

SUPPLEMENTARY PACK 1

ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB) - BY MICROSOFT TEAMS on WEDNESDAY, 29 MARCH 2023 at 1:00 PM

I enclose herewith **items 4e (Minutes of Committees - Argyll and Bute HSCP Strategic Planning Group held on 16 March 2023)** and **4(f) (Minutes of Committees - Argyll and Bute HSCP Finance and Policy Committee held on 24 March 2023)** which were marked to follow on the Agenda for the above meeting.

ITEMS TO FOLLOW

4. MINUTES OF COMMITTEES

- (e) Argyll and Bute HSCP Strategic Planning Group held on 16 March 2023 (Pages 3 - 6)
- (f) Argyll and Bute HSCP Finance and Policy Committee held on 24 March 2023 (Pages 7 - 10)

Argyll and Bute HSCP Integration Joint Board (IJB)

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MINUTES of MEETING of ARGYLL AND BUTE HSCP STRATEGIC PLANNING GROUP held BY MICROSOFT TEAMS on THURSDAY, 16 MARCH 2023

Present: Jean Boardman, Non-Executive Director of NHS Highland Board & Member of IJB and (Joint Chair)
 Sarah Compton Bishop, Non-Executive Director of NHS Highland Board & Chair of IJB
 Alison McGrory, Associate Director of Public Health
 Kristin Gillies, Senior Service Planning Manager
 Charlotte Craig, Business Improvement Manager
 Nicola Gillespie, Service Manager for Mental Health and Addictions
 Takki Suliaman, Chief Executive, TSI
 Michelle Mundie, Chief Executive, ACHA
 Duncan Martin, Public Representative
 Julie Hodges, Scottish Care Inspectorate
 Liz Higgins, Associate Nursing Director
 Gillian McCready, Care Service Improvement Officer for Older Adults
 Jillian Torrens, Head of Adult Services - Acute and Complex Care
 Jennifer Dryden, Interim Argyll and Bute Drug and Alcohol Partnership Co-ordinator

1. WELCOME, INTRODUCTIONS AND APOLOGIES

The Chair welcomed everyone to the meeting and general introductions were made.

Apologies for absence were intimated on behalf of:

Stephen Whiston, Head of Strategic Planning, Performance and Technology, HSCP and Joint Chair
 Caroline Cherry, Head of Adult Services, HSCP
 Fiona Davies, Chief Officer, HSCP
 James Gow, Head of Finance and Transformation, HSCP
 Douglas Hunter, Senior Manager Performance and Improvement, HSCP

2. MINUTES AND MATTERS ARISING

The Minute of the meeting of the Strategic Planning Group held on 8 December 2022 was approved as a correct record.

There were no matters arising.

3. COMMISSIONING UPDATE

It was noted that this item would be discussed along with the report on the Monitoring of the Joint Strategic Plan (2022 - 2025), dealt with at item 6 of this Minute.

4. LOCALITY PLANNING GROUP

A report providing an update on the February meetings of the Locality Planning Groups of the Integration Joint Board was considered.

A general discussion took place regarding the geographical spread of participation and, in particular, how well the more remote and rural areas were represented on these Groups. It was noted that the Terms of Reference of each LPG would be considered at their next meetings and consideration would be given to extending the public membership to negate any gaps.

It was agreed that there was a need for clear pathways for communication between the LPGs and the public and community groups and it was noted that the Business Improvement Manager would discuss this with the Communications Team.

Decision

The Strategic Planning Group noted:

1. the activity of the groups; and
2. the start of the plan development.

(Reference: Report by Business Improvement Manager dated 16 March 2023, submitted)

5. PROGRESS OF THE OLDER ADULT STRATEGY DEVELOPMENT

A report providing an overview of the development of a comprehensive strategy for older adults in Argyll and Bute, reflecting strategic direction and ensuring the aspirations of older adults and their families were met, was considered.

Suggestions were made regarding additional information to be included eg tech available to support people in their own homes; reference to Living Well Strategy; reference to Prevention Programme Board; template, fonts & colours used; promote positive language throughout; reference to capital and strategic planning work currently being undertaken to look at provision of nursing homes, infrastructure, hospitals going forward etc.

Decision

The Strategic Planning Group discussed and noted the development of the older adult strategy.

(Reference: Report by Head of Adult Services dated 16 March 2023, submitted)

6. MONITORING OF THE JOINT STRATEGIC PLAN (2022 - 2025)

.Argyll and Bute Integration Joint Board approved the Joint Strategic Plan (JSP) to cover the period April 2022 to March 2025. The JSP was launched in March 2022 and a commitment was made to manage progress against the priorities and further community engagement.

