



Fife Health & Social Care Partnership

Supporting the people of Fife together

CONFIRMED

MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) FRIDAY 29 SEPTEMBER 2023 AT 10.00 AM

Present	Arlene Wood (AW) (Chair) Graeme Downie (GD) (Vice-Chair) Fife Council – David Alexander (DA), Dave Dempsey (DD), Rosemary Liewald (RLie), Lynn Mowatt (LM), Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK) Chris McKenna (CM), Medical Director, NHS Fife Janette Keenan (JK), Director of Nursing, NHS Fife Wilma Brown (WB), Employee Director, NHS Fife Debbie Fyfe (DF), Joint TU Secretary, 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 Christine Moir (CMo), Chief Social Work Officer, Fife Council
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 Vanessa Salmond (VS), Head of Corporate Services Hazel Williamson (HW), Communications Adviser Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO	TITLE	ACTION
----	-------	--------

1	CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES	
---	--	--

Arlene Wood, IJB Chair welcomed everyone to the Integration Joint Board meeting including Cllr Graeme Downie who was appointed Vice-Chair of the Board at the Fife Council meeting on 21 September 2023.

Arlene Wood advised that today is the final IJB meeting for both Wilma Brown, NHS Employee Director and Simon Fevre, NHS Staff Side representative. Wilma stands down as Employee Director with effect from 1 October and Simon retires from the NHS during October. On behalf of the Board Arlene Wood thanked both for their valuable contribution to the IJB over the years and wished them well in their future endeavours.

NO	TITLE	ACTION
	<p>Congratulations were given to the Children and Young People’s Community Nursing Service who recently won the prestigious Children's Nursing and Midwifery Award at this year's RCN Scotland Nurse of the Year Awards. The team were recognised for the incredible support and care they provide to families, whose children are diagnosed with complex and severe health conditions. The team also provide palliative support for patients who are unable to access the specialist services in an urban setting.</p> <p>Apologies have been received from Margaret Kennedy, Sinead Braiden, Amanda Wong, Helen Hellewell, Jackie Drummond and Joy Tomlinson.</p> <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>Members were advised that a recording pen was in use at the meeting to assist with minute taking and the media had been invited to listen in to proceedings.</p>	
2	DECLARATION OF MEMBERS’ INTERESTS	
	There were no declarations of interest.	
3	MINUTES OF PREVIOUS MEETING & ACTION NOTE 28 JULY 2023	
	The Minute and Action Note were both approved as accurate records.	
4	CHIEF OFFICER UPDATE	
	<p>Arlene Wood handed over to Nicky Connor who advised that an IJB update had been circulated to members yesterday. Key highlights for the Board covered the following areas.</p> <p>Fiona McKay was delighted to attend and present the awards at the Peer Support Network Celebration and Awards at Fife Voluntary Action on Wednesday 27 September 2023.</p> <p>The NHS Fife Staff Award ceremony takes place this evening (Friday 29 September 2023) and Health and Social Care partnership staff are shortlisted in several categories.</p> <p>There will be further co-production sessions later in the year regarding the National Care Service. At present none of these are taking place in Fife but enquiries are being made to support local voices to be heard. Vanessa will circulate information to IJB members.</p> <p>Leadership continues to be a core priority as the Extended Leadership Team (ELT) meet regularly. Kenny Murphy, CEO at Fife Voluntary Action provided an overview on the voluntary sector at the ELT meeting in August.</p> <p>The larger Integration Leadership Team (ILT) next meets in November. The group consists of almost 200 people and includes staff from the health and social care partnership as well as the third and independent sectors. This is part of our ongoing work to support wider connection across the system in support of Integration.</p>	VS

