



# 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 4 DECEMBER 2020 AT 10.00 AM

<b>Present</b>	Councillor Rosemary Liewald (RL) (Chair) Christina Cooper (CC) (Vice Chair) Fife Council, Councillors – Tim Brett (TB), Dave Dempsey (DD), David Graham (DG), David J Ross (DJR) and Jan Wincott (JW) NHS Fife, Non-Executive Members – Les Bisset (LB), Martin Black (MB), Eugene Clarke (EC), Margaret Wells (MW) Chris McKenna (CM), Medical Director, NHS Fife Wilma Brown (WB), Employee Director, 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 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), Associated Medical Director, NHS Fife Katherine Paramore (KP), Medical Representative
<b>Attending</b>	Esther Curnock (EC), Consultant in Public Health Medicine, NHS Fife Norma Aitken (NA), Head of Corporate Services Hazel Williamson (HW), Communications Officer Wendy Anderson (WA) (Minute) Tim Bridle (TBRi), Audit Scotland

<b>NO</b>	<b>HEADING</b>	<b>ACTION</b>
-----------	----------------	---------------

### 1 CHAIRPERSON'S WELCOME AND OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board and advised the Board that the first part of this meeting would consist of a presentation from a deputation regarding the closure of the Wellesley Unit at Randolph Wemyss Hospital.

The Chair then introduced Councillor Ryan Smart, Councillor Colin Davidson and Claire Baker MSP.

### 2 DEPUTATION / PETITION

Councillor Smart advised the meeting that a 1,984 signature petition has been submitted and they are looking to have the decision regarding the permanent closure of the Ward to be changed and that the closure be on a temporary basis to allow further consultation to take place.

Claire Baker asked that the Board reconsider their decision.

## NO HEADING

## ACTION

### 2 DEPUTATION / PETITION (Cont)

Councillor Davidson spoke of the concern locally at the lack of consultation prior to the closure of the ward.

The Chair opened the meeting to questions from Board members. One question was asked but was aimed at Officers, which was not permitted under the terms of the Standing Orders.

The Chair then thanked Councillors Smart and Davidson and Claire Baker for their attendance at today's meeting.

### 1 CHAIRPERSON'S WELCOME AND OPENING REMARKS (Cont)

The Chair welcomed Amanda Wong who was recently appointed permanently to the post of Associate Director, Allied Health Professionals.

The Chair then congratulated the following:-

Andrea Smith, Lead Pharmacist who has been made a Fellow of the Royal Pharmaceutical Society.

Rhys Greig, a newly qualified community staff nurse in Fife who has been chosen to receive the Ellen Kelly Award from Dundee University School of Nursing.

Karen Mellon who has been recognised for her outstanding contribution to dementia care in the Alzheimers Scotland Centre for Policy and Practice Annual Celebration Report. Karen is a lead Podiatrist for Care Homes within the Partnership and is also a dementia champion and Dementia Specialist Improvement Lead.

Paula Birks, Community Support Manager who has made the top 3 in the category for Leader of the Year in the Scottish Health Awards 2020.

Teams from Fife have been recognised by the Chartered Society of Physiotherapy in case studies about advanced practice physiotherapy. Well done Kate Leishman and Katie Kinch.

Members were advised that a recording pen will be in use at the meeting to assist with Minute taking and the media have been invited to listen in to the proceedings.

### 3 CHIEF OFFICERS REPORT & PROTOCOL FOR MEETING

The Chair handed over to Nicky Connor for her Chief Officer's Report which had three parts:-

**Protocol for Meeting** – Board members are familiar with the process to be used during the meetings and were asked to use the Hand function if they wished to speak rather than using the Chat function.

**Key Updates** – all of these would be covered during the main agenda for the meeting.

**Wellesley Unit, Randolph Wemyss Hospital** – Nicky Connor advised that the unit was closed on 7 September 2020 in line with Direction issued by the IJB.