The JSP is a high level strategy, closely linked with the Joint Strategic Commissioning Strategy (JSCS) which was approved in March 2022.

Consideration was given to monitoring templates prepared for strategic leads to record updates, challenges and barriers to meeting the Year 1 priorities and to give opportunity to strategic leads to revise Year 2 priorities. These will complement the Integrated Performance Management Framework and support the production of the Annual Performance Report.

Decision

The Strategic Planning Group approved the monitoring templates for the HSCP Joint Strategic Plan and Joint Strategic Commissioning Strategy.

(Reference: Report by Senior Service Planning Manager dated 16 March 2023, submitted)

7. TRANSFORMATION UPDATE

In the absence of the Head of Finance and Transformation, it was noted that the Transformation Board meeting in January 2023 was cancelled. The Board met earlier this week and a updated report would be provided at the next meeting of the Strategic Planning Group.

8. WOMEN'S HEALTH PLAN (2021 - 2024)

Consideration was given to a report on the Women's Health Plan (2021 – 2024) which was published by the Scottish Government in September 2021.

The Plan was informed by women and outlines improvement and change in areas that affect women, including menopause, endometriosis, heart health, menstrual health and sexual health. There is also a focus on looking at all health services with a gendered lens, in order that health inequalities are identified and solutions found and all services are accessible and inclusive.

Decision

The Strategic Planning Group discussed the report on the Women's Health Plan and approved the recommendations for Argyll and Bute HSCP detailed at paragraph 2.5 of the report.

(Reference: Report by Senior Planning Manager dated 16 March 2023, submitted)

9. ARGYLL AND BUTE ALCOHOL AND DRUGS PARTNERSHIP STRATEGY REFRESH: PRIORITIES FOR 2023

Consideration was given to a report detailing the work being undertaken to bring the current Argyll and Bute Alcohol and Drugs Partnership Strategy up to date and outlining the key 2023 priorities that have been identified through the engagement process.

The views of the Strategic Planning Group were sought on the approach taken to prioritise actions for the coming year.

Decision

The Strategic Planning Group noted the refreshed alcohol and drug priorities for 2023 would ensure that work continued to meet the needs of Argyll and Bute communities.

(Reference: Report by Interim Alcohol and Drugs Partnership Co-ordinators dated 16 March 2023, submitted)

10. DATE OF NEXT MEETING

The Strategic Planning Group noted that their next meeting was scheduled to take place on 25 May 2023 at 2.00 pm.

**MINUTES of MEETING of ARGYLL AND BUTE HSCP FINANCE AND POLICY COMMITTEE
held BY MICROSOFT TEAMS
on FRIDAY, 24 MARCH 2023**

Present: Councillor Amanda Hampsey (Chair)

Kenny Mathieson
Graham Bell
Sarah Compton-Bishop

Elizabeth Higgins
Councillor Gary Mulvaney

Attending: Fiona Davies, Chief Officer, Argyll and Bute HSCP
James Gow, Head of Finance and Transformation, Argyll and Bute HSCP
Caroline Cherry, Head of Adult Services – Health and Community Care, Argyll and Bute HSCP
Jillian Torrens, Head of Adult Services, Argyll and Bute HSCP
Alison McGrory, Associate Director of Public Health, Argyll and Bute HSCP
Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP
Fiona Broderick, Staffside, Argyll and Bute HSCP
Kevin McIntosh, Staffside, Argyll and Bute Council
Lorna Jordan, Senior Accountant, Argyll and Bute Council
Lynsey Innis, Senior Committee Assistant, Argyll and Bute Council

1. APOLOGIES FOR ABSENCE

There were no apologies for absence intimated.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES

The Minute of the meeting of the Finance and Policy Committee, held on 24 February 2023, was approved as a correct record.

4. BUDGET MONITORING - 11 MONTHS TO 28 FEBRUARY 2023

The Committee gave consideration to a report providing a summary of the financial position of the Health and Social Care Partnership as at 28 February 2023. The report also provided an update on the delivery of savings programme and use of reserves.

Decision

The Finance and Policy Committee –

1. Noted that there is a forecast revenue underspend reported of £4.3m as at 28 February 2023.
2. Noted that it is anticipated the HSCP will be able to carry any underspend forward in its general reserve to fund projects and contribute to the budget shortfall in 2023/24.
3. Noted confirmation that savings of £4.1m have been delivered, 68% of target.
4. Noted that earmarked reserves of £12.8m have been allocated including £3.3m clawed by the Scottish Government.

