Fife Health & Social Care Partnership
Supporting the people of Fife together

MINUTE OF THE FINANCE, PERFORMANCE & SCRUTINY COMMITTEE WEDNESDAY 12TH MARCH 2025 AT 10.00 AM VIA MICROSOFT TEAMS

Present:	Alastair Grant, NHS Non-Executive Board Member (Chair) John Kemp, NHS Non-Executive Board Member Colin Grieve NHS Non-Executive Board Member Cllr David Alexander
Attending:	Lynne Garvey, Director of Health & Social Care Audrey Valente, Chief Finance Officer Lisa Cooper, Head of Primary & Preventative Care Jillian Torrens, Head of Complex & Critical Care Chris Conroy, Head of Community Care Vanessa Salmond, Head of Corporate Services
	In attendance: Tracy Hogg, Finance Manager HSCP Avril Sweeney, Manager Risk Compliance Alan Adamson, Service Manager, Quality Assurance William Penrice, Service Manager, Performance Management & Quality Assurance Rachel Heagney, Head of Improvement, Transformation & PMO Clare Gibb Gillian Muir, Management Support Officer (Minutes)
Apologies for Absence:	Cllr Dave Dempsey Lynn Barker, Director of Nursing Helen Hellewell, Associate Medical Director

No.	Item	ACTION
1.	**WELCOME AND APOLOGIES** Alastair Grant welcomed everyone to the meeting. Apologies were noted as above, and all were reminded of meeting protocols. Those present were asked that, in an effort to keep to timings, all questions and responses should be as succinct as possible. Members were advised that a recording pen would be in use during the meeting to assist with minute taking.	

2.	**DECLARATIONS OF INTEREST** No declarations of interest were noted.	
3.	**MINUTE OF PREVIOUS MEETING – 15TH JANUARY 2025** The minutes of the last meeting were agreed as an accurate record of discussion.	
4.	**MATTERS ARISING / ACTION LOG** The action log was reviewed. All actions noted have been actioned and are either complete or in progress. An additional action was noted with regards to Item 6.1 - Performance Report - Officers to make contact with Dave Dempsey to follow up on his queries regarding the Performance Report. An update was provided - Officers have been in contact to arrange a mutually convenient date and time to meet. Action is now noted as complete.	
5.	**FINANCE**	
5.1	**Finance Update** The Committee considered a report presented by Tracy Hogg, Finance Manager detailing the current financial position (actuals to January 2025) highlighting a projected year end outturn of £36.9m and noting an adverse movement of £2.1m from the reported November position. Tracy Hogg provided Committee with further detail on the main areas of overspend contributing to the adverse movement noting these to be GP Prescribing, Mental Health & Psychology, Adult Social Care, Homecare Services and Older People Nursing and Residential. Committee noted in relation to the savings position the Partnership was now reporting at January to deliver 56% of savings, a value of £21.7m against the £39m approved in March 2024. Tracy Hogg stated the financial position remained challenging and drew Committee's attention to the escalation tool provided at appendix 4 which will continue to be used by the Senior Leadership Team to closely monitor the financial position going forward. The discussion was opened to Committee members and considerable discussion was had around the projected position and the areas contributing to the adverse movement. Members provided their thoughts and comments. Questions raised included are we now looking at a slowing down of the negativity, costs aren't going to go down but are things going to get worse, in relation to GP Prescribing do we know if there are any underlying causes of the increase, is there anything we can do about GP prescribing or is that in the hands of the GP's?	

	<u>Decision</u> The Committee 1. Noted the content of the report including the overall projected financial position for delegated services for 2024-25 financial year as at 31st January 2025 as outlined in Appendices 1-4 of the report. 2. Noted steps continue to be taken by Officers to consider options and opportunities to improve the financial position during the remainder of 2024-25 as part of the Financial Recovery Plan process, as outlined in section 8 of the Finance Update Appendix1. 3. Noted the onward submission to the IJB of the financial monitoring position as at January 2025.	
5.2	**Financial Plan / Revenue Budget & Medium-Term Financial Tracker** Audrey Valente advised Committee that an Extraordinary Finance, Performance & Scrutiny Committee had been arranged for 17th March at 10.30 am to discuss and scrutinise the 2025-26 budget as per request from the IJB Development Session on 26th February. Committee noted the invitation had also been extended to all IJB members.	
5.3	**FP&S Risk Register – Deep Dive – Information Governance & Digital Transformation** The Committee considered a report from Avril Sweeney, Compliance Manager for discussion and assurance that risks are being effectively managed within the IJB's agreed risk appetite and at the appropriate tolerance levels as well as noting as part of the IJB's risk reporting framework the risk was assigned to both Governance Committees. Avril Sweeney drew Committee's attention to appendix 1 highlighting this sets out the risk description, risk scoring and highlights internal and external factors that may impact on the risk as well as providing relevant assurances, performance measures, benefits, and linked risks as appropriate. Committee noted key mitigations for the risk included the Records Management Plan for the IJB and also the Digital Strategy and Programme which are aligned to the Strategic Plan, Medium-Term Financial Strategy and Workforce Strategy. Avril Sweeney provided an up-date with regards to the Records Management Plan noting all elements had been agreed by the Keeper of the National Records for Scotland and with regards to the Digital Strategy, Committee noted regular monitoring and review of this takes place through the Programme Management Office Oversight Board, Senior Leadership Strategic Meeting as well as the Digital Oversight Board.	

