

**MINUTES of MEETING of ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB) held  
VIA SKYPE  
on WEDNESDAY, 25 NOVEMBER 2020**

**Present:**

Councillor Kieron Green, Argyll and Bute Council (Chair)  
Sarah Compton-Bishop, NHS Highland Non-Executive Board Member (Vice Chair)  
Councillor Robin Currie, Argyll and Bute Council  
Councillor Gary Mulvaney, Argyll and Bute Council  
Councillor Sandy Taylor, Argyll and Bute Council  
Jean Boardman, NHS Highland Non-Executive Board Member  
Professor Boyd Robertson, Chair, NHS Highland  
Dr Gaener Rodger, NHS Highland Non-Executive Board Member

Fiona Broderick, Staffside Lead, Argyll and Bute HSCP (Health)  
Linda Currie, Lead AHP, NHS Highland  
Douglas Hendry, IJB Standards Officer/Executive Director, Argyll and Bute Council  
Elizabeth Higgins, Lead Nurse, NHS Highland  
Julie Lusk, Chief Social Worker/Head of Adult Services, Argyll and Bute HSCP  
Joanna Macdonald, Chief Officer, Argyll and Bute HSCP  
Donald MacFarlane, Assistant Clinical Dental Director, NHS Highland  
Angus MacTaggart, GP Representative, Argyll and Bute HSCP  
Margaret McGowan, Independent Sector Representative  
Kevin McIntosh, Staffside Lead, Argyll and Bute HSCP (Council)  
George Morrison, Head of Finance, NHS Highland  
Kirsteen Murray, Chief Executive, Argyll and Bute Third Sector Interface  
Judy Orr, Head of Finance and Transformation, Argyll and Bute HSCP  
Elizabeth Rhodick, Public Representative  
Dr Nicola Schinaia, Associate Director of Public Health, Argyll and Bute HSCP  
Fiona Thomson, Lead Pharmacist, NHS Highland  
Stephen Whiston, Head of Strategic Planning and Performance, Argyll and Bute HSCP

**Attending:**

Caroline Cherry, Head of Adult Services, Argyll and Bute HSCP  
Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP  
David Forshaw, Principal Accountant, Argyll and Bute Council  
Jane Fowler, Head of Customer Support Services, Argyll and Bute Council  
Fiona Hogg, Director of Human Resources and Organisational Development, NHS Highland  
Charlie Gibson, HR Lead, Argyll and Bute HSCP  
Hazel MacInnes, Committee Services Officer, Argyll and Bute Council  
Pamela MacLeod, Local Area Manager, Adult Care, Argyll and Bute Council  
Graeme McMillan, Solicitor, Argyll and Bute Council  
Craig McNally, Senior Health Improvement Specialist, Alcohol and Drugs Partnership  
Pippa Milne, Chief Executive, Argyll and Bute Council  
Patricia Renfrew, Head of Children and Families, Argyll and Bute HSCP  
Jennifer Swanson, Organisational and Workforce Development Manager, Argyll and Bute HSCP

After the sederunt was called there was a request from Kirsteen Murray, Third Sector Representative that the non-voting members of the Board be called before Officers who attend and hold an advisory role to the Board. It was noted that this would be picked up before the next meeting of the Board.

## **1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Pamela Dudek and Dr Rebecca Helliwell.

## **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **3. MINUTES**

The Minutes of the meeting of the Integration Joint Board held on 16 September 2020 were approved as a correct record.

## **4. MINUTES OF COMMITTEES**

### **(a) Audit and Risk Committee held on 15 September 2020**

The Minutes of the meeting of the Audit and Risk Committee held on 15 September 2020 were noted.

### **(b) Clinical and Care Governance Committee held on 21 September 2020**

The Minutes of the meeting of the Clinical and Care Governance Committee held on 21 September 2020 were noted.

Sarah Compton Bishop, Chair of the Clinical and Care Governance Committee, updated the Board with some emerging issues arising from exception reports considered at their meeting held on 19 November 2020. The Committee had requested that these issues be brought to the attention of the Board and reassurance provided that these issues would be kept in sight of the Committee. These issues included vacancies within the Succoth Ward, pressures within CAHMS, pressures within Campbeltown Community Health Nursing and an example of good practice in the Oban area around complaints.

### **(c) Finance and Policy Committee held on 25 September 2020**

The Minutes of the meeting of the Finance and Policy Committee held on 25 September 2020 were noted.

### **(d) Audit and Risk Committee held on 20 October 2020**

The Minutes of the meeting of the Audit and Risk Committee held on 20 October 2020 were noted.

### **(e) Finance and Policy Committee held on 30 October 2020**

The Minutes of the meeting of the Finance and Policy Committee held on 30 October 2020 were noted.

