



# 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 31 MARCH 2023 AT 10.00 AM

<b>Present</b>	Arlene Wood (AW) (Chair) David Graham (DG) (Vice-Chair) Fife Council – David Alexander (DA), Dave Dempsey (DD), Graeme Downie (GD), Margaret Kennedy (MK), Rosemary Liewald (RLie), Lynn Mowatt (LM) and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Alistair Morris (AM), John Kemp (JK), Sinead Braiden (SB) 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 Eleanor Haggett (EH), 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
<b>Professional Advisers</b>	Nicky Connor (NC), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Deputy Medical Director Kathy Henwood (KH), Chief Social Work Officer, Fife Council Lynn Barker (LB), Associate Director of Nursing
<b>Attending</b>	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 Lindsay Thomson, Head of Legal and Democratic Services, Fife Council Alan Small, Independent Chair of Fife Adult Support and Protection Committee Danielle Archibald, Service Manager Ronan Burke, Quality Assurance Officer Hazel Williamson (HW), Communications Adviser Cara Forrester (CF), Communications Adviser Wendy Anderson (WA), H&SC Co-ordinator (Minute)

### NO TITLE

### ACTION

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

Arlene Wood, Chair of the Integration Joint Board, welcomed everyone to the meeting

Arlene Wood then congratulated Kerys Russell, an Upper GI Cancer Clinical Nurse Specialist and Leanne Patrick, a Gender Based Violence Nurse Specialist

NO	TITLE	ACTION
1	<p><b>CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES (CONT)</b></p> <p>who have been selected to take part in the unique professional development programme to become a Queen's Nurse.</p> <p>Apologies had been received from Amanda Wong and Joy Tomlinson.</p> <p>Those present were asked that, in an effort to keep to 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 the proceedings.</p>	
2	<p><b>DECLARATION OF MEMBERS' INTERESTS</b></p> <p>There were no declarations of interest.</p>	
3	<p><b>MINUTES OF PREVIOUS MEETING &amp; ACTION NOTE 27 JANUARY 2023</b></p> <p>The Minute and Action Note both needed small adjustments and once these have been done these will be considered accurate records.</p>	
4	<p><b>CHIEF OFFICER UPDATE</b></p> <p>Arlene Wood handed over to Nicky Connor for this item.</p> <p>Nicky Connor updated on the Lived Experience segment (Item 6.1) which was being reintroduced to the IJB agenda post covid. These would come to IJB meetings regularly.</p> <p>Jennifer Rezendez has been appointed Principal Social Work Officer, she takes up post on 16 May 2023 and will attend the May IJB meeting.</p> <p>There has been excellent feedback following the recent Care at Home Inspection and Nicky Connor commended all staff and leadership from the Service.</p> <p>At the IJB Development Session in February 2023 discussion had taken place on Risk, Risk Appetite and the Medium-Term Financial Strategy, which is on the agenda for this meeting.</p> <p>The consultation on the Commissioning Strategy is nearing an end and board members are encouraged to given their views as well as sharing and promoting this with others.</p>	
5	<p><b>STRATEGIC PLANNING &amp; DELIVERY</b></p> <p><b>5.1 - STRATEGIC PLAN DELIVERY FOR 2023/24</b></p> <p>This report had been discussed at the Strategic Planning Group (SPG) on 1 March 2023, Finance, Performance &amp; Scrutiny (FP&amp;S) Committee on 17 March 2023 and the Local Partnership Forum (LPF) on 29 March 2023. Arlene Wood introduced Fiona McKay who presented the report which covers the first year of the Strategic Plan which was approved in January 2023. The Directions which accompany the report will be updated prior to being sent to NHS Fife and Fife Council.</p>	

