



Fife Health & Social Care Partnership

Supporting the people of Fife together

CONFIRMED MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) – WEDNESDAY 26 MARCH 2025 AT 10.00AM

Present:

David Ross (DR) (Chair)
Arlene Wood (AW) (Vice-Chair)
Fife Council – David Alexander (DA), Dave Dempsey (DD), Eugene Clark (EC), Rosemary Liewald (RLie), Mary Lockhart (ML), Lynn Mowatt (LM), Sam Steele (SS)
NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK),
Amanda Wong (AW), Associate Director, Allied Health Professionals
Chris McKenna, Medical Director, NHS Fife
Debbie Fyfe (DF), Joint Trade Union Secretary
Janette Keenan (JK), Nurse Director, NHS Fife
Kenny Murphy (KM), Third Sector Lead
Lynne Parsons (LP), Employee Director, NHS Fife
Morna Fleming (MF), Carer Representative
Paul Dundas (PD), Independent Sector Lead

Professional Advisers:

Lynne Garvey (LG), Director of Health and Social Care/Chief Officer
Audrey Valente (AV), Chief Finance Officer
Helen Hellewell (HH), Depute Medical Director
Lynn Barker (LB), Director of Nursing

Attending:

Ashleigh Allan (AA), Finance Business Partner, Fife Council
Clare Gibb (CG), Communications Advisor
Cara Forrester (CF), Communications Advisor
Chris Conroy (CC), Head of Community Care Services
Debbie Macguire (DG), Scottish Government
Emma O'Keefe (EO), Consultant in Dental Public Health, NHS Fife
Ian Dall (ID), Carers Rep
Jillian Torrens (JT), Head of Complex & Critical Care Services
Joy Tomlinson (JT), Director of Public Health
Lesley Gauld (LGau), Team Manager, Strategic Planning
Lisa Cooper (LC), Head of Primary & Preventative Care Services
Olivia Robertson (OR), Senior Manager, Community Services
Ross Reilly (RR), SAMH
Roy Lawrence (RLaw), Principal Lead for Organisational Development & Culture
Sharon Wiener-Ogilvie (SWN), Podiatry Head of Service
Vanessa Salmond (VS), Head of Corporate Services
William Penrice (WP), Service Manager, Performance & QA
Gemma Reid (GR), H&SC Co-ordinator (Minute)

	TITLE	ACTION
1	<p>CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES</p> <p>David Ross, Chair of the Integration Joint Board (IJB) welcomed everyone to the meeting.</p> <p>David advised that apologies had been received from Kenny McCallum, Vicki Bennett, James Ross, Fiona Forrest, Cllr Margaret Kennedy (deputy – Cllr Eugene Clark) and Sinead Braiden.</p> <p>Those present were reminded that they should mute their mobile phones for the duration of the meeting and mute their microphone when not talking and in an effort to keep to our timings for this meeting, all questions and responses should be as succinct as possible.</p> <p>David advised members that a recording pen was in use at the meeting to assist with Minute taking and the media have been invited to listen in to proceedings.</p> <p>David highlighted that this was Arlene Wood's last IJB and expressed his thanks on behalf of the Board for her valued contribution over the years, particularly during her time as both Chair and Vice-Chair of the IJB.</p>	
2	<p>DECLARATION OF MEMBERS' INTERESTS</p> <p>There were no declarations of interest highlighted.</p>	
3	<p>MINUTES OF PREVIOUS MEETING & ACTION NOTE 29 JANUARY 2025</p> <p>The Minute and Action Note from the meeting held on Wednesday 29 January 2025 were both approved as an accurate record.</p>	
4	<p>CHIEF OFFICER UPDATE</p> <p>Lynne Garvey began her update by warmly welcoming everyone to the IJB, highlighting the Chief Officer's Brief that was sent out earlier this week and noting the importance of celebrating success.</p> <p>Lynne advised the Board of Caroline Cherry's appointment as Principal Social Work Officer, noting that Caroline will take up post on 2nd June 2025. Lynne was delighted to acknowledge Roy Lawrence's success in becoming a Chartered Fellow of the CIPD and also the achievement of Lynn Barker in becoming an Honorary Senior Lecturer with the University of Dundee.</p> <p>Lynne highlighted a fundraising challenge undertaken by the Community Led Support team, walking 63 miles to raise money for Autism Rocks and the Health Promotion Team's support for the SHOUT campaign in relation to young people's mental health.</p> <p>Lynne noted a great turnout at the Fife Care Academy event on 5th March at Fife College, with positive engagement across all sectors in their efforts to encourage careers in Health and Social Care.</p> <p>Lynne drew the Board's attention to Care Opinion, acknowledging lots of positive feedback, highlighting the work of staff across Health and Social Care.</p>	