(f) **Strategic Planning Group held on 14 October 2020**

The Action Note of the Strategic Planning Group held on 14 October 2020 was noted.

**5. CHIEF OFFICER'S REPORT**

The Board gave consideration to a report from the Chief Officer covering a range of issues including A Big Thank You to Staff, Winter Planning, Flu Vaccination, Caring for People, Progress at Six Months on from Culture Survey.

**Decision**

The Integration Joint Board –

1. Noted the content of the report by the Chief Officer.
2. Formally recorded their thanks to staff at all levels of the Health and Social Care Partnership, GP practices, commissioned, unpaid carers and third sector staff for their ongoing efforts during the Covid-19 pandemic and associated winter pressures.

(Reference: Report by Chief Officer, Health and Social Care Partnership dated 25 November 2020, submitted)

**6. CULTURE**

(a) **Argyll and Bute Culture Update**

The Board gave consideration to a report providing an update on the important work being carried out, in partnership with Trade Unions and Staff Side, to implement culture change following the publication in May of the independent Argyll and Bute Culture Survey.

**Decision**

The Integration Joint Board –

1. Noted the content of the culture update.
2. Welcomed the progress is being made to address the findings of the independent Argyll and Bute Culture Survey.
3. Welcomed the extension of the Guardian Service to Argyll and Bute Council employees.

(Reference: Report by Head of Customer Support Services dated 25 November 2020, submitted)

(b) **NHS Highland Board Culture Update**

The Board gave consideration to the Culture Update report that had been presented to the NHS Highland Board on 24 November 2020.

## **Decision**

The Integration Joint Board noted the content of the report.

(Reference: Report by Director of HR and OD dated 24 November 2020, submitted)

Fiona Hogg and Fiona Thompson left the meeting during consideration of the following item of business.

## **7. COVID-19 PUBLIC HEALTH UPDATE**

The Board gave consideration to a report reviewing the work of Public Health in Argyll and Bute in relation to Covid-19. The report built on accounts provided in earlier reports and provided the timeliest update as the pandemic unfolded in Argyll and Bute as well as the improved response, in terms of timely access to testing and clinical management.

### **Decision**

The Integration Joint Board noted the Covid-19 current status update in terms of –

- Distribution of infection rates in Argyll and Bute community.
- Covid-19 testing in Argyll and Bute community.
- Support to Argyll and Bute Community during the peak of Covid-19 pandemic and its adaption to the new response phases.
- Look forward planning themes/implications.

(Reference: Report by Associate Director of Public Health dated 25 November 2020, submitted)

## **8. ANNUAL REPORTS**

### **(a) Argyll and Bute HSCP Annual Performance Report 2019/20**

The Board gave consideration to a report presenting the Annual Performance Report for the year 2019-2020.

### **Decision**

The Integration Joint Board approved the Annual performance Report for the Health and Social Care Partnership for the year 2019-20.

(Reference: Report by Head of Strategic Planning and Performance dated 25 November 2020, submitted)

### **(b) Annual Chief Social Work Officer Report 2019/2020**

The Board gave consideration to a report presenting the Argyll and Bute Chief Social Work Officer report for the period 1 April 2019 to 31 March 2020. The report

provided oversight and accountability within the local authority for all social work and social care services delegated to the Integration Joint Board.

The Chief Social Work Officer paid tribute to Alex Taylor, former Chief Social Work Officer who was responsible for the work carried out during period 1 April 2019 to 31 March 2020.

### **Decision**

The Integration Joint Board –

1. Noted and endorsed the contents of the Chief Social Work Officer Annual Report for 2019 to 2020.
2. Acknowledged the efforts of social work and social care staff across all sectors, as well as unpaid carers in continuing to support the people of Argyll and Bute.
3. Noted that the approved report would be forwarded to the Scottish Government.

(Reference: Report by Head of Adult Services and Chief Social Work Officer dated 25 November 2020, submitted)

The Integration Joint Board adjourned for a comfort break between 3.00pm and 3.05pm.

### **(c) Alcohol and Drug Partnership Annual Report**

The Board gave consideration to a report presenting the Alcohol and Drug Partnership Annual Report for the year 2019 – 2020.

It was noted that, due to connection issues, John Owens, Chair of the Alcohol and Drug Partnership was unable to present the report to the Board and therefore the report was presented by Craig McNally, Senior Health Improvement Specialist, Alcohol and Drugs, on his behalf.

### **Decision**

The Integration Joint Board –

1. Noted the detail of the annual report.
2. Approved the report for publication.

(Reference: Report by Chair, Argyll and Bute Alcohol and Drug partnership dated 25 November 2020, submitted)

## **9. CHILDREN AND YOUNG PEOPLE'S SERVICE PLAN 2020 - 2023**

The Board gave consideration to a report introducing the new Children and Young People's Services Plan as laid out by requirement in Part 3 of the Children and Young People (Scotland) Act 2014.