NO	HEADING	ACTION
3	<b>CHIEF OFFICERS REPORT &amp; PROTOCOL FOR MEETING (Cont)</b>	
	Assurance was given regarding both staff and patients following the closure. The position regarding Responsible Medical Officer remains unchanged.	
	Part of the direction was consideration of the unit in line with a developing community hospital strategy and an update on this will come to both the Clinical & Care Governance and Finance & Performance Committees in due course.	
	Question was asked about Ward 16 at Queen Margaret Hospital and the changes made at the start of the Covid-19 pandemic. An update was given on access to inpatient palliative care in Fife and how there has also been increased support for safe, high quality palliative care at home.	
	Eugene Clarke raised a point of order.	
4	<b>CONFIRMATION OF ATTENDANCE AND APOLOGIES FOR ABSENCE</b>	
	Apologies had been received from Steve Grimmond, Carol Potter, Helen Buchanan, Fiona Grant, David Alexander, Eleanor Haggett, Lynn Barker, Lynne Garvey, Kathy Henwood, Jim Crichton and Eleanor Dona Milne.	
5	<b>DECLARATION OF MEMBERS' INTERESTS</b>	
	There were no declarations of interest.	
6	<b>MINUTES OF PREVIOUS MEETING 23 OCTOBER 2020</b>	
	The Minute of the meeting held on 23 October 2020 was agreed as accurate.	
	Dave Dempsey had questions on the Finance Update, regarding information on funding from Scottish Government and the budget realignment exercise.	
	Audrey Valente confirmed that no update has yet been received from Scottish Government, but that Social Care funding was being reviewed in November 2020 and Health funding in January 2021.	
	Nicky Connor confirmed that ongoing meetings are being held with the respective Chief Executives and Directors of Finance to discuss budget and updates will be provided at future meetings.	<b>NC/AV</b>
	Tim Brett asked if a report could be provided on this year's flu campaign once it had concluded. Nicky Connor will liaise with Esther Curnock.	<b>NC/EC</b>
	The Action Note from the meeting held on 23 October 2020 was agreed as accurate.	
8	<b>COVID 19 / REMOBILISATION UPDATE</b>	
	The Chair introduced Nicky Connor who, along with Chris McKenna, Helen Buchanan and Esther Curnock gave an update on both Covid 19 and Remobilisation.	

**8 COVID 19 / REMOBILISATION UPDATE (Cont)**

Esther Curnock updated on Covid-19 including positive cases, rate per 100,000 population and testing. The team are evaluating the current level 3 restrictions and further data in the coming weeks will allow the impact of these to be assessed.

Chris McKenna advised that staff continue to support remobilisation following the first wave of covid-19 and the challenges in recent weeks. Public adherence to restrictions is valued and will assist.

Helen Buchanan reiterated Chris McKenna's update and highlighted the challenge of winter alongside the Covid-19 situation. Plans are in place to cope and support patient care and flow.

Scott Garden provided an update on planning for the Covid-19 vaccination programme. Close working is ongoing between Scottish Government, the National Planning Team and local teams. Cohort based approach to delivery of vaccine, meaning most vulnerable residents and those who care for them will be vaccinated first. There is excellent support from General Practice. Work is ongoing with Nursing and Care Homes.

Nicky Connor expressed her thanks to all staff who have been involved in this year's flu campaign, which has only a few more weeks to run. A concerted effort is being made to ensure all eligible have access to the vaccine.

The Chair asked for questions regarding these updates.

David J Ross asked how eligible patients would be contacted, Scott Garden confirmed that the full plan is still in development but for the initial priority groups this will be the responsibility of GP surgeries.

Christina Cooper asked if it could be ensured that the local communications strategy could be aligned to the national comms strategy. Scott confirmed that there was close working with national communications.

**9 FINANCE UPDATE**

The Chair introduced Audrey Valente who presented this report which detailed the financial position of the delegated and managed services based on 30 September 2020 financial information. The forecast deficit is £6.780m and £6.939m relates to unachieved savings that remain at risk of non-delivery. These are currently within the local mobilisation plans, but it remains uncertain whether full funding will be made available by the Scottish Government. This paper reflects the full value of non-delivery of savings included as a pressure within the core projected outturn position. This level of overspend requires urgent management action to ensure that the partnership delivers within the approved budget.

Four key areas of overspend that are contributing to the financial outturn overspend –

**NO HEADING****ACTION****9 FINANCE UPDATE (Cont)**

Risk Share

Hospital and Long-Term Care

Adult Placements

Homecare Services

The report provided information on in year additional funding allocations to provide clarity and highlighted further risks and uncertainties in the financial year.

The paper also provided an update in terms of both core expenditure and Covid spend. The latest projection suggested an overspend position at March 2021 of £6.780m. A recovery plan is developed, and work will continue towards delivery of the savings approved in March 2020.

Dave Dempsey questioned the particular focus on Adult Placement overspend, which Audrey confirmed was a pilot exercise being undertaken to focus on areas of overspend and seek resolution.

Discussion took place around the number of staff vacancies which were contributing to underspends and the impact this could have on service users. Nicky Connor confirmed this is monitored and is discussed at Local Partnership meetings with staff side/trade unions.

The Board noted the financial position as reported at 30 September 2020 and to noted and discussed the next steps and key actions.