	<p>Lynne highlighted the Kirkcaldy Urgent Care Centre relocation to Victoria Hospital and gave her thanks to Lisa Cooper for leading on this transition, noting that staff had settled in well to their new surroundings.</p> <p>Lynne advised members of the appointment of a new GP contractor, Denny Cross Medical Centre, who will be taking over the management of Kennoway and Methilhaven GP practices as of 1 September 2025.</p> <p>Lynne highlighted that NHS Fife and Fife HSCP teams from Maternity, Neonatal and Community Children’s Services have achieved gold standard status in the Baby Friendly Gold Award from UNICEF.</p> <p>Lynne concluded her Chief Officer’s update by acknowledging Arlene Wood’s contribution to the IJB over the last few years, personally noting Arlene’s support during her own transition into post. Lynne noted that she was looking forward to continuing to work with Arlene in her capacity within NHS Fife.</p>	
<p>5</p>	<p>COMMITTEE CHAIR ASSURANCE REPORTS</p> <p>David Ross welcomed Vanessa Salmond who introduced the reports and confirmed that all statements had been signed off by current Chairs.</p> <p>Vanessa Salmond advised that as per standard practice these reports were being presented to enhance Governance arrangements by providing assurance to the IJB on Committee Business, noting that agreement on the principles of these reports was discussed at the Strategic Planning Group on 5 March 2025, Quality and Communities Committee on 6 March 2025, Finance, Performance & Scrutiny Committee on 12 March 2025, and Audit & Assurance Committee on 14 March 2025.</p> <p>David Ross then invited Committee Chairs to comment in turn before opening to questions from Board members.</p> <p>Lisa Cooper, (Acting) Chair of the Strategic Planning Group welcomed the draft mental health strategy, noting positive discussion points at Committee which will be reviewed and considered.</p> <p>Rosemary Liewald, (Acting) Chair of the Quality and Communities Committee noted a positive meeting with all matters discussed and thorough debate on various matters on the agenda. There was nothing to escalate to the IJB.</p> <p>Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee noted nothing to report from Committee, confirming that the report provides details of any assurance and recommendations.</p> <p>Dave Dempsey, Chair of the Audit and Assurance Committee referenced page 27 paragraph 5, noting that Committee are now reassured about the sourcing of audit and highlighted positive feedback on the deep dive review papers.</p> <p>Recommendation</p> <p>The Board were assured that the Governance Committees are discharging their functions and remit and escalating any issues appropriately.</p>	
<p>6</p>	<p>STRATEGIC PLANNING & DELIVERY</p> <p>6.1 Strategic Plan Annual Report 2024 & Year 3 Delivery Plan</p>	

This report was discussed at the Strategic Planning Group on 5 March 2025, the Quality and Communities Committee on 6 March 2025 and the Finance, Performance & Scrutiny Committee on 12 March 2025.

David Ross introduced Audrey Valente who presented the report.

Audrey noted that this is the 2nd annual report for the Strategic Plan 2023-26 and it provides an update on the key strategic actions completed during 2024, confirming the Partnership are on track to deliver the actions planned within the 3-year cycle.

Audrey highlighted that of the 77 strategic actions planned for 2024, 27 are fully complete with 46 partially complete and 4 not yet started, delayed or cancelled.

Audrey advised that the report includes the year 3 delivery plan with 61 planned actions, noting that the papers are being presented for assurance that the implementation of the Strategic Plan is on track and all comments and suggestions were welcomed.

David Ross then invited Committee Chairs to comment in turn before opening to questions from Board members.

Lisa Cooper, (Acting) Chair of Strategic Planning Group had no comments from Committee.

Rosemary Liewald, (Acting) Chair of Quality and Communities noted that assurance was given that the Fife dementia delivery plan will be aligned with the national strategy.

Alastair Grant, Chair of Finance, Performance and Scrutiny confirmed that Committee were assured of the progress and implementation of the plan.

