

**MINUTES of MEETING of ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB) held
BY MICROSOFT TEAMS
on WEDNESDAY, 15 SEPTEMBER 2021**

Present: Sarah Compton-Bishop, NHS Highland Non-Executive Board Member (Chair)
Councillor Kieron Green, Argyll and Bute Council (Vice Chair)
Councillor Robin Currie, Argyll and Bute Council
Jean Boardman, NHS Highland Non-Executive Board Member
Graham Bell, NHS Highland Non-Executive Board Member
Susan Ringwood, NHS Highland Non-Executive Board Member

Caroline Cherry, Head of Adult Services, Argyll and Bute HSCP
Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP
Linda Currie, Lead AHP, NHS Highland
David Forshaw, Principal Accountant, Argyll and Bute Council
Jane Fowler, Head of Customer Support Services, Argyll and Bute Council
David Gibson, Head of Children, Families and Justice
James Gow, Head of Finance and Transformation, Argyll and Bute HSCP
Rebecca Helliwell, Associate Medical Director, Argyll and Bute HSCP
Elizabeth Higgins, Lead Nurse, NHS Highland
Fiona Hogg, Director of People and Culture, NHS Highland
Fiona Davies, Interim Chief Officer, Argyll and Bute HSCP
Hazel MacInnes, Committee Services Officer, Argyll and Bute Council
Alison McGrory, Health Improvement Principal, NHS Highland
Margaret McGowan, Independent Sector Representative
George Morrison, Head of Finance, NHS Highland
Takki Sulaiman, Chief Executive, Argyll and Bute Third Sector Interface
Elizabeth Rhodick, Public Representative
Dr Nicola Schinaia, Associate Director of Public Health, Argyll and Bute HSCP
Stephen Whiston, Head of Strategic Planning and Performance, HSCP

The Chair welcomed James Gow, the new Head of Finance and Transformation and David Gibson, the new Head of Children, Families and Justice to their first meeting of the Integration Joint Board. The Chair also recorded her thanks and best wishes to Julie Lusk, the Head of Adult Services who had been asked to take up an immediate role in another Health and Social Care Partnership and had left the organisation on 10 September 2021.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Gary Mulvaney, Councillor Sandy Taylor, Fiona Broderick, Kevin McIntosh, Angus McTaggart and Fiona Thomson.

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 June 2021 were approved as a correct record.

4. MINUTES OF COMMITTEES

(a) Clinical and Care Governance Committee held on 10 June 2021

The Minutes of the meeting of the Clinical and Care Governance Committee held on 10 June 2021 were noted.

Sarah Compton-Bishop, the Chair of the Committee, advised that a further meeting of the Committee had been held on 9 September 2021 and the Minutes would be available for the next meeting of the Board. She advised that there had been discussion around vacancies and recruitment pressures especially around care at home.

Jean Boardman noted that her apologies had been omitted from the Minutes of the meeting held on 10 June 2021.

(b) Finance and Policy Committee held on 25 June 2021

The Minutes of the meeting of the Finance and Policy Committee held on 25 June 2021 were noted.

(c) Audit and Risk Committee held on 29 June 2021

The Minutes of the meeting of the Audit and Risk Committee held on 29 June 2021 were noted.

Susan Ringwood, the Vice Chair of the Committee, advised that the meeting that had been due to be held on 14 September 2021 had been rescheduled as the Audited Accounts had not yet been finalised.

(d) Finance and Policy Committee held on 27 August 2021

The Minutes of the meeting of the Finance and Policy Committee held on 27 August 2021 were noted.

Councillor Kieron Green, the Chair of the Committee noted that the Financial Recovery Plan, as had been requested at this meeting, was later on the agenda for discussion.

5. CHIEF OFFICER REPORT

The Board gave consideration to a report by the interim Chief Officer providing updates on the Listening and Learning Survey, the National Care Service Consultation, Adult Support Protection Joint Inspection, Service Visits, Suicide Prevention, Connection Sessions, Launch of Long Covid e-learning Self-Management Resource, Enhanced Community Dementia Service, Senior HSCP Appointments, Supported Self Care Plan and Covid Update.

Decision

The Integration Joint Board noted the content of the submitted report.

(Reference: Report by interim Chief Officer dated 15 September 2021, submitted)

6. CHIEF OFFICER RECRUITMENT

The Board gave consideration to a report recommending amendments to the Chief Officer and Senior Officer recruitment process for posts in the Health and Social Care Partnership.

Decision

The Integration Joint Board –

1. Agreed the proposed changes to the Chief Officer Recruitment Process:
 - Chief Officer – Interview Panel of 6 – IJB Chair, Vice Chair, Council Leader and Chair of NHS Highland (or their nominated substitutes), Chief Executive of NESH, Chief Executive of Argyll and Bute Council.
 - Stakeholder panel to comprise other IJB members and Trade Union/Staffside.
 - Assessment Centre to be reduced in size in accordance with the above changes.
2. Noted that Councillor participation in recruitment panels was governed by a Council decision.

(Reference: Report by Head of Customer Support Services dated 15 September 2021, submitted)

Councillor Robin Currie left the meeting during the consideration of the following item of Business.

