



Fife Health & Social Care Partnership

Supporting the people of Fife together

CONFIRMED

MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 18 JUNE 2021 AT 10.00 AM

Present	Councillor Rosemary Liewald (RLi) (Chair) Christina Cooper (CC) (Vice Chair) Fife Council – David Alexander (DA), Tim Brett (TBre), Dave Dempsey (DD), David Graham (DG), David J Ross (DJR) and Jan Wincott (JW) NHS Fife, Non-Executive Members – Martin Black (MB), Eugene Clarke (EC), Margaret Wells (MW) Janette Owens (JO), Director of Nursing, NHS Fife Amanda Wong (AW), Associate Director, AHP's, NHS Fife Eleanor Haggett (EH)t, Staff Representative, Fife Council 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
Professional Advisers	Nicky Connor (NC), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Lynn Barker (LB), Associate Director of Nursing
Attending	Bryan Davies (BD), Head of Primary & Preventative Care Services Lynn Garvey (LG), Head of Community Care Services Rona Laskowski (RLa), Head of Complex & Critical Care Services Jim Crichton (JC), Interim Divisional General Manager Joy Tomlinson (JT), Director of Public Health 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 HEADING

ACTION

1 CHAIRPERSON'S WELCOME AND OPENING REMARKS

The Chair welcomed everyone to the Integration Joint Board (IJB).

The Chair then welcomed Lynne Garvey, Rona Laskowski and Bryan Davies to their first IJB since taking up their permanent roles as Heads of Service and Joy Tomlinson as the new Director of Public Health for NHS Fife.

She also welcomed Tracy Harley, Locality Planning Co-ordinator and Tatiana Zorina and Ann Reynolds, two of our newly appointment Public Engagement Officers who were observing the Board meeting.

NO HEADING**ACTION****1 CHAIRPERSON'S WELCOME AND OPENING REMARKS (Cont)**

Fife was very well represented in the winners of Scottish Care's Annual Care Home Awards which took place on Friday 14 May 2021.

- Paige Stocks, who works at Raith Manor was Carer of the Year.
- Bandrum Nursing Home picked up the Learning and Development Award and their Managing Director, Rachel Payne picked up a specialist award for Positive Impact.
- Hilton Court, Rosyth picked up the specialist Unit/Service of the Year.

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.

2 CHIEF OFFICERS REPORT

The Chair handed over to Nicky Connor for her Chief Officers Report which she began by extending a warm welcome to the three new Heads of Service and thanking Jim Crichton and Fiona McKay for their input during their time as Interim Divisional General Managers.

On Thursday 17 June 2021 a comprehensive briefing had been circulated to IJB members outlining the progress to date with the new structures and plans for moving forward.

In the next few days the first joint staff briefing will be issued from Nicky Connor, Paul Dundas and Kenny Murphy covering the voluntary, independent and managed services. Going forward this will be issued monthly and shared with IJB members.

Martin Black raised the disparity in the gender balance of the new Senior Leadership Team, whilst recognising that the best candidates had been appointed during the recruitment process. Nicky Connor advised that following a robust and competitive interview process in line with Human Resource Policy she could give assurance that the best candidates had been appointed to each role.

3 CONFIRMATION OF ATTENDANCE / APOLOGIES

Apologies had been received from David Graham, Chris McKenna, Wilma Brown, Helen Hellewell, Kathy Henwood, Katherine Paramore and Steve Grimmond.

4 DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

5 MINUTES OF PREVIOUS MEETING 23 APRIL 2021

The Minute of the meeting held on Friday 23 April 2021 was approved.

NO HEADING**ACTION****5 MINUTES OF PREVIOUS MEETING 23 APRIL 2021 (Cont)**

Under Item 9 – Performance Report – Executive Summary - Tim Brett raised the issue of recruitment challenges and asked if an update could be provided. Nicky Connor advised that this remains an ongoing issue and little change could be seen from meeting to meeting although work is ongoing throughout the sector to address this. Fiona McKay advised that significant work is being undertaken to attract staff into care roles both internally and in the independent sector.