NO	TITLE	ACTION
4	<p>CHIEF OFFICER UPDATE (CONT)</p> <p>Nicky Connor and Fiona McKay recently took part in the Alcohol and Drug Partnership (ADP) stakeholder event at Rothes Halls. The ADP Strategy underpins our Strategic Plan and is a key focus for the partnership.</p> <p>This year’s winter vaccination campaign has started and IJB members are asked to champion and promote this wherever possible to encourage uptake.</p> <p>Nicky Connor expressed her thanks to all staff and the people of Fife for their ongoing support and thanked Simon Fevre and Wilma Brown for their dedication and valuable contribution over their time with the IJB and the Local Partnership Forum.</p>	
5	<p>STRATEGIC PLANNING & DELIVERY</p> <p>5.1 Fife Health and Social Care Partnership (FHSCP) - Winter Planning 2023/24</p> <p>This report had been discussed at the Quality & Communities Committee (Q&C) on 7 September 2023, the Finance, Performance & Scrutiny Committee (FP&S) on 15 September 2023 and the IJB Drop-In Session on 27 September 2023. Arlene Wood introduced Lynne Garvey who presented this report. Lynne covered the main highlights in the report including the increasing referrals to the Discharge Hub, day of discharge planning for patients, the Front Door Team which has been established and the increased number of discharges from hospital which have been achieved. The workforce continues to be agile and flexible to cope with increasing demand. Lynne confirmed that the plan is achievable within the current financial envelope.</p> <p>Arlene Wood then introduced in turn Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities Committee) and Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at their meeting.</p> <p>Rosemary Liewald advised that Q&C were assured by the report. Alastair Grant, on behalf of FP&S congratulated all involved in this report and took assurance from the contents.</p> <p>Discussion took place around data being reported using differing dates, Lynne Garvey explained that this was due to the different sources of information with some taken from nationally published documents produced by Public Health and others sourced from operational data used on a daily basis.</p> <p>It was confirmed that additional winter funding previously provided by the Scottish Government is now included within the Partnership’s financial envelope for the full year to allow for year-round planning.</p> <p>Cllr. Downie asked for further reassurance regarding the position of GPs as the first point of contact for patients and it was important this was support. Chris McKenna provided information on the 53 GP practices in Fife including recruitment issues, delivery of the new GP contract and the</p>	

NO	TITLE	ACTION
----	-------	--------

5	STRATEGIC PLANNING & DELIVERY (CONT)	
---	---	--

5.1	Fife Health and Social Care Partnership (FHSCP) - Winter Planning 2023/24 (Cont)	
-----	---	--

work ongoing in conjunction with Acute and Social Care colleagues to best meet increasing demand.

Discussion took place around funding, covid 19 pressures and whole system working to ensure sustainability throughout the year.

The Board took assurance that actions are being taken to address the predicted forthcoming winter pressures and note last winter's performance despite significant pressures. The Board also noted that the paper was supported by the Finance, Performance & Scrutiny Committee perspective in terms of them being assured that the services can deliver improved performance and outcomes within the current financial envelope supporting best practice. The actions proposed to address winter this year have been supported by Quality & Communities Committee who agreed the actions support quality clinical care whether in a hospital or homely setting and noted that a lot of the actions to address winter sit under the Home First agenda which has been informed through engagement with staff, people and the wider public.

5.2	Performance Framework Update	
-----	-------------------------------------	--

This report had been discussed at the IJB Development Session on 25 August 2023 and the Finance, Performance & Scrutiny Committee on 15 September 2023. Arlene Wood introduced Fiona McKay who presented this report which had been shaped by feedback from the previous meetings it had been taken to. Heads of Service are working to identify their key areas alongside the Ministerial Strategic Group (MSG) Indicators and Health & Social Care Outcomes.

Arlene Wood then invited Alastair Grant as Chair of Finance, Performance & Scrutiny to comment on discussions at that meeting. Alastair Grant advised the committee considered this was a significant refresh of the framework which would drive service improvement.

The report was well received and discussion took place around national returns, potential unmet need and work currently being undertaken by William Penrice on a Strategic Needs Assessment.

The Board approved the Performance Framework .

5.3	IJB/HSCP Resilience Assurance Annual Update	
-----	--	--

This report had been discussed at the Quality & Communities Committee on 7 September 2023 and the Finance, Performance & Scrutiny Committee on 15 September 2023. Arlene Wood introduced Lynne Garvey who presented this report which focused on the IJB's role as Category 1 Responders. A working group has been established focussing on training,