7. WHISTLEBLOWING STANDARDS - QUARTERLY REPORTING FROM 1 APRIL - 30 JUNE 2021

The Board gave consideration to a report providing the first quarterly Whistleblowing Standards report for NHS Highland which covered the period 1 April 2021 to 30 June 2021.

Decision

The Integration Joint Board noted the content of the submitted report.

(Reference: Report by Director of People and Culture dated 15 September 2021, submitted)

8. CULTURE UPDATE

(a) Argyll and Bute HSCP Culture Update

The Board gave consideration to a report providing an update on the ongoing culture improvement journey of the Health and Social Care Partnership.

Decision

The Integration Joint Board –

1. Noted the content of the submitted report on culture improvements and actions in the HSCP.
2. Endorsed the overall direction of travel, refocussing the actions of the Culture Group to focus on issues raised in the Listening and Learning Survey 2021 and iMatter.

(Reference: Report by Head of Customer Support Services dated 15 September 2021, submitted)

(b) **Staff Governance Report for Financial Quarter 1 (2021/22)**

The Board gave consideration to a report on staff governance covering financial quarter 1 (April – June 2021) and the activities of the Human Resources and Organisational Development Teams. The report focused on how staff governance supported the HSCP priorities and met the staff governance standard.

Decision

The Integration Joint Board –

1. Noted the content of this quarterly report on the staff governance performance in the HSCP.
2. Endorsed the overall direction of travel.

(Reference: Report by Head of Customer Support Services dated 15 September 2021, Submitted)

9. COVID-19 PUBLIC HEALTH UPDATE

The Board gave consideration to a report reviewing the work of Public Health in relation to Covid-19. The report built on accounts provided in earlier reports and presented the most up to date information as possible on how the pandemic was unfolding in Argyll and Bute as well as improved response, in terms of timely access to testing and clinical management.

Decision

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

1. Distribution of infection rates in the Argyll and Bute community.
2. Covid-19 testing programmes in the Argyll and Bute community.
3. Covid-19 vaccination in the Argyll and Bute community.
4. Update on remobilisation planning in the Argyll and Bute community.

(Report by Associate Director of Public Health dated 15 September 2021, submitted)

The Chair ruled and the Board agreed to a 10 minute comfort break between 2.55pm and 3.05pm.

Margaret McGowan left the meeting at this point.

10. FINANCE

(a) Budget Monitoring - 4 months to 31 July 2021

The Board gave consideration to a report providing a summary of the financial position of the Health and Social Care Partnership as at 31 July 2021 and an updated financial forecast for the year.

Decision

The Integration Joint Board –

1. Noted that the P4 forecast outturn position is a forecast overspend of £1.4m.
2. Noted that subsequent analysis and modelling of Social Work Forecasts had reduced the forecast overspend to £0.8m.
3. Noted that actions were currently being progressed to manage spend and recover the position by the year end.
4. Noted that there was a year to date overspend of £0.1m as at 31 July 2021.
5. Noted the Financial Risks analysis for 2021/22.

(Reference: Report by Head of Finance and Transformation dated 15 September 2021, submitted)

(b) Financial Recovery Plan 2021/22

The Board gave consideration to a report providing a Financial Recovery Plan for the HSCP for the current financial year. The Recovery Plan was required to ensure that the HSCP is compliant with the Scheme of Integration.

Decision

The Integration Joint Board –

1. Noted that the HSCP was required to prepare a Financial Recovery Plan for the current year as a consequence of the forecast deficit, currently £0.8m.
2. Approved the Recovery Plan.
3. Noted that the Recovery Plan would be shared with Argyll and Bute Council and NHS Highland.
4. Noted that financial performance would continue to be monitored closely.

(Reference: Report by Head of Finance and Transformation dated 15 September 2021, submitted)

(c) **Budget Outlook 2022-23 to 2024-25**

The Committee gave consideration to a report summarising the current budget outlook model covering the period 2022-23 to 2024-25. The document provided the basis for future financial planning and would be used to inform the savings targets for those years as the budget planning cycle commenced in the coming weeks.

Decision

The Integration Joint Board –

1. Noted the current budget outlook report for the period 2022-23 to 2024-25.
2. Noted the anticipated budget challenge faced by the HSCP and the scale of potential budget gap.

(Reference: Report by Head of Finance and Transformation dated 15 September 2021, submitted)

11. INTEGRATION JOINT BOARD - PERFORMANCE REPORT SEPTEMBER 2021

The Board gave consideration to a report providing an update on the impact on service performance with regard to the Covid-19 pandemic and the progress made with regard to remobilising health and social care services in Argyll and Bute.

Decision

The Integration Joint Board –

1. Noted the HSCP performance progress regarding remobilisation of activity in line with the NHS Highland performance target for 2021/22 agreed with Scottish Government to 70%-80% of 2019/20 activity as at 1st August 2021.
2. Noted Waiting Times Performance and continued progress made with regards to reducing Consultant Outpatient breaches at 12 weeks.

(Reference: Report by Head of Strategic Planning and Performance dated 15 September 2021, submitted)

12. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 24 November 2021.