	Committee noted there was confidence that there was a reasonable level of assurance that work was ongoing to support management on the risk and close scrutiny was being applied to delivery actions and monitoring of performance. Committee also noted that it is acknowledged that there are a number of external factors out with the Partnership's sphere of influence and control, but that it was trying to keep these closely monitored. Avril Sweeney advised that the Digital Strategy extends to 2027 therefore the risk would require to be reviewed as part of the Strategic Plan refresh for 2026-2029 in the coming year. The discussion was opened to Committee members who provided their comments and feedback on the report. Questions raised included are we being ambitious / transformational enough on digital? <u>Decision</u> The Committee 1. Discussed the deep dive review and provided comments and suggestions for improvement. 2. Noted the level of assurance provided on this risk.	
5.4	**Grants to Voluntary Organisations** The Committee considered a report presented by Alan Adamson, Service Manager Quality Assurance detailing recommendations for the level of support by the Health & Social Care Partnership to Voluntary Organisations within Fife for the period of 2025-26. Committee noted the grant schedules appended to the report provided details of the recommendations for a total grant contribution to the Voluntary Sector of £13,973,950, a 2% uplift to the grant award received in 2024/25. Committee also noted that all organisations are subject to the Monitoring and Evaluation Framework, and the services being provided were linked to the Partnerships strategic priorities and themes. Alan Adamson confirmed that all organisations had been subject to the annual monitoring within the framework, and this had been completed over the last few months. No issues or concerns had been raised, though one organisation had still to complete their annual monitoring, which was being actively progressed. Committee also noted that all organisations are required to have a reserves policy and work has commenced throughout 2024/25 to review reserves policies and reserves held by organisations. This exercise will continue to carry forward into the next financial year.	

	The discussion was opened to Committee members who provided their comments and feedback on the report. Items raised for discussion included eNIC, progress of the reimagining the voluntary sector project, how dependant are these organisations on our funding, do organisations have the opportunity to indicate what kind of increase they would require? Audrey Valente provided reassurance to members that the proposed 2% budget uplift had been reflected in setting the 2025/26 budget and would be included in the upcoming budget papers. <u>Decision</u> The Committee 1. Considered and reviewed the recommended funding awards equivalent to those made during financial year 2024/25 with an uplift of 2%.	
6.	**PERFORMANCE**	
6.1	**Strategic Plan 2023-2026 – Year Two Delivery Plan – Annual Report (2024) and Year Three Delivery Plan (2026)** The Committee considered a report presented by William Penrice, Service Manager, Performance Management & Quality Assurance for assurance and discussion. Committee noted this was the second Annual Report of the Strategic Plan 2023-2026 which provides an update on progress and performance on key strategic actions completed during 2024. Committee noted 35% of planned actions had been completed, 60% partially completed and the remaining 5% either not started/delayed or cancelled. William Penrice outlined the report also included the Year Three Delivery Plan with 61 planned actions noted for 2025. William Penrice also highlighted the report indicated good progress with the Partnership on track to deliver the actions that had been planned during the three-year strategic planning cycle. The discussion was opened to Committee members who thanked officers for their comprehensive report. No further questions were raised, with some members noting good discussion had been had at Quality & Communities Committee on 6th March 2025. <u>Decision</u> The Committee 1. Took assurance that the Partnership is progressing implementation of the Strategic Plan 2023 to 2026 and effectively monitoring performance of the actions in the Year Two Delivery Plan (2024).	

	2. Reviewed the report and advised on changes required. 3. Agreed that the report should progress to the Integration Joint Board for final review and approval.	
7.	**ITEMS FOR HIGHLIGHTING** Alastair Grant confirmed with the Committee that there were no issues requiring to be highlighted at the Integration Joint Board on 26th March 2025.	
8.	**AOCB** No issues were raised under AOCB.	
9.	**DATE OF NEXT MEETING** • Extraordinary Finance, Performance & Scrutiny Committee Monday 17th March 2025 at 10.00 am via MS Teams – budget discussion. • Tuesday 13th May 2025 at 10.00 am via MS Teams	