NO	TITLE	ACTION
5	STRATEGIC PLANNING & DELIVERY (CONT)	NC
	5.3 IJB/HSCP Resilience Assurance Annual Update	
	<p>multi-disciplinary exercises and workshops for business continuity plans. At the IJB Drop-In session earlier in the week, it was requested that clarity on IJB responsibilities are included within the report. Arlene Wood asked that Nicky Connor write to both Fife Council and NHS Fife to highlight the changes in the role of the IJB as Category 1 Responders and to share the framework.</p> <p>Arlene Wood then invited in turn Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities Committee) and Alastair Grant, Chair of Finance, Performance & Scrutiny to comment on discussions at their meeting. Both committees welcomed the report and had robust discussion on the content.</p> <p>The Board discussed and were assured of the significant steps which have been undertaken by the Health and Social Care Partnership to ensure that the IJB can fulfil their duties as Category 1 responders.</p> <p>The Board also approved the Resilience Framework presented and that a letter is provided to both Fife Council and NHS notifying them of this change in status for the Health and Social Care Partnership to Category 1 responders</p>	
	6 LIVED EXPERIENCE & WELLBEING	
	6.1 Lived Experience	
	<p>Arlene Wood handed over to Lynn Barker who introduced a video entitled My Rehabilitation Journey along with Lynne Garvey, who advised on the importance of stroke care as people can have a diverse range of needs following a stroke and the care provided needs to be adapted to meet these needs. Stroke patients account for some 7% of NHS beds in Fife and a person's rehabilitation journey is key to supporting good outcomes.</p> <p>The video showcased Bruce and Fiona's journeys following their lived experience of having a stroke.</p> <p>Bruce's recovery was helped by his love of music and staff encouraging him to practice playing a piano which is kept on the unit. He now plays regularly for staff and patients and showed off his skills in the video. Once he returns home Bruce is going to keep in touch with other patients to support each other.</p> <p>Fiona arrived at the unit unable to stand or walk and following intensive work with staff she is aiming to leave the unit walking unaided by crutches or sticks, which was unthinkable in her early days.</p> <p>Board members expressed their praised the inspiring work done by the unit and the fantastic work undertaken by all the staff involved.</p> <p>Arlene Wood, on behalf of the IJB, thanks everyone involved in the video and staff who support rehabilitation on a daily basis.</p>	

NO	TITLE	ACTION
7	INTEGRATED PERFORMANCE	

7.1 Fife Integration Joint Board Draft Audited Annual Accounts for the Financial Year to March 2023

This report had been discussed at the Audit & Assurance Committee on 13 September 2023. Arlene Wood introduced Audrey Valente who presented this report which had been recommended for assurance by Audit & Assurance Committee. Audrey Valente expressed her thanks to the Finance team who had been involved in preparing the accounts and also the team from Azets, who recently took on the external audit role for the partnership.

Chris Brown from Azets outlined the content of the independent auditor's report which had also been considered at the Audit & Assurance Committee. The report summarised the financial statements.

Chris Brown thanked Audrey Valente and her team for the high-quality draft accounts and working papers and acknowledged the vast amount of work which goes into this process. There were no material adjustments or significant weaknesses in the accounts.

Arlene Wood then invited Dave Dempsey, Chair of Audit & Assurance Committee to comment on discussions at Committee. The Committee received the full accounts at their meeting and echoed the thanks to all involved in producing these.

Discussion took place around the situation in relation to financial stability across Scotland, which Chris Brown confirmed was similar to Fife. Morna Fleming provided feedback on formatting of the report which included difficulty in reading several tables due to colours used and duplication of information on savings relating to prescribing. Questions were asked about Care at Home and CAHMS waiting times and it was agreed to have a more in-depth discussion on performance at a future IJB Development Session.

FM

Arlene Wood thanked Chris Brown for his input to the meeting.

The Board were assured that the Audited Annual Accounts and the External Audit Annual Audit Report have been reviewed, discussed, and endorsed by the Audit and Assurance Committee. The Board also noted and discussed the draft Annual Accounts and External Audit Annual Audit Report and approved the Audited Annual Accounts for signature.

7.2 Finance Update

This report had been discussed at the Finance, Performance & Scrutiny Committee on 15 September 2023. Arlene Wood introduced Audrey Valente who presented this report which shows a forecasted deficit of £4.893m as at 31 July 2023. Currently the key areas of overspend are Hospital & Long-Term Care, GP Prescribing, Family Health Services, Older People Residential and Daycare and Adult Placements. These overspends are offset by the underspends in Community Services, Adults Fife Wide and Adults Supported Living. There was also an update in