NO	TITLE	ACTION
5	<p><b>STRATEGIC PLANNING &amp; DELIVERY (CONT)</b></p> <p><b>5.1 - STRATEGIC PLAN DELIVERY FOR 2023/24 (CONT)</b></p> <p>Arlene Wood then invited David Graham, Chair of SPG, Alastair Grant, Chair of FP&amp;S and Simon Fevre, Co-Chair of the LPF to comment on discussions at their respective meetings before questions from Board members. All three confirmed that their meetings had raised no significant issues and supported the plan.</p> <p>Discussion took place around post-diagnostic support for newly diagnosed dementia sufferers, which was not specified in the delivery plan and would be part of the Dementia Strategy and added to the workplan. Questions were raised around the one-stop drop ins for drugs and alcohol and the provision in more rural areas. Fiona McKay advised that as well as fixed locations for these, there would also be mobile provision across rural Fife. The proposed Directions were discussed.</p> <p>The Board reviewed and approved the final draft of the Delivery Plan 2023 and identified and approved the preferred option for Directions, which should be finalised and sent to NHS Fife and Fife Council.</p>	FM
6	<p><b>LIVED EXPERIENCE &amp; WELLBEING</b></p> <p><b>6.1 - LIVED EXPERIENCE</b></p> <p>Arlene Wood introduced Lynn Barker who outlined the format for this item, which pre-covid were called Person Stories. These will allow the board to hear directly from the public and staff and will support our equality outcomes and strategic plan.</p> <p>Katie's story was shared in a short video giving her experience with Audiology and the Deaf Communications Service and the difference they have made to her. This was a good example of partnership working and how technology is being used to improve outcomes for patients.</p> <p>Feedback from the Board was positive and Arlene Wood asked that the thanks of the Board be passed to Katie and all of the staff involved in the making of the video</p>	
7	<p><b>INTEGRATED PERFORMANCE</b></p> <p><b>7.1 - BUDGET 2023-2024 AND MEDIUM-TERM FINANCIAL STRATEGY</b></p> <p>This report had been discussed at the FP&amp;S Committee on 17 March 2023 and the LPF on 29 March 2023. Arlene Wood handed over to Nicky Connor who introduced the report which Audrey Valente, as Section 95 Officer, would present. Each IJB must agree their budget by 31 March each year.</p> <p>The IJB budget is delegated from NHS Fife and Fife Council and the Board is empowered to utilise the funding to meet the needs of the people of Fife and focus on outcomes. The financial challenges are significant and proposals cover a mix of efficiency, redesign and transformation. To reach this point there has been considerable consultation, including a development session, meetings with trade unions and staff side and drop-in meetings. Feedback from these have been incorporated into the budget.</p>	

**NO TITLE****ACTION****7 INTEGRATED PERFORMANCE (CONT)****7.1 - BUDGET 2023-2024 AND MEDIUM-TERM FINANCIAL STRATEGY (CONT)**

There is a commitment that if the budget is signed off at this IJB, a report on business cases will be brought to the IJB in July 2023 to give detail of each of the budget proposals.

Audrey Valente then presented the report which provided information on the estimated resources available to the IJB over the 2023-26 period. The paper asked the IJB to approve the budget for next financial year and gave an indication of the medium-term financial position.

The potential budget gap is currently £21m, rising to approx £35m in 2025-2026 and budget assumptions will be refined as more robust financial intelligence becomes available. The Year 1 funding gap will require to be met from savings but earmarked Reserves of £10m could be used to address and mitigate the risk. This will be monitored closely throughout 2023-24 with a view to reducing the commitment against reserves when the opportunity to do so arises.

Appendix 2 contained the proposed Directions to Fife Council and NHS Fife. Appendix 3 to the report was the Medium-Term Financial Strategy which contained the proposals to close the budget gap.

Audrey Valente reinforced Nicky Connor's commitment to bringing a report on the business cases to the IJB meeting in July 2023.

Arlene Wood then invited Alastair Grant, Chair of FP&S and Simon Fevre, Co-Chair of the LPF to comment on discussions at their meetings before questions from Board members. Alastair Grant advised that the FP&S Committee were happy to agree the budget, proposed Directions and the use of Reserves. Simon Fevre advised that the LPF had a frank and robust discussion on the proposals and concerns had been raised regarding the impact on the workforce.

This was a comprehensive report with ambitious plans to transform the partnership. Based on information currently available things could change adding additional cost pressures going forward.

Discussion took place around the risks involved in ensuring safe staffing in all areas of the partnership.

Some members raised concern about the lack of information currently available on the savings proposals and the methodology behind the proposals, but others felt it was unreasonable to expect detailed business plans at this point in the process

Audrey Valente thanked those present for their input to the discussions, noted the concerns raised and reiterated that a report on the business cases would be brought to the IJB meeting in July.

**NC/AV**

Arlene Wood summed up the discussions and thanked the team for the work which had gone into this paper. Nicky Connor proposed that a further recommendation be added to the paper – *a commitment to ongoing engagement and partnership working for our areas of transformation with the aim of supporting high-quality, person-centred care which will be scrutinised through governance structure of the IJB and we will bring a report to the July IJB.*"