Paul Dundas confirmed that in some areas recruitment challenges are becoming more critical and this concern has been raised nationally, as it is not confined to Fife. Daily and weekly meetings continue to be held to ensure we can continue to provide safe, person-centred care for those who need it.

Tim Brett asked for a report to be brought to the IJB in the Autumn on progress in this area. Nicky Connor confirmed that a report would be taken to the Finance & Performance Committee and then brought to the IJB.

FM/PD

Close working with partners will continue across Fife to look at future requirements as the transformation agenda is moved forward.

6 MATTERS ARISING

The Action Note from the meeting held on 23 April 2021 was approved.

7 COVID 19 / REMOBILISATION UPDATE

The Chair introduced Nicky Connor and colleagues to provide updates on Covid-19 and Remobilisation. This item will be on the Agenda for the meeting in August 2021 and then will be reviewed for future meetings to support a return to business as usual processes at the Integration Joint Board. Board members were encouraged to e-mail Nicky Connor with their thoughts on the possible change in approach to this item.

NC

Janette Owens began by updating on the increase in attendance at A&E, and a recent inspection which took place within Acute Services. The inspection showed that there was good compliance with procedures during the Covid-19 pandemic. Two new critical care beds are to be opened within Fife which will require 11 registered nurses as well as Consultant, Allied Health Professional and Pharmacy support. Newly qualified nurses have been offered positions in Fife.

Joy Tomlinson was welcomed to her first meeting. Joy advised we are currently in a more variable phase of the pandemic with the new Delta variant and rising numbers of positive cases (sitting at half of Scottish average). All advised to stick with protective measures.

Scott Garden advised that over 245,000 residents in Fife have received their first vaccination (66% of eligible adults) and over 185,000 have been fully vaccinated. This is above the national average. Vaccination of the youngest cohort (18-29 year olds) began on 11 June 2021 as over 8,000 appointments have been set up to date.

7 COVID 19 / REMOBILISATION UPDATE (Cont)

Drop-in vaccination clinics have been arranged in Dunfermline, Kirkcaldy, Glenrothes and Methil for residents over 40 who have waited more than 8 weeks for their second vaccination. Work is ongoing to ensure all eligible residents are offered an appointment.

Kenny Murphy updated on work ongoing within to voluntary sector to ensure staff and service users can work safely. Fiona McKay's team are working with groups to help them remobilise. Recruitment challenges are also being faced by voluntary organisations for both volunteers and paid staff.

Paul Dundas spoke about how well Care Homes have adapted to ongoing Covid testing and visiting restrictions. Recruitment challenges continue to be an issue and these have been raised nationally. Nicky Connor advised that the Integrated Workforce group will be restarted in the coming months which should help to take this work forward.

Fiona McKay updated on the reopening of some Adult and Older People Day Centres. Ongoing support is being provided to ensure these can reopen safely. The Adult Protection Inspection has now finished and the factual report is expected in mid-July 2021. Initial feedback has been positive.

Questions followed the end of the briefing and discussion took place around the drop-in vaccination clinics, the reasons for and impact of increased A&E attendance on health and care services, the impact on mental health waiting lists and questioning the need for 2 metre distancing for care home visits given that all staff and residents should now have been full vaccinated.

Nicky Connor thanked those who had provided an update.

8 FINANCE UPDATE

The Chair introduced Audrey Valente who presented this report which had been discussed at the Finance & Performance Committee on 11 June 2021.

The report detailed the financial position of the delegated managed services based on 31 March 2021 financial information. The forecast surplus is £7.090m. Full funding has been made available by the Scottish Government for the costs of Covid and unachieved savings over this financial year.

At 31 March 2021 the combined Health & Social Care Partnership delegated and managed services are reporting a projected outturn underspend of £7.090m.