Dave Dempsey noted that there is reference on page 57 to “completed work continues” status. He requested if this can be reworded to provide more clarity.

Eugene Clarke noted that the graphic on page 32 shows an increase throughout 2023-24 of partially completed actions. Eugene questioned whether carried over actions may lead to an overload of the system if actions are continuously carried forward?

Audrey advised that the Strategic Plan is soon to be refreshed and that the priority going forward is to be realistic about delivery over the next planning cycle, confirming that if we don't deliver in the final year, actions will be carried forward, but we will look at priorities.

Lynne confirmed that it is important to recognise that the progress of actions is not as advanced as we would like. Lynne advised that a new process has been set up within SLT with added scrutiny on progressing actions.

Eugene queried when the Board will be given an update once this process has concluded.

Audrey advised that the next steps around the approach to the strategic plan will be brought over the course of this year, noting that May/June will bring planning for the next phase.

Arlene Wood noted that the SBAR paper states no direction required but sections 6-8 mention the implications and direction to partners. Arlene complimented a

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	<p>comprehensive report but highlighted that it would benefit from a measure’s framework, stating that it is important to have quantitative and qualitative data to back up the statements within the report.</p> <p>Audrey thanked Arlene for her comments and asked Vanessa for guidance around the Directions. Vanessa confirmed that a Direction is issued in year one only around delivery of the framework and each year thereafter and a new Direction is appended to the Medium-Term Financial Strategy annually. Vanessa agreed that perhaps we could be more robust in this area however advised that we still aim to deliver what was set out in year one.</p> <p>David Ross noted that if the strategy is coming back to IJB in May/June then this may be the time to reinforce the Directions.</p> <p>Arlene took assurance from Vanessa’s comments.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • The Board were assured 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). • The Integration Joint Board reviewed the report and provided final approval for the publication of the Strategic Plan Year Two Annual Report and agreed the Year Three Delivery Plan. 	<p>VS</p>
	<p>6.2 Carers Eligibility Criteria</p> <p>This report was discussed at the Quality and Communities Committee on 6 March 2025.</p> <p>David Ross introduced Roy Lawrence who presented the report.</p> <p>Roy advised that the report was brought to IJB to seek support for the Supporting Carers Framework which sets out our Eligibility Criteria, noting this is fully aligned to the Supporting People Framework which was approved by Fife Council Cabinet Committee in January 2025. Roy highlighted that there has been no change to the actual criteria but advised that it has been reviewed to ensure that we meet the requirements and guidance as set out on page 139.</p> <p>Roy noted that page 112 details the amendments to the paper since Committee.</p> <p>Roy highlighted a visual overview of the participation and engagement work on page 142, noting that the Carers Criteria has been endorsed by key stakeholders including our IJB Carers Representative and Partners in the Joint Carers Strategy Group.</p> <p>Roy advised that now that the revised frameworks are in place the priority is to work with services and partners around implementation, noting his intention to meet with Caroline Cherry in her new role as Principal Social Work Officer for her valuable input. Roy welcomed any feedback on the report from IJB members.</p> <p>David Ross then invited Rosemary Liewald, (Acting) Chair of Quality & Communities to comment on discussions at Committee before opening to questions from Board members</p>	

Rosemary highlighted good discussion at Committee and nothing to escalate to the IJB.

Morna Fleming welcomed the paper, stating her opinion that eligibility for carers had not been transparent in the past. Morna noted that if this is utilised by everyone working with unpaid carers then it should professionalise the attitudes of everyone concerned as the criteria makes it clear.

Morna further commented that she is not happy but understands reasons for eligibility being set as critical as this contradicts early intervention and prevention. Morna requested assurance that if there was to be any surplus in the carers act funding provided by Scottish Government, then the eligibility criteria would be relaxed to give more carers the support they need, even if not at critical level.

Roy thanked Morna for her support in getting the criteria to where it is. Roy highlighted the revised action plan for 2025-26 with a focus on how we improve the services that are not based upon the Eligibility Criteria.

Dave Dempsey noted that the table on page 116 is an image and therefore would not be accessible to people with sight loss. Dave highlighted that the risk levels within the table need clarified and requested assurance that those who utilise this will understand it.