NO	TITLE	ACTION
7	<p><b>INTEGRATED PERFORMANCE (CONT)</b></p> <p><b>7.1 - BUDGET 2023-2024 AND MEDIUM-TERM FINANCIAL STRATEGY (CONT)</b></p> <p>The Board examined and considered the budget for 2023/24 and associated savings, agreed the budget for next financial year 2023-24, considered and agreed the Direction to both partner organisation's and instruct both NHS Fife and Fife Council as appropriate, agreed to earmark £10m of reserves in anticipation of delays in delivering cashable savings within the first 6 month of 2023-24 and 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.</p> <p>The Board also approved the additional recommendation proposed by Nicky Connor.</p> <p><b>7.2 - FINANCE UPDATE</b></p> <p>This report had been discussed at FP&amp;S Committee on 17 March 2023. Arlene Wood introduced Audrey Valente who presented the report which detailed the financial position of the delegated and managed services based on 31 January 2023 for NHS/31 December 2022 for Fife Council. The forecast for Fife Health &amp; Social Care Partnership is currently a surplus £11.307m. The key areas of over and underspend were detailed within the report.</p> <p>Arlene Wood then invited Alastair Grant, Chair of FP&amp;S to comment on discussions at the Committee before questions from Board members. Alastair Grant confirmed that the committee had no concerns regarding the report.</p> <p>The Board were assured that there is robust financial monitoring in place, approved the financial monitoring position and the use of Reserves as at December 2022/January 2023.</p>	
8	<p><b>GOVERNANCE &amp; OUTCOMES</b></p> <p><b>8.1 – REVIEW OF THE IJB RISK MANAGEMENT POLICY AND STRATEGY</b></p> <p>This report had been discussed at the SPG meeting on 1 March 2023, Quality and Communities (Q&amp;C) Committee on 10 March 2023, FP&amp;S on 17 March 2023 and Audit and Assurance (A&amp;A) Committee on 22 March 2023. Arlene Wood introduced Audrey Valente who presented the report which will support the delivery of the Strategic Plan. The Policy and Strategy were created by the partner bodies in 2016 in line with the Integration Scheme. It was refreshed in 2019 and required to be reviewed again following the approval of the updated Integration Scheme in March 2022.</p> <p>The Policy and Strategy had been discussed at the IJB Development Session in February 2023 and a short life working group was set up to complete the review.</p> <p>The refresh considered the development of Risk Appetite, the distinction between processes for IJB strategic risks and partner operational risks, the removal of the “Corporate” risk category and the IJB Governance and HSCP organisational structure changes, including the roles and responsibilities of the Governance Committees.</p>	

**NO TITLE****ACTION****8 GOVERNANCE & OUTCOMES****8.1 – REVIEW OF THE IJB RISK MANAGEMENT POLICY AND STRATEGY (CONT)**

Arlene Wood then invited David Graham, Chair of SPG, Rosemary Liewald (for Sinead Braiden, Chair of Q&C), Alastair Grant, Chair of FP&S and Dave Dempsey, Chair of A&A to comment on discussions at their meeting before questions from Board members. Each of them confirmed that their groups were happy to recommend this for approval.

The Board approved the Risk Management Policy and Strategy, to support delivery of the Strategic Plan 2023-2026.

**9 LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS****9.1 - CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2021-2022**

This report had been discussed at Q&C Committee on 10 March 2023 (not 9 March as in IJB papers). Arlene Wood introduced Kathy Henwood who presented the report which is based on a Scottish Government template, which has changed since the previous CSWO report and gives consistency across all local authorities and IJB's in Scotland. The report covers 2021-2022 and showed areas of improvement, transformation and development.

Arlene Wood then invited Rosemary Liewald (on behalf Sinead Braiden, Chair of Q&C) to comment on discussions at that meeting before questions from Board members. Rosemary Liewald confirmed the Committee had discussed the report which was well received.

Kathy Henwood will be moving on from the Partnership and moving to a new role in Lothian. Nicky Connor expressed her thanks to Kathy Henwood both personally and professionally.

Discussion took place around the position with looked after children both pre and post covid. Kathy Henwood confirmed that pre covid there were approximately 150 children placed outwith Fife, these children had been brought back into Fife and in most cases this had worked well. Three new permanent Corporate Parenting Development Worker posts have been created and filled by care experienced employees.

The Board were assured by the report which describes the role and range of functions covered by the Chief Social Work Officer including social work and social care services provided by both the authority and by the Health and Social Care Partnership.

Arlene Wood thanked Kathy Henwood and her team for this report which provided a lot of learning for Board members.

This report had been discussed at Q&C Committee on 10 March 2023 (not 9 March as in IJB papers). Arlene Wood then introduced Alan Small who presented this report which is based on a Scottish Government template to encourage consistency in returns. The report was submitted to Scottish Government in October 2022 and covers the period 1 April 2020 – 31 March 2022.

Alan Small covered the key points in the report which included issues with double counting of data regarding large scale investigations, which has now been resolved.