## **Decision**

The Integration Joint Board -

1. Noted that both NHS Highland and Argyll and Bute Council are jointly and equally responsible for children's services planning.
2. Approved Argyll and Bute's Children and Young People's Services Plan for the period 2020 – 23.
3. Approved the publishing of the Children and Young People's Services Plan once approved by the Council.
4. Approved the submission of the Children and Young People's Services Plan to Scottish Government once approved by the Council.
5. Noted that Argyll and Bute's Children's Strategic Group would oversee the delivery of the outcomes identified in the plan with annual performance and progress reports to be presented to future meetings of the Community Services Committee and the Integration Joint Board.

(Reference: Report by Head of Children and Families dated 25 November 2020, submitted)

Boyd Robertson left the meeting during consideration of the following item of business.

### **10. STAFF GOVERNANCE REPORT FOR FINANCIAL QUARTER TWO (2020/21)**

The Board gave consideration to a report on staff governance performance for financial quarter 2 (July – September 2020) and the activities of the Human Resources and Organisational Development teams.

## **Decision**

The Integration Joint Board noted the content of the quarterly report on the staff governance performance in the Health and Social Care Partnership.

(Reference: Report by Head of Customer Support Services dated 25 November 2020, submitted)

### **11. CLOSURE OF KNAPDALE WARD - ASSURANCE**

The Board gave consideration to a report providing a clear oversight and assurance of decision making in relation to the closure of Knapdale Ward, Mid Argyll.

## **Decision**

The Integration Joint Board noted the decision from the Board in March 2020 to close Knapdale Ward to progress the Enhanced Community Dementia Model.

(Reference: Report by Head of Adult Care dated 25 November 2020, submitted)

## **12. ROUTE MAP FOR STRATEGIC COMMISSIONING PLAN AND STRATEGIC PLAN REVIEW AND DEVELOPMENT 2021 ONWARDS**

The Board gave consideration to a report summarising the requirements and detailing the process and timeline to refresh the JSNA and to produce the HSCP's Strategic and Supporting Commissioning Plan.

It was noted that the Head of Strategic Planning and Performance had connection issues during consideration of this item and that any questions Members of the Board had could be followed up by email after the meeting.

### **Decision**

The Integration Joint Board –

1. Agreed the recommendation to refresh the themes drawn out of the JSNA and their alignment to the Strategic Plan Objectives following the Covid-19 pandemic.
2. Approved the recommendation for timescale/route map for the Strategic Commissioning Plan and future alignment with the next Strategic Plan.

(Reference: Report by Head of Strategic Planning and Performance dated 25 November 2020, submitted)

## **13. CARERS STRATEGY UPDATE**

The Board gave consideration to a report providing an update on areas of progress and highlighting some areas that require further focused collective leadership and implementation in relation to the Carers Act.

### **Decision**

The Integration Joint Board noted the progress of the Carers Act implementation.

(Reference: Report by Lead Allied Health Professional dated 25 November 2020, submitted)

Angus MacTaggart and Kevin McIntosh left the meeting at this point.

## **14. FINANCE**

### **(a) Budget Monitoring as at 30 September 2020**

The Board gave consideration to a report providing a financial summary of the financial position of the Health and Social Care Partnership as at 30 September 2020. The report noted that there was still considerable uncertainty around the financial impact of the Covid-19 pandemic at the point the report was written.

### **Decision**

The Integration Joint Board –

1. Noted the forecast outturn position for 2020-21 was a forecast overspend of £2.561m as at 30 September 2020 and that there was a year to date overspend of £2.883m as at the same date.
2. Noted the above position excludes any provision for Scottish Government assistance with non-delivery of savings due to Covid-19 and the recently announced Covid funding via NHS Highland.
3. Noted the progress against the Financial Recovery Plan agreed by the IJB on 16 September 2020.

(Reference: Report by Head of Finance and Transformation dated 25 November 2020, submitted)

Robin Currie left the meeting at this point.

**(b) Covid-19 Response and Financial Implications**

The Board gave consideration to a report providing an overview of the HSCP's Covid-19 mobilisation readiness and its future planning for living and operating with Covid-19. The report also provided a snapshot of the financial estimates of the costs of dealing with the Covid-19 response. These cost estimates were updated on a regular basis and were still subject to considerable uncertainties.

**Decision**

The Integration Joint Board –

1. Noted the details provided in relation to Covid-19 response and associated mobilisation plan costing.
2. Acknowledged the uncertainties in the cost elements submitted.
3. Noted that the Scottish Government has in principle approved all mobilisation plans, but that approval for individual cost lines had not yet been received.