Roy gave assurance that there will be work with professionals and carers to ensure understanding of the criteria, noting that professionals will have a good grasp of what this means in practice. Roy confirmed that support with implementation will be provided.

Rosemary highlighted work within the Wells and the “no wrong door” approach noting that Cowdenbeath welfare officers’ knowledge and understanding of benefits and what carers are entitled to is positive and making a difference. Rosemary suggested that if we strengthen this across all localities then we will see real benefits to those who need it.

Kenny Murphy reiterated Morna’s comments on the benefits of having the criteria available to all, which ensures consistency and fairness, but noted that it could potentially increase the workload for voluntary sector organisations where funding is already tight. Kenny advised that he would welcome the opportunity to work with Roy to ensure that any additional strain is supported where possible.

Roy gave his thanks to Kenny for his support in the preparation of the criteria and noted the need to work in partnership with all providers within the voluntary sector to ensure that as we increase our reach and create more demand, we also ensure people are directed to the appropriate services.

Arlene gave her view that the framework comes over as complicated and it is important for the IJB to understand how it will be monitored, what the cost is and if this can be delivered with the available funding. Arlene also noted the implications for Fife Council and NHS but commented that no Directions were attached.

Roy advised that there is no change to decision making and funding, noting that in the past it was brief and not transparent, whereby this is framing what is already done in a more transparent way to ensure everyone involved

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	<p>understands why decisions have been made. Roy gave assurance that monitoring will be incorporated into the plan.</p> <p>Vanessa advised that the criteria is nationally set by the Scottish Government, and the aim of the paper is to communicate how we will implement this in our local area, noting that the purpose of the paper is to provide a professional framework for staff to ensure we deliver equity of service. For IJB purposes, we are not changing what we are asking services to deliver, but the way in which services are being delivered.</p> <p>David Ross recognised that we would like to do more, but this is a step in the right direction.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • The Board agreed the Supporting Carers Framework as the replacement for the existing Carers Eligibility Criteria. 	RL
7	<p>LIVED EXPERIENCE & WELLBEING</p> <p>7.1 Podiatry Service - Prevention of Amputation – Presentation by Sharon Wiener-Ogilvie</p> <p>Sharon Wiener-Ogilvie, Professional Head of Service for Podiatry gave a short presentation highlighting the work of the Podiatry Service in the prevention of amputation.</p> <p>Following the presentation Morna Fleming commented that this was a positive example of early intervention and prevention and multi-disciplinary working.</p> <p>Sharon highlighted the unique position in Fife in that we are able to provide this level of care in the community.</p> <p>Lynn Barker thanked Sharon for her presentation, noting the multi-disciplinary approach.</p> <p>Cllr Eugene Clarke thanked Sharon for her presentation and queried the availability of Podiatry services in Fife.</p> <p>Sharon responded to advise that we have a Podiatry care home team, with a focus on tissue viability, wound management and mobility.</p> <p>David Ross thanked Sharon for her presentation.</p>	
8	<p>INTEGRATED PERFORMANCE</p> <p>8.1 Finance Update</p> <p>This report was discussed at the Local Partnership Forum on 11 March 2025 and the Finance Performance & Scrutiny Committee on 12 March 2025.</p> <p>David Ross introduced Audrey Valente, Chief Finance Officer who presented the report.</p> <p>Audrey began her report by advising that the paper details the financial position based on actuals to January 2025, which is currently a projected overspend of £36.990m, noting an adverse movement of £2m from the figure reported in November 2024.</p>	

