

**MINUTES of MEETING of INTEGRATION JOINT BOARD (IJB) held in the COUNCIL CHAMBER,
KILMORY, LOCHGILPHEAD
on WEDNESDAY, 27 NOVEMBER 2019**

Present:

Councillor Kieron Green, Argyll and Bute Council (Chair)
Sarah Compton Bishop, NHS Highland Non Executive Board Member (Vice Chair)

Joanna Macdonald, Chief Officer, Argyll and Bute HSCP
George Morrison, Deputy Chief Officer, Argyll and Bute HSCP
Prof. Boyd Robertson, Interim Chair, NHS Highland (VC)
Councillor Aileen Morton, Argyll and Bute Council
Dr Angus McTaggart, GP Representative, Argyll and Bute HSCP
Alex Taylor, Chief Social Worker/Head of Children and Families, Argyll and Bute HSCP
Dr Nicola Shinaia, Associate Director of Public Health
Elizabeth Rhodick, Public Representative
Dr Gaener Rodger, NHS Highland Non Executive Board Member
Judy Orr, Head of Finance and Transformation, Argyll and Bute HSCP
Kirsteen Murray, CEO, Third Sector Interface
Fiona Thomson, Lead Pharmacist, Argyll and Bute HSCP
Linda Currie, Lead AHP, NHS Highland
Kevin McIntosh, Staffside Lead for Argyll & Bute HSCP (Council)
Elizabeth Higgins, Lead Nurse, Argyll and Bute HSCP
Fiona Broderick, Staffside Lead, Argyll and Bute HSCP (Health)

Attending:

Alison McGrory, Acting Associate Director of Public Health, Argyll and Bute HSCP
Fiona Hogg, Director of HR and OD, NHS Highland
David Forshaw, Principal Accountant, Argyll and Bute Council
Stephen Whiston, Head of Strategic Planning and Performance, Argyll and Bute HSCP
Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP
Jane Fowler, Head of Customer and Support Services, Argyll and Bute Council
Cleland Sneddon, Chief Executive, Argyll and Bute Council
Douglas Hendry, IJB Standards Officer / Executive Director, Argyll and Bute Council
Charlie Gibson, HR Lead, NHS Highland
Caroline Cherry, Head of Adult Services, HSCP
John Owens, Independent Chair of Argyll and Bute Alcohol and Drugs Partnership
Hugo Van Woerden, Director of Public Health
Hazel MacInnes, Committee Services Officer, Argyll and Bute Council
Jeannie McRae, Participation Officer for Young People

1. WELCOME AND APOLOGIES

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

Apologies for absence were received from Jean Boardman, Denis McGlennon and Councillor Gary Mulvaney.

The Chair advised that due to technical issues, Professor Boyd Robertson, Interim Chair of NHS Highland Board, had been unable to join the meeting via video conferencing at this point.

2. DECLARATIONS OF INTEREST

There were none intimated.

3. MINUTE OF INTEGRATION JOINT BOARD AND ACTION NOTES

The Minutes of the meeting of the Integration Joint Board held on 25 September 2019 were approved as a correct record subject to amending the wording of the preamble at item 5.1 to read the following –

The Interim NHS Highland Chair provided the Board with a verbal update on the Culture Fit for the Future programme and the outcome of the discussion at the Board meeting held in Inverness on 24 September 2019. He advised that there would be a paper at the November meeting giving an update on progress against the revised action plan and that they were aiming to produce a more comprehensive action plan drawing on feedback from engagement sessions and a 2 day strategy workshop. He reported that employee engagement sessions had begun and that there were more still to take place. An issue that had arisen was that people in remote parts of the area were not able to participate in the sessions and it was planned to develop dedicated video conferencing sessions to address this. He intimated that a summary of issues raised would be produced and would feed into the action plan to be produced in October.

In terms of the Sturrock report, he advised that not all members of staff had felt the need to read the full report and, therefore, it was proposed to provide a brief summary version of the report. In regard to the Argyll and Bute review, the Interim NHS Highland Chair reported that the Board had agreed to proceed with the review and that it would go out to tender and be published on the Scottish Government Portal. He advised that it would take 12 weeks to carry out the review and report back with a final completion date of March 2020.

