report.

Fiona advised that this report highlighted areas of significant challenge within the partnership. Progress is being made on assessment beds and the interim bed model. The Performance Report is being reviewed and some areas may be added in future reports.

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 committee received the very detailed, full report at their recently meeting and it continues to look at the report in depth. If the committee had concerns these would be raised with the Senior Leadership Team who would seek to address issues.

Discussion took place around the report, the Board's oversight of performance and the improving position with delayed discharges. SLT continue to focus on improving and sustaining services.

This report was presented to the Board for awareness.

**10 CODE OF CONDUCT FOR MEMBERS OF FIFE INTEGRATION JOINT BOARD**

This report had been discussed at the Audit & Risk (A&R) Committee on Wednesday 9 March 2022. The Chair then introduced Norma Aitken who advised that Scottish Government approved the Model Code of Conduct in December 2021 and all Public Bodies are required to sign up to this. If approved then a copy would be sent to IJB members.

The Chair then invited Dave Dempsey, Chair of A&R to comment on discussions at the Committee before questions from Board Members. Dave advised that A&R were happy to recommend the Code of Conduct to IJB members for their approval.

The Board approved the adoption of this version of the Model Code of Conduct and associated Guidance.

**NO TITLE****ACTION****11 APPROVED INTEGRATION SCHEME**

The Chair introduced Nicky Connor who presented this report which has been discussed at various meetings throughout the review process.

Nicky advised that the reviewed Integration Scheme has been approved by Scottish Government and would continue to form the framework for how we work with Fife Council and NHS Fife. There are minimal changes to the original Integration Scheme.

The next step will be to revise our governance structures to discharge our responsibilities and reduce duplication. It is proposed to hold a special IJB meeting on Friday 25 April 2022 to bring forward details of the new governance structure and proposed Terms of Reference for the refreshed government committees, with a view to these being implemented following the Local Government Elections in May 2022.

The Board were assured the Integration Scheme for Fife Health and Social Care Partnership has been formally signed off by Scottish Ministers to support the integration of Health and Social Care in Fife.

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

Nicky Connor asked the Chairs of the Governance Committees and Local Partnership Forum for feedback from the committee's and if they had any items to escalate to the IJB.

**Tim Brett - Clinical & Care Governance (C&CG) Committee – Confirmed Minute from 7 January 2022**

Tim advised there was nothing to escalate from this meeting to the IJB. There had been a full discussion of the Alcohol and Drug Partnership Annual Report. A further meeting of C&CG had taken place on 4 March 2022.

**David Graham - Finance & Performance (F&P) Committee - Confirmed Minute from 14 January 2022 / Verbal Update from 11 March 2022**

David had nothing to escalate from either F&P meeting.

**Dave Dempsey - Audit & Risk (A&R) Committee – Confirmed Minute from 13 January 2022 / Unconfirmed Minute from 9 March 2022**

Dave advised he had nothing to escalate from either A&R meeting. Discussion had taken place on various risk related matters and there had been a good level of engagement.

**Nicky Connor - Local Partnership Forum (LPF) – Confirmed Minute from 19 January 2022 / Confirmed Minute from 15 February 2022**

Nicky advised that monthly (rather than bi-monthly) LPF meetings are currently being held given the current pressures. Winter, Covid-19, workforce, health & safety and communications and engagement continue to be priorities.

Discussion took place around staffing concerns, communication with redeployed staff, continued recruitment issues and the workforce strategy.

There was nothing to escalate from either meeting.

<b>NO</b>	<b>TITLE</b>	<b>ACTION</b>
<b>13</b>	<b>AOCB</b> 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 updating on the dates of the next meetings.	
<b>14</b>	<b>DATES OF NEXT MEETINGS</b> <b>INTEGRATION JOINT BOARD – FRIDAY 22 APRIL 2022 – 10.00 am</b>	