**10 FIFE INTEGRATION JOINT BOARD ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR TO 31 MARCH 2020**

The Chair introduced Audrey Valente who presented this report. Tim Bridle from Audit Scotland undertook the audit in line with the Public Sector Code of Conduct.

The report provided the Board with an overview of the Health & Social Care Partnership 2019/20 Audited Annual Accounts and to present the Annual Audit Report.

The unaudited accounts were presented at the Audit and Risk Committee on 10 July 2020. The audit accounts were discussed at the Audit and Risk Committee on 20 November 2020.

Tim Bridle, Audit Scotland gave a brief introduction to the Annual Audit Report and Recommendations.

The accounts have been audited and external audit has confirmed that the financial statements give a true and fair view. They have been prepared in accordance with International Financial Reporting Standards as interpreted and adapted by the 2019-20 Code of Practice, the Local Government (Scotland) Act 1973, the Local Authority Accounts (Scotland) Regulations 2014, and the Local Government in Scotland Act 2003.

The key messages of the audit are provided on page 4 of the auditor's report. The key messages cover the 2019/20 annual accounts; financial

**NO HEADING****ACTION****10 FIFE INTEGRATION JOINT BOARD ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR TO 31 MARCH 2020 (Cont)**

management and sustainability; governance, transparency and best value. The audit opinions are all unqualified.

The audit report presents an Action Plan and recommendations and a management response is provided for each recommendation.

The Action Plan would be progressed through Pentana, a Council system and the Audit and Risk Committee will be updated on its progress.

The Board approved the 2019-2020 annual accounts for signature.

**11 WINTER READINESS**

The Chair introduced Nicky Connor who presented this report, which was discussed at the Clinical & Care Governance Committee on 13 November 2020.

The Winter Plan is a joint NHS Fife / Health & Social Care Partnership document and is currently active. A key priority is on supporting our workforce with the combined challenges of Covid-19, flu and winter pressures.

Key areas in the plan include prevention of admission to hospital, Home First and the use of Near Me for consultations.

Discussion took place around how we are coping so far, surge capacity and looking at lessons learned.

Christina Cooper asked about the Integrated Risks and how this was being updated and monitored in relation to Winter. Nicky Connor explained the weekly meeting that is in place with Helen Buchanan as Exec Lead for Winter and the Director of acute services and how this is reporting through the silver and gold command structure.

The Board noted the detail of the Winter Plan for 2020-21.

**12 STRENGTHENING GOVERNANCE – BOARD MEMBER ACCESS TO PAPERS**

The Chair introduced Nicky Connor who presented this paper which had been discussed at the IJB Development Session on Friday 27 November 2020. This is the first in a series of reports which will come to the IJB for approval. The Board approved the access to governance Committee papers by IJB members who are not members of that particular governance Committee. These papers will be provided on a confidential basis.

**13 ITEMS TO BE ESCALATED FROM GOVERNANCE COMMITTEES**

The Chair asked Eugene Clarke, Tim Brett and David Graham for any items from governance committees that they wish to escalate to the IJB.

## **13 ITEMS TO BE ESCALATED FROM GOVERNANCE COMMITTEES (Cont)**

### **Eugene Clarke – Audit & Risk Committee - 20 November 2020**

#### ***For Information***

- 1 A&R support the provision of a Finance Deputy – issue of Audrey Valente having to spend time adjusting figures from FC and NHS Fife.
- 2 Welcome change in budget setting processes following Audit reports which will bring much greater openness, visibility and control re finances. Good progress

#### ***Escalation***

Recommend Transformation Board should publish a clear Communication Strategy to include:

- who is being informed/consulted about possible changes and how this is being done.
- describe the decision-making groups and processes by which changes will be approved.
- include specific reference to governance procedures for NHS Fife, Fife Council and HSCP
- all these should have timeline showing sequence and actual dates when known.

### **Tim Brett – Clinical & Care Governance Committee - 13 November 2020**

- 1 Alcohol & Drug Partnership (ADP) Annual Report – this item will now be the subject of an IJB Development Session on Monday 8 February 2021.
- 2 Report on Keys to Life – report on learning disabilities was welcomed.

### **David Graham – Finance & Performance Committee - 11 November 2020**

- 1 Acknowledged significant financial pressure we remain under.
- 2 Financial effects of Covid-19.
- 3 Unachieved savings.
- 4 Scottish Government funding for remobilisation.

## **14 DATES OF NEXT MEETINGS**

**IJB Development Session - Friday 5 February 2021**

**Additional IJB Development Session – Monday 8 February 2021**

**Integration Joint Board - Friday 19 February 2021**