The Interim Chair reported that Fiona Hogg, Director of HR&OD would be the Senior Responsible Officer (SRO) for the Culture Fit for the Future programme and that a Programme Manager would be appointed in due course. The position would be advertised both internally and externally. The Board would also be seeking an external, independent advisor who would have a similar status to a non-executive director and would have specific responsibility to oversee the development of the Programme. The external advisor would chair the Culture Steering Group and report directly to the Board.

The Chair referred to the action log and advised that the detail requested in action ID 27 had not been included as part of the papers but would be discussed under the finance section of the agenda.

4. MINUTES FOR NOTING

(a) Quality and Finance Board of 25 July 2019

The Minutes of the meeting of the Quality and Finance Board held on 25 July 2019 were noted.

(b) Clinical and Care Governance Committee of 5 September 2019

The Minutes of the meeting of the Clinical and Care Governance Committee held on 5 September were noted.

(c) Finance and Policy Committee of 10 September 2019

The Minutes of the meeting of the Finance and Policy Committee held on 10 September 2019 were noted.

(d) Audit Committee of 25 September 2019

The Minutes of the meeting of the Audit Committee held on 25 September 2019 were noted.

5. CHIEF OFFICERS REPORT

The Chief Officer provided the Board with a verbal report on the previous year since she had taken over the role as Chief Officer in October 2018.

The Chief Officer advised that when she commenced her role as Chief Officer in October 2018 there had been a high degree of uncertainty around governance and leadership and challenges with finance and service delivery. She advised that from 16 December the staff leadership team would be fully and permanently staffed and advised that the new management structure that had been proposed reflected the needs of the organisation. She welcomed Judy Orr's input as Head of Finance and Transformation and the improved financial outturn position from March 2019. The Chief Officer advised that the ambition was to deliver the best possible services and the three Annual reports on the agenda reflected the ongoing work and commitment of all partners. The Chief Officer thanked and commended George Morrison who had taken on the role of Depute during the past 7 months when she had not been fully available due to ill health.

Decision

The Integration Joint Board noted the verbal update by the Chief Officer.

(Reference: Verbal report by Chief Officer)

6. CULTURE FIT FOR THE FUTURE PROGRAMME

The Integration Joint Board gave consideration to a report that updated them on progress with the Culture Fit for the Future Programme set up and delivery. The report sought approval of the terms of reference of the Culture Programme Board and of the launch of the Healing Process, as set out in the presentation, in order to further progress with the implementation of the Culture Programme.

Decision

The Integration Joint Board agreed to continue to note the progress made by NHS Highland with the Culture Fit for the Future Programme.

(Reference: Report by Director of Human Resources and Organisational Development and Programme Senior Responsible Officer, submitted)

7. FINANCE

(a) Budget Monitoring

The Integration Joint Board gave consideration to a report that provided a summary of the financial position of the Health and Social Care Partnership as at

30 September 2019.

Decision

The Integration Joint Board noted the forecast outturn position for 2019-20 was a forecast overspend of £1.989m as at 30 September 2019 and that there was a year to date overspend of £0.911m as at the same date.

(Reference: Report by Head of Finance and Transformation, submitted)

(b) Financial Risk

The Integration Joint Board gave consideration to a report that provided an updated assessment of the financial risks to face the organisation which had not been reflected in the forecast of the financial outturn.

Decision

The Integration Joint Board –

1. Noted the updated financial risks identified for the Health and Social Care Partnership.
2. Noted that the 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, submitted)

(c) Budget Outlook

The Integration Joint Board considered a report that summarised the budget outlook covering the period 2020-21 to 2022-23.

Decision

The Integration Joint Board noted the current estimated budget outlook report for the period 2020-21 to 2022-23.

(Reference: Report by Head of Finance and Transformation, submitted)

(d) Reserves Report

The Integration Joint Board gave consideration to a report that updated them on the General Fund Reserves.

Decision

The Integration Joint Board -

1. Noted the update on the Reserves held by the Integration Joint Board.
2. Approved the release of £29,700 National Procurement Funding within the TEC