The key areas of underspend that are contributing to the financial outturn overspend are Community Services, Older People Residential and Day Care, Children Services, Adult Supported Living, Nursing and Residential and Social Care Other.

NO HEADING**ACTION****8 FINANCE UPDATE (Cont)**

Further one-off underspends relating to significant grant funding have led to an overall contribution to balances of £30.019m, with a large element of this being funding that will be required to cover future costs relating to COVID-19, with an estimated uncommitted balance of £6.896m.

The report provided information on in year additional funding allocations to provide clarity and transparency in terms of additional funding made available by the Scottish Government to IJB's.

Following discussion on the terminology used and recommendations within the report it was agreed that Audrey Valente would bring future reports to the Board for approval, rather than awareness and discussion.

David J Ross asked if an updated was available on set aside and the risk share for NHS Fife and Fife Council. Nicky Connor advised that these were matters for the NHS and Council to agree as part of the ongoing review of the Integration Scheme. This should be concluded later in the year and information would be available following this.

Members were reminded that they should contact Report authors prior to meetings if they have questions relating to the content of reports. Audrey Valente offered to hold a short meeting a few days prior to each IJB meeting to allow members to raise questions relating to Finance updates.

AV**9 DUTY OF CANDOUR ANNUAL REPORT**

The Chair introduced Lynn Barker who presented this report which was discussed at the Clinical & Care Governance Committee on 2 June 2021.

As part of the Duty of Candour provisions in the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016, each organisation is required to produce and publish an annual report detailing when and how the duty has been applied.

During the reporting timeframe the incidents had been investigated fully and feedback on learning from each incident had been taken account of.

Members noted the report contents.

10 COMMISSIONING STRATEGY

The Chair introduced Fiona McKay who presented this report which was discussed at a Clinical & Care Governance Committee on 2 June 2021, a Finance & Performance Committee on 11 June 2021 and a special Clinical & Care Governance Committee on 16 June 2021. Finance & Performance Committee fully supported the Strategy as did Clinical & Care Governance Committee.

The Commissioning Strategy is linked directly to the Strategic Plan for Fife and takes forward dedicated work which will ensure that we meet the requirements set out in the plan and develop a programme of review and feedback on the proposed strategic way forward.

10 COMMISSIONING STRATEGY (Cont)

The Strategy incorporates the National Health and Wellbeing outcomes along with the core national indicators for integration and allows the partnership to focus on the work required within the next few years which will impact on our workforce, work with our partner organisations and consideration of the landscape around commissioning of services

The Strategy is a fully developed document with details of planning of service provision and considering the challenges faced in respect of demography and finance, the strategy also links directly to our work in localities and ensures that future work is dedicated to these areas to allow a bottom up approach considering the voice of the service user and/or carer.

The report highlights our commissioning intentions and the key areas within the strategic plan that support to progress with pace.

Following discussion it was agreed that Fiona McKay would look at the language within the report and consider points raised by Board members.

This Board discussed and approved the report.

11 NEW CARERS ACT INVESTMENT 2021/22

The Chair introduced Fiona McKay who presented this report which was discussed at the Finance & Performance Committee on 11 June 2021.

Unpaid carers play a significant role in supporting the most vulnerable people in our communities and their contribution has been even more needed and impactful during the Covid-19 pandemic. Given the learning from the last year it is clear that unpaid carers continue to need support such as opportunities for respite and access to practical help. This paper offers a range of opportunities to invest in carers' support based on what carers and the professionals who help them have told us they want and need to make their caring role sustainable. The options presented meet the obligations laid down in the Carers Act, support the delivery of the HSCP strategic plan and deliver on the outcomes committed to in the Carers strategies.

The Carers (Scotland) Act 2016 was introduced in April 2018. Since then the Scottish Government has increased the funding baseline intended to be used to support local authorities to meet the Duties laid down in the Act.