	<p>Audrey highlighted the recent development of an escalation tool to address the volatile areas of spend, noting continual scrutiny of savings on a weekly basis. The current estimate is 56% of savings to be delivered by the end of the financial year which is £22m of the £39m approved in March.</p> <p>Audrey noted that the position will be kept under continual review and welcomed questions from members.</p> <p>David Ross then opened to questions from Board members.</p> <p>Dave Dempsey highlighted page 154 which states that any remaining overspend will be funded by the parties and queried if this is the same as risk share.</p> <p>Audrey confirmed this is the risk share agreement as per the integration scheme and advised that the percentage can change year on year depending on allocations by partners.</p> <p>Recommendation</p> <p>The Board noted the report and were assured that 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 Appendix 1.</p>	
	<p>8.2 Revenue Budget 2025/26 & Medium-Term Financial Strategy</p> <p>This report was discussed at the Local Partnership Forum Budget session on 25 February 2025, the IJB Development Session on 26 February 2025 and the Extraordinary Finance, Performance & Scrutiny Committee on 17 March 2025.</p> <p>David Ross introduced Audrey Valente who presented the report.</p> <p>Audrey began her report by advising that she was presenting the revenue budget paper for approval for 2025-26, highlighting a wealth of documents for consideration in addition to SBAR which are included within the report as appendices.</p> <p>Audrey noted that the 3-year budget gap is based on the cost of continuing and inflationary pressures and reflects the allocation from partners to arrive at a 3-year gap of approximately £40m. To close the gap, unachieved savings equating to £15.277m were considered, new proposals were reviewed, and Audrey advised that approval was being sought for £12.347m. Audrey noted the aim to set the budget at the same levels of spend as last year, but due to some of the funding not being passported at start of year this was not possible for the volatile budgets. It was therefore necessary to reduce the budgets based on affordability, whilst noting that income will be made available by partners on an 8-weekly basis.</p> <p>Audrey highlighted that NHS had approved their budget yesterday and therefore the £10.8m funding allocation was now confirmed. Proposed charging for Fife Council services remains unsure and will be considered on 3rd April 2025 at Cabinet Committee. The budget is being set on the basis that this is approved however Audrey reiterated that this remains to be confirmed.</p>	

Audrey noted that detail of the savings proposals was discussed in detail at a recent Development Session and Extraordinary Meeting of the Finance, Performance and Scrutiny Committee.

Audrey advised that whilst the 3-year medium term position is reported in the papers, IJB were being asked to approve the 1-year budget for 2025-26, however 3 years were provided to give assurance that financial sustainability is important. Audrey gave assurance that 8-weekly scrutiny and challenge of the financial position by partners will continue, with SLT continuing to scrutinise delivery of savings on a weekly basis.

Audrey concluded her presentation by noting that financial challenges will continue into next year, but assured members that our continual review will mitigate these challenges and ensure effective financial management.

David Ross invited Lynne Garvey, Co-Chair of the Local Partnership Forum and Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee to comment on discussions at the Committees before opening to questions from Board members.

Lynne Garvey, Co-Chair of the Local Partnership Forum noted that the volatile budget process which has been agreed with partners is crucial to the success of delivering our year end position and advised members that she welcomed this different approach by partners as a positive step.

Alastair Grant, Chair of Finance, Performance and Scrutiny noted no particular comments from Committee.

Dave Dempsey highlighted a number of queries.

- On page 14 of the report, at the top of the page states a budget uplift from Fife Council of £4.4m for next year only, where at the bottom it states £4.41m has been approved on a recurring basis.
- Page 15 states no funding is passported to IJB from Fife Council, however Dave thought Fife Council had passed on money from Scottish Government.
- Dave highlighted numerous references to volatile budgets and queried which budgets are volatile.
- Dave noted that on page 24, under principles, there is discussion of recovery plans within individual services and recovery plans as a whole. Dave noted that the IJB are asked to approve the overall recovery plan but questioned if individual recovery plans will come to IJB?

Dave complimented the Directions but advised that Fife Council Directions should not reference NHS Fife and vice versa, noting the Directions are good as they reference budgetary control which is important.

Audrey confirmed a typo with £4.4m/£4.41m and assured members that this would be corrected.

In terms of recovery plans, Audrey confirmed that as soon as there is an overspend position the integration scheme clearly states that a recovery plan must come forward. Audrey noted that early in the new year any recovery plans will be brought forward and confirmed that volatile budgets will be closely

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interlinked. Audrey confirmed 8 weekly dialogue with partners with discussions around funding clearly differentiating between volatile budgets and other budgets with overspend. Audrey assured members that regular dialogue with partners around additional funding will take place and where a gap still exists, we will be into a recovery plan.

Audrey confirmed that Directions are draft, and Dave's comments will be taken on board around referencing either partner.

Arlene Wood complimented the paper, noting Directions are good and it is helpful to reference delegated services. Arlene commented that there had previously been reference made to the funding available for beds, care packages etc and noted that this level of information would be useful around the volatile budgets and with reference to supplementary staffing and care packages, we need to be clear what the available funding actually buys. Arlene requested clarity in terms of efficiencies and transformation referencing the £21m with a high level of confidence, and the £13m in relation to volatile budgets being the riskier areas for delivery.