NO	TITLE	ACTION
7	<p>INTEGRATED PERFORMANCE (CONT)</p> <p>7.2 Finance Update (Cont)</p> <p>relation to savings which were approved by the IJB in March 2023 and use of Reserves brought forward from March 2023. Reserves of £10m have been earmarked to cover delayed savings although to date only £8m of this has been utilised. Item 9.2 in Appendix 1 of the report gives details of the proposed Recovery Plan.</p> <p>Arlene Wood then invited Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at Committee. The committee welcomed the report, discussed it in detail and were content to remit it to the IJB.</p> <p>Audrey Valente reminded IJB members that a report relating to transformation would be presented to the IJB at its meeting on 24 November 2023.</p> <p>The Board were assured that there is robust financial monitoring in place, they approved the financial monitoring position as at July 2023 and approved the use of the reserves and proposed recovery actions as at July 2023.</p> <p>7.3 Reimagining Third Sector Commissioning Update</p> <p>This report had been discussed at the Finance, Performance & Scrutiny Committee on 15 September 2023. Arlene Wood introduced Fiona McKay who presented this report. The partnership supports 72 separate organisations and, now that there is dedicated support in place, most of these were spoken to when preparing this report. This aligns to the Strategic Plan and outcomes and has been discussed at the Strategic Planning Group on several occasions.</p> <p>Arlene Wood then invited Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at Committee. The committee had welcomed the report and commended the organisations which had been involved.</p> <p>The report was well received and should reduce duplication in services provided.</p> <p>The Board were assured of the current position and the work that will continue to develop the support to our third sector organisations. The Board also discussed the progress and gave feedback on the programme.</p>	
8	<p>GOVERNANCE & OUTCOMES</p> <p>8.1 Update on Membership of IJB</p> <p>This report had been provided to advise Members of changes in the Voting and Stakeholder Membership of the Integration Joint Board. Arlene Wood introduced Vanessa Salmond who presented this report which details recent changes in members of the IJB. Since the report was finalised Fife</p>	

NO	TITLE	ACTION
8	GOVERNANCE & OUTCOMES (CONT)	
	8.1 Update on Membership of IJB (Cont)	
	Council had confirmed that Mary Lockhart would take up the vacant position as voting member on the Board.	
	The Board noted the changes in membership as outlined in the report.	
	8.2 Records Management Annual Report 2023.	
	This report had been discussed at the Audit & Assurance Committee on 13 September 2023. Arlene Wood introduced Audrey Valente who presented this report which provides evidence to substantiate that progress towards completion of the agreed Records Management Action Plan is on track to be delivered by 2024.	
	Arlene Wood then invited Dave Dempsey, Chair of Audit & Assurance Committee to comment on discussions at Committee. Dave Dempsey advised the Committee felt this was a good report and thanked all those involved in its preparation.	
	The Board were assured that activities associated with the IJB Records Management Plan and associated Action Plan are being progressed.	
9	LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS	
	9.1 Local Partnership Forum (LPF) Annual Report 2022-2023	
	This report had been developed by the Local Partnership Forum and discussed by them at regular meetings and a recent LPF Development Session. Arlene Wood introduced Simon Fevre who presented this report on behalf of the LPF co-chairs. LPF meetings involve trade unions, staff representatives and Senior Leadership Team members and meets on a regular basis to discuss issues relating to staff and staff governance. The Annual Report highlights areas the LPF have been involved in and the significant staff contribution throughout the year. This is the first year that a Summary Report has been produced and this will be used to engage with staff and promote the work of the LPF.	
	Nicky Connor thanked Simon Fevre and Roy Lawrence and all those involved in producing this report. Nicky also thanked all members of the Local Partnership Forum for all that they do to support staff throughout the year.	
	Discussion took place around the inspirational nature of the report, the welcomed focus on staff health and wellbeing and praise for all partnership staff.	
	The Board reviewed and discussed the LPF Annual Report and Summary Report and approved it for publication.	

NO	TITLE	ACTION
10	MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED	
	Audit & Assurance Committee Dave Dempsey advised the committee had discussed the accounts and other reports which had come to today's IJB and had a view of the Internal Audit Plan. There was nothing to escalate from these meetings.	
	Finance, Performance & Scrutiny Committee Alastair Grant advised that all reports discussed at this meeting had been on today's agenda and there was nothing further to escalate.	
	Quality & Communities Committee Rosemary Liewald (for Sinead Braiden) advised the committee were looking forward to updates going forward on Methil Care Village. Also seeking further assurance on Community OT Waiting times.	
	Local Partnership Forum (LPF) Simon Fevre advised that the meeting due to be held on 27 September 2023 had been cancelled due to industrial action. A development session had been held on 21 September 2023 where finance and transformation were covered in detail.	
	Strategic Planning Group (SPG) Fiona McKay advised the SPG had received progress report on the Home 1 st , Advocacy and Commissioning Strategies and flash reports on the remaining strategies in development.	
11	AOCB	The meeting was closed by the Chair confirming dates of the next meetings.
12	DATES OF NEXT MEETINGS IJB DEVELOPMENT SESSION – FRIDAY 27 OCTOBER 2023 INTEGRATION JOINT BOARD – FRIDAY 24 NOVEMBER 2023	