(Reference: Report by Head of Finance and Transformation dated 25 November 2020, submitted)

**(c) Financial Risks 2020-21**

The Board gave consideration to a report providing an updated assessment of financial risks from the meeting held on 16 September 2020. The report advised that one new risk had been added.

**Decision**

The Integration Joint Board –

1. Noted the updated financial risks identified for the Health and Social Care Partnership.
2. Noted there were continuing uncertainties around Covid costs and funding



which were described in more detail in a separate report.

3. Noted that financial risks would continue to be reviewed and monitored on a two monthly basis and reported to the Board.

(Reference: Report by Head of Finance and Transformation dated 25 November 2020, submitted)

(d) **Budget Outlook 2021-22 to 2023-24**

The Board gave consideration to a report summarising the budget outlook covering the period 2021-22 to 2023-24 which was an update to the budget outlook presented to the Board on 16 September 2020.

**Decision**

The Integration Joint Board noted the current estimated budget outlook report for the period 2021-22 to 2023-24.

(Reference: Report by Head of Finance and Transformation dated 25 November 2020, submitted)

(e) **Budget Savings 2021/22**

The Board gave consideration to a report providing an overview of the approach being taken to the budget setting process for 2021-22. The report noted that there was considerable uncertainty around the financial impact of the Covid-19 pandemic at the time the report was written, whether it would extend into the next financial year or not, and when funding announcements would be made by Scottish Government.

**Decision**

The Integration Joint Board –

1. Approved the high level timetable for the budget process in 2021-22 as set out at paragraph 3.5 of the submitted report and the process and approach proposed.
2. Delegated approval of the format and content of the proposed Budget Consultation to the Finance and Policy Committee.

(Reference: Report by Head of Finance and Transformation dated 25 November 2020, submitted)

## 15. GOVERNANCE

(a) **Information Governance Policy**

The Board gave consideration to a report proposing a new Information Management Policy for the Integration Joint Board. This followed an Internal Audit review of Information Governance in November 2019 identifying that the Integration Joint Board would benefit from an overarching Information Governance

Policy framework that outlines the roles, responsibilities and processes for key areas of Information Governance including GPDR, Freedom of Information, Subject Access Requests along with the existing policies of Record Management and Complaints Handling.

### **Decision**

The Integration Joint Board –

1. Approved the Information Governance Policy.
2. Agreed that the Policy should be next reviewed on or before 31 October 2022.

(Reference: Report by Head of Finance and Transformation dated 25 November 2020, submitted)

### **(b) Review of Financial Regulations**

The Board gave consideration to a report advising that a required review had been carried out on the Financial Regulations and which sought approval of a new section on IJB Members' expenses, gifts, hospitality and register of interests.

### **Decision**

The Integration Joint Board –

1. Noted that the Financial Regulations had been reviewed.
2. Approved the addition of a new Section 16 on members' expenses, gifts, hospitality and register of interests.
3. Approved that the next review would be completed by 31 March 2022.

(Reference: Report by Head of Finance and Transformation dated 25 November 2020, submitted)

### **(c) Review of the Health and Social Care Integration Scheme**

The Board gave consideration to a report providing details of the changes proposed by the Scottish Government to the Health and Social Care Integration Scheme following a review of the Scheme.

### **Decision**

The Integration Joint Board –

1. Noted the revised Integration Scheme, which had been further updated to take account of feedback received from the Scottish Government as part of their review.
2. Noted that a similar report was tabled at the NHS Highland Board on 24 November 2020 for their approval.

3. Noted that the Chief Executives of the two parent bodies would jointly submit the further revised Scheme to the Scottish Government for final sign off.

(Reference: Report by IJB Standards Officer dated 25 November 2020, submitted)

(d) **Directions from Integration Authorities to Health Boards and Local Authorities**

The Board considered a report proposing a number of improvement actions to ensure good practice and compliance following a review of the current arrangements with regard to directions taking into account new statutory guidance from the Scottish Government entitled 'Health and Social Care Integration, Statutory Guidance, Directions from Integrations Authorities to Health Boards and Local Authorities'.

**Decision**

1. Noted the content of the new Statutory Guidance with regard to directions.
2. Approved the proposed improvement actions summarised at section 3.3.1 of the submitted report.
3. Agreed that Officers put in place the necessary arrangements to implement the proposed changes.

(Reference: Report by IJB Standards Officer dated 25 November 2020, submitted)

(e) **IJB / Committee Meeting Dates**

The Board gave consideration to a proposed schedule of meetings for the year 2021/22.

**Decision**

The Integration Joint Board approved the proposed schedule of meetings for 2021/22.

(Reference: Report by Business Improvement Manager dated 25 November 2020, submitted)

**16. DATE OF NEXT MEETING**

The date of the next meeting was noted as Wednesday 27 January 2020.