Audrey confirmed that our escalation tool clearly articulates what the budget buys and where we are in relation to this, noting this will form discussion with our partners on an 8-weekly basis. This will be brought to Governance Committees; however, Audrey was happy to have a conversation if Arlene felt it would be useful to bring this to the IJB. Audrey confirmed that Arlene was correct in her interpretation, noting that we do have high level of confidence in delivery of savings but there is always a risk and advised that if this changes we will look at alternatives and substitutes as an SLT. Audrey assured members that the riskier areas will be kept under continual review and monitored throughout the year.

Paul Dundas gave his thanks to Audrey and team for bringing these papers in challenging times, noting his wish to continue exploring opportunities in-year as to how we can do things differently within commissioned services. Paul highlighted areas not listed because of the national position, specifically employers NIC, care homes with the national care home contract still undetermined and the UKVI position to increase the hourly rate for Visa renewal or new Visas from 9th April 2025. Paul noted increasing risk which he would like to monitor in-year, and highlighted a challenging year all round for commissioned services.

Audrey advised that she had tried to allude to the risk areas within paper in relation to employers NIC, noting the intention to continue to work alongside the Third and Voluntary Sector. Audrey highlighted a meeting earlier in the week and gave assurance that these discussions and support will continue, noting that we do recognise the risk to our valued partners, and this has been highlighted in the paper.

Morna Fleming reiterated Dave Dempsey's points and in addition noted the involvement of the Private Sector in terms of respite care, highlighting page 43 – the review of respite care and charges. Morna noted her confusion around different policies in place for respite for service users and carers and highlighted that for some service users they may be expected to pay charges which they cannot afford, which will put extra pressures on those caring for them.

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Morna highlighted that the 3-week respite was meant to be a temporary measure for the current financial year and would be re-assessed for 2025-26, noting that if all unpaid carers take out adult carer support plan, they won't have to pay charges. Morna requested clarity on these points.

Audrey advised that charging is linked to a Fife Council decision and clarity will come on 3rd April following the Fife Council Cabinet Meeting.

Audrey asked Jillian Torrens to provide clarity in terms of review of respite. Jillian confirmed that respite is assessed in its totality and assured Morna that no charges will be applied to those who cannot afford it. In relation to the cap on respite, Jillian confirmed that all respite will be reviewed on an individual basis and if needs require additional respite, then this will be assessed.

Morna requested confirmation in writing in order to be assured of this position. Jillian noted that reference had been made to the escalation process but will ensure that this is explicitly stated within the documentation.

Paul Dundas further acknowledged that the risk areas are covered within Audrey's paper, however wished to draw attention to the increased cost pertaining to UKVI charges.

Rosemary Liewald noted page 9 of 52 which makes reference to workforce, but provides no expansion on recruitment, and advised that agency and bank spend was raised at the last full Fife Council meeting. Rosemary highlighted the care staff lost prior to Brexit and the outbreak of Covid-19 and queried if there was any additional work taking place in regard to this to reduce our reliance on bank and agency.

Audrey brought in Chris Conroy who highlighted work being done locally in terms of creating opportunities through recruitment fairs which have been successful in attracting staff from Fife and beyond. Chris noted that it is critical to work on staff retention and highlighted lots of work ongoing to ensure staff are given the appropriate training and progression opportunities.

Rosemary highlighted that agency and bank cost is staggering as a national picture and queried whether we have the power to escalate this issue and do a further reach out to reduce the reliance on bank and agency.

Lynne Garvey acknowledged the high spend on bank and agency and noted that this is laid out as a priority in the financial plan. Lynne highlighted the progress we have made to reduce this and acknowledged the staff who led on the reduction in this area. Lynne advised that when areas are unsafe there will always be a need for bank and agency staff but confirmed that the drive on recruitment has reduced this reliance.

Rosemary acknowledged the huge amount of work happening around this and gave specific thanks to Lynne Parsons and Chris Conroy for their work in this area.

Paul Dundas noted success with international recruitment within the Independent and Third Sector in Fife and advised that nursing staff are mostly employed from India and Philippines and care staff from Nigeria and Zimbabwe which has significantly reduced the spend on agency. Paul highlighted that he has established the International Employers Network which is the first in Scotland with support from Scottish Government, with agreement to roll out across

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Scotland and noted collaboration with Roy Lawrence's team and Alan Adamson in Commissioning to take this forward. Paul recognised an improving picture locally which he noted must be nurtured going forward.