(Reference: Report by Head of Finance and Transformation, dated 24 March 2023, submitted)

Elizabeth Higgins joined the meeting during discussions of agenda item 4 (Budget Monitoring – 11 Months to 28 February 2023).

5. 2023/24 FINANCIAL PLAN AND BUDGET

Consideration was given to a report which provided a proposed budget supported by a Value for Money Strategy for 2023/24 for approval by the IJB.

Decision

The Finance and Policy Committee –

1. Noted that the HSCP has developed a budget which relies on in-year savings to be identified and potentially brokerage via NHS Highland.
2. Approved the proposed budget for 2023/24 and the Value for Money Strategy and Savings Plan.
3. Noted that Equality Impact Assessments have been completed for relevant savings proposals and that these will be publicly available.
4. Noted that, if required, the IJB will utilise reserves to offset the budget gap for Social Work services and does not intend to request additional financial support from Argyll and Bute Council.
5. Noted that the budget gap for NHS services is of such a scale that a brokerage request is being made, the use of this will be minimised.
6. Requested that the HSCP continue to identify and implement savings proposals aimed at returning to a financially sustainable position as quickly as possible.
7. Noted that a revised approach to management of spend has been implemented and will remain in place until the HSCP is operating within the resources available to it.
8. Noted that opening offers and directions are being finalised with partners and are expected to align with the budget presented in the report.

(Reference: Report by Head of Finance and Transformation, dated 24 March 2023, submitted)

6. VALUE FOR MONEY STRATEGY AND SAVINGS PROPOSALS 2023/24

Consideration was given to a report which set out the savings plan and value for money priorities for financial year 2023/24.

Decision

The Finance and Policy Committee –

1. Approved the Value for Money Strategy and Savings proposals for 2023/24.
2. Noted that the HSCP budget is predicated on the delivery of the savings programme outlined within the report.
3. Noted that Equality Impact Assessments are attached as an appendix to the report for relevant savings projects.
4. Approved the implementation of recovery plan measures outlined in this report and noted that these are required as the HSCP budget is not in balance for 2023/24.

(Reference: Report by Head of Finance and Transformation, dated 24 March 2023, submitted)

7. TRANSFORMATION PROGRAMME UPDATE

Consideration was given to a report which provided a progress overview and update in respect of the Transformation Programme following on from the March Transformation Board.

Decision

The Finance and Policy Committee noted the Transformation Programme updates and provided scrutiny in connection with progress and direction of the programme and its priorities.

(Reference: Report by Head of Finance and Transformation, dated 24 March 2023, submitted)

8. CORPORATE APPOINTEESHIP - POLICY APPROVAL

The Committee gave consideration to a report which provided the revised processes that have been developed to implement an improved approach which reduce risk and enable the HSCP to provide an improved service to adults who lack the capacity to manage their own funds.

Decision

The Finance and Policy Committee –

1. Noted that the HSCP has developed a new approach to Guardianship/Corporate Appointeeship which aligns with sector norms and best practise.
2. Approved the policy and associated operational procedures (Appendix 1).

(Reference: Report by Head of Adult Services, dated 24 March 2023, submitted)

9. FINANCE AND POLICY ANNUAL REPORT

Consideration was given to the annual report, which summarises the activity of the Finance and Policy Committee in the financial year 2022-23.

Decision

The Finance and Policy Committee –

1. Noted the report to Committee.
2. Recommended the report to the IJB.

(Reference: Report by Chair of the Finance and Policy Committee, dated 24 March 2023, submitted)

10. ENGAGEMENT AND COMMUNICATION UPDATE

Consideration was given to a report which provided an update on the engagement initiatives planned prior to the delivery of the refreshed engagement strategy.

Decision

The Finance and Policy agreed to note the update.

(Reference: Report by Business Improvement Manager, dated 24 March 2023, submitted)

11. CONSULTATION TRACKER

Consideration was given to the Consultation Tracker which outlined the status of a number of Scottish Government consultations.

Decision

The Finance and Policy Committee agreed to note the Consultation Tracker.

(Reference: Consultation Tracker, dated 24 March 2023, submitted)

12. DATE OF NEXT MEETING

The Finance and Policy Committee noted that their next meeting was scheduled to take place on Friday, 23 June 2023.