NO	TITLE	ACTION
9	<b>LEGISLATIVE REQUIREMENTS &amp; ANNUAL REPORTS (CONT)</b>	
	<b>9.2 - FIFE ADULT SUPPORT AND PROTECTION COMMITTEE BIENNIAL REPORT 2020-2022</b>	
	<p>The Board took assurance on the work being progressed in support of the protection of adults as outlined in the Fife Adults Support and Protection Committee Biennial Report 2020-2022.</p> <p>Arlene Wood thanked Alan Small and the team for the report which gave excellent feedback on the work undertaken in the last few years.</p>	
	<b>9.3 - MAINSTREAMING THE EQUALITY DUTY AND EQUALITY OUTCOMES PROGRESS REPORT – JANUARY 2023</b>	
	<p>This report had been discussed at the Strategic Planning Group on 1 March, Q&amp;C Committee on 10 March 2023 and FP&amp;S Committee on 17 March 2023. Arlene Wood introduced Fiona McKay who presented this report which had been delayed due to covid. Joint meetings have been held with other partnerships and the Equality &amp; Human Rights Commission to ensure plans are robust. Appendix 2 show the Action Plan and the EQIA is also included, which will be used in the production of the savings proposals in the Medium-Term Financial Strategy..</p> <p>Arlene Wood then invited David Graham, Chair of SPG, Rosemary Liewald (for Sinead Braiden, Chair of Q&amp;C) and Alastair Grant, Chair of FP&amp;S Committee to comment on discussions at the Committee before questions from Board members.</p> <p>The SPG had raised several issues with the report and these had been rectified. Q&amp;C had examined the report closely and no specific points had been raised. Alastair Grant confirmed FP&amp;S had discussed the report and had nothing to highlight.</p>	
	<p>Morna Fleming asked that an addition be made to Equality Outcome 6 (page 293 of the final papers) where she would like to see specific mention of carers being included. Also in Equality Outcome 7 there should be some indication of attempts to reach carers in particular. Fiona McKay confirmed that the work undertaken with the Commission on this report means that we should be looking back on what has been achieved to ensure delivery of outcomes, going forward we will ensure the voice of carers, veterans and children will be included. These outcomes will be strengthened.</p>	FM
	<p>Discussion took place around the improving outcomes in the report, how do we measure progress and reducing stigma around dementia diagnosis.</p>	
	<p>Arlene Wood felt this was a meaningful report, made more pertinent after hearing Katie’s story earlier in the meeting. Arlene Wood has a question relating to the LGBT needs assessment and further work which would be taken forward, which is not mentioned in the Action Plan. Arlene Wood also asked about identifying improvements around equalities and asked Nicky Connor to comment. Joy Tomlinson had recently shared a Health Improvement Scotland report showing information on inequalities, Arlene Wood wondered if this should be included as part of the Action Plan. Nicky Connor had shared this report with colleagues and this is being looked at through the lens of performance and what we are doing in relation to Localities and ensuring that intended actions do not have unintended consequences.</p>	FM

NO	TITLE	ACTION
	<b>9.3 - MAINSTREAMING THE EQUALITY DUTY AND EQUALITY OUTCOMES PROGRESS REPORT – JANUARY 2023 (CONT)</b>	
	<p>The Board discussed the report and provided final approval of the Mainstreaming Report and Equality Outcomes Progress Report 2023.</p>	<b>FM</b>
10	<b>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED</b>	
	<p><b>Audit &amp; Assurance Committee</b> Dave Dempsey confirmed he had nothing to add from the meeting held on 19 January 2023. At the meeting on 22 March 2023 the main area of discussion was Risk.</p>	
	<p><b>Finance, Performance &amp; Scrutiny Committee</b> Alastair Grant had nothing to add from the meeting held on 20 January 2023. Discussions from the meeting held on 17 March 2023 had been updated during previous items.</p>	
	<p><b>Quality &amp; Communities Committee</b> Sinead Braiden has no items for escalation from the meeting on 18 January 2023. As Sinead did not attend the meeting on 10 March 2023, Rosemary Liewald advised that there was nothing to raise from the March meeting.</p>	
	<p><b>Local Partnership Forum</b> Simon Fevre had nothing more to add from the meeting held on 24 January 2023. Discussion at the meeting held on 29 March 2023 included the Budget, compliance with mandatory training, improving staff attendance, system pressures and the recent Care at Home Inspection .</p>	
	<p><b>Strategic Planning Group</b> The Equality Duty/Outcomes report had been discussed on 1 March 2023 and suggested changes had been taken on board.</p>	
11	<p><b>AOCB</b> As Arlene Wood had not been alerted prior to the meeting of any other business to be raised under this item the meeting was closed by updating on the dates of the next meetings.</p>	
12	<p><b>DATES OF NEXT MEETINGS</b> <b>IJB DEVELOPMENT SESSION – FRIDAY 28 APRIL 2023</b> <b>INTEGRATION JOINT BOARD – FRIDAY 26 MAY 2023</b></p>	