Janette Keenan highlighted successful international recruitment within NHS Fife with almost 100 internationally educated nurses and 5 internationally educated radiographers, who are now settled in Fife with their families, noting some who have progressed into promoted posts. Janette advised that the Scottish Executive Nurse Directors Group have asked the Government to consider restarting the supply line for international recruitment. Janette highlighted the impending challenge with recruitment and explained that last year's target was to attract 4500 nursing students with only 3000 achieved which will have a knock-on effect on future recruitment of newly qualified practitioners. Janette highlighted the success of the Assistant Practitioner programme with some staff being accepted into the second year of nursing at Dundee or Abertay and noted ongoing work with universities to attract students.

Dave Dempsey noted that the budget includes new charges which he suggested were unlikely to be approved at Fife Council Cabinet and therefore he requested that these were removed. Audrey confirmed that we need level of certainty following Cabinet Committee, however advised that there are alternatives if these are not approved.

Cllr David Ross noted that the 2 charges are for debate at Fife Council Cabinet and suggested that the budget was left as it currently stands with members taking assurance that there is an alternative plan in place should charging not be approved.

Vanessa Salmond reinforced to members that they were being asked to approve the budget in the best interests of the IJB.

Lynne Garvey assured members of robust discussions at SLT with alternative plans in place if charging is not approved at Council.

Arlene Wood noted that the income generation element should not prevent the IJB from approving the budget, with the papers clearly stating that this requires Fife Council approval, and therefore she was happy to approve the budget as it stands today.

Recommendation

- The Board examined and considered the budget for 2025-26 and associated savings;
- The Board examined and considered the medium-term financial position of the IJB, recognising that the information may be subject to change as a result of various potential external factors, such as Scottish Government funding, changes in Inflation, demographic growth to name but a few.
- The Board agreed the budget for next financial year 2025-26;
- The Board considered and agreed the direction to both partner organisations.

9.1 Membership Update

David Ross introduced Vanessa Salmond who presented the report.

Vanessa advised that there will be changes to NHS Non-Executive membership within the IJB with effect from 1 April 2025, following a reshuffle of membership within NHS Board. These changes are as follows:-

- Arlene Wood will stand down from the IJB.
- Jo Bennett will join the IJB.

Vanessa formally recorded her thanks to Arlene for her contribution to the Board and for supporting the enhancement of Board Governance arrangements.

Vice-Chair Transition

Colin Grieve will replace Arlene Wood as Vice-Chair of the IJB.

Committee Membership

Colin Grieve will stand down from membership of the Quality and Communities Committee and be replaced by Jo Bennett.

Colin will also stand down from Finance, Performance and Scrutiny Committee. This change does not have any impact on the quorum of this Committee.

Colin will assume the role of Chair of the Strategic Planning Group.

Recommendation

The Board noted the member transitions as above, formally recorded their sincere thanks to Arlene for her valued contribution over the last 3 years on the IJB and warmly welcomed Jo Bennett to the Board.

9.2 Draft IJB Workplan 2025-26

David Ross introduced Vanessa Salmond who presented the report.

Vanessa advised that the draft workplan for 2025-2026 has been developed to ensure that relevant reports pertaining to the delivery of the Strategic Plan are presented to the Integration Joint Board.

Vanessa noted that the workplan has been developed to provide IJB members with an early indication of planned statutory and legislative planned reports expected throughout the 2025-26 fiscal year but also must be reactive to emerging issues, advising that in developing this workplan individual IJB Committee workplans and those of partner bodies have been considered.

Vanessa noted that the workplan will evolve throughout the reporting year, alongside developments being considered by the Senior Leadership Team in regard to structure and reporting arrangements and advised that she would welcome input from IJB members on any additional pertinent reports which should be included.

David Ross then opened to questions from Board members.

Dave Dempsey noted that the table on page 165 looks a year ahead and queried if this will be a rolling year or if the workplan would shrink as the year progresses.

	<p>Vanessa confirmed that this will shrink as we progress through the reporting year due to the need to be aligned with partner reporting however advised that we will review this.</p> <p>Rosemary Liewald welcomed and complimented the draft workplan.</p> <p>Recommendation</p> <p>The Board discussed and approved the draft workplan for 2025-26 as detailed at Appendix 1 and acknowledged that the IJB Workplan 2025-2026 will be presented at each IJB meeting as a standing agenda item.</p>	VS/GR
10	<p>LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS</p> <p>10.1 Winter Covid-19 and Flu Vaccine Delivery Campaign 2024-25</p> <p>This report was discussed at the Quality and Communities Committee on 6 March 2025.</p> <p>David Ross introduced Lisa Cooper who presented this report.</p> <p>Lisa advised that this report provides an update on vaccine uptake within the eligible cohorts for the Winter Covid-19 and Flu Campaign 2024/25, noting that the data appendix provides a summary of flu and Covid-19 epidemiology over the winter period, including care home outbreak data within Fife.</p> <p>Lisa advised that the key objectives are set out within the paper noting that appendix 2 provides a comprehensive data uptake of all eligible cohorts with appendix 3 providing information around the incidence of flu and the impact on hospital admission. Lisa noted a spike over 2024-25 and the increase in hospital admission as a result which she commented further evidences the need for uptake of the flu vaccine.</p> <p>Lisa highlighted some areas of success with flu vaccine uptake in the over 25 population and Covid-19 vaccination uptake in the over 75 population being slightly above the Scottish average, noting that whilst care home uptake met the aspirations locally it was slightly below the national average. Lisa highlighted that the Health and Social Care workforce flu uptake was not what we had aspired it to be but was comparable with the national uptake. In response to this, a lessons learned exercise has been conducted with a Health and Social Care workforce vaccination planning group being established in June 2025.</p> <p>Lisa noted for information that we have just received direction for the Spring vaccination campaign with plans underway for delivery.</p> <p>David Ross then invited Rosemary Liewald, (Acting) Chair of Quality and Communities to comment on discussions at Committee opening to questions from Board members.</p> <p>Rosemary advised that this report was discussed in detail at the Quality and Communities Committee who recognised the figures in relation to the pre-school cohort, noting that whilst it was positive to see an increase in the 6 months to 2-year cohort, there was a decrease in pre-school uptake. Rosemary noted that she is happy to assist with this work to encourage uptake in this area.</p> <p>Paul Dundas gave his appreciation to Lisa and all involved in the delivery of the vaccination programme and recognised the agility of the team.</p>	

	<p>Dave Dempsey sought clarification around the meaning of peer vaccination and questioned why uptake numbers are low.</p> <p>Lisa advised that peer vaccination is when a cohort of nurses are trained to vaccinate colleagues and noted that this model was in place pre-pandemic to support with delivery of vaccinations by making the service more accessible.</p> <p>Lisa further explained that the reduction in uptake is multi factorial and confirmed that a national review will take place, noting a national increase in vaccine hesitancy and the need to encourage confidence in vaccination.</p> <p>Mary Lockhart queried if there was any data or evidence as to why Health and Social Care staff were reluctant to take up the vaccination.</p> <p>Lisa again noted that vaccine hesitancy was an issue and advised that we are working with national colleagues to understand this in order to promote increased uptake this year.</p> <p>Recommendation</p> <p>Integration Joint Board were assured that the winter vaccine programme meets the deliverables as directed by the Chief Medical Officer.</p>	
<p>11</p>	<p>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP</p> <p>The minutes of the following Governance Committees were provided for information:</p> <ul style="list-style-type: none"> • Quality & Communities Committee – 10 January 2025 • Local Partnership Forum – 14 January 2025 • Finance, Performance & Scrutiny – 15 January 2025 • Audit and Assurance Committee – 17 January 2025 <p>* The Strategic Planning Group did not meet in January 2025.</p> <p>David Ross requested that any queries on the above were directed to the Committee Chair due to timescales.</p>	
<p>12</p>	<p>AOCB</p> <p>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 the Chair confirming the dates of the next meetings.</p>	
<p>13</p>	<p>DATE OF NEXT MEETINGS</p> <p>IJB DEVELOPMENT SESSION – WEDNESDAY 30 APRIL 2025 (09:30-12:30, Main Hall, Lynebank Hospital, Dunfermline)</p> <p>INTEGRATION JOINT BOARD – WEDNESDAY 28 MAY 2025</p>	