The options presented in this paper at Appendix A added to the baseline of support agreed in previous years to support unpaid carers.

These new options presented for consideration and agreement in Appendix B provide information about the largest of the options, namely investment in self-directed support for carers in their own right. Appendix C was the statement of scoring rationale for each of the proposals in Appendix A.

The paper was detailed and welcome. Questions were asked around the Fife share of funding available, the rationale behind the Community Chest and reservations on the potential number of carers who could be recruited. Fiona McKay will check the share of funding and provide an update. The Community Chest will provide a small pot of money for each locality and

NO HEADING**ACTION****11 NEW CARERS ACT INVESTMENT 2021/22 (Cont)**

criteria will be in place to ensure fairness in distribution. The Participation and Engagement Officers will work to encourage carers to engage in a more fluid and less formal way.

The Board for considered the report and Approved the proposal for new investment to support unpaid carers in 2021/22.

12 LOCAL PARTNERSHIP FORUM (LPF) ANNUAL REPORT

The Chair introduced Jim Crichton who presented this report which was discussed at the Finance & Performance Committee on 11 June 2021.

Nicky Connor advised that the LPF has been making significant progress over the last year in supporting our workforce through the Covid-19 pandemic and it was important to highlight this work to Board members.

The report has been developed in partnership and brings together the work of the LPF in delivering on its key objectives of:

- Advising on the delivery of staff governance and employee relations issues.
- Informing thinking around priorities on health and social care issues.
- Informing and testing the delivery and the implementation of strategic plans, and commissioning intentions.
- Advising on workforce planning and development.
- Promoting equality and diversity and;
- Contributing to the wider strategic organisational objectives of the Integration Joint Board (IJB).

The 7 key areas of work for the LPF are Staff Communication, Staff Health and Wellbeing, Promoting Attendance, Staff Training and Development, Health and Safety, Equality and Fairness and Staff Engagement.

Simon Fevre thanked Jim Crichton for the work which had gone into co-ordinating the contributions to the Annual Report which summarises the work the LPF have done in the past year. Remobilisation means increasing activity in hospitals, vaccination centres and within test and protect and this is having an impact on staffing. LPF members are fully committed to supporting staff through this time.

The Board noted the content of the report.

13 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM AND ITEMS TO BE ESCALATED

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

NO HEADING**ACTION****13 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM AND ITEMS TO BE ESCALATED (Cont)****Tim Brett – Clinical & Care Governance Committee (C&CG) – 16 April 2021 (Confirmed)**

Tim Brett highlighted the Primary Care Update and the Chief Social Worker's Report.

David Graham – Finance & Performance Committees (F&P) – 8 April 2021 (Confirmed)

David Graham had been unable to join today's meeting, in his absence Audrey Valente had no issues to escalate to the Board.

Eugene Clarke – Audit & Risk Committee (A&R) – 17 March 2021 (Confirmed)

Eugene Clarke highlighted the work which is being undertake on Risk Appetite and the governance for the Annual Accounts, which would continue to be approved by the IJB. This was Eugene's final report to the IJB and he thanked colleagues on A&R and staff who had helped him over this time on the IJB.

Local Partnership Forum (LPF) – 14 April 2021 and 12 May 2021 (Confirmed)

Simon Fevre highlighted the Access Therapies website, which is available to all staff, the Whistleblowing Standards which will be discussed at future LPF meetings and the continuing Health and Safety updates which form part of each LPF meeting.

14 AOCB

Eugene Clarke and Margaret Wells were both attending their final IJB meeting prior to stepping down from the NHS Fife Board. Rosemary Liewald thanked them both and passed on the good wishes of Board members.

15 DATES OF NEXT MEETINGS

IJB DEVELOPMENT SESSION – Friday 6 August 2021 at 9.30 am

INTEGRATION JOINT BOARD – Friday 20 August 2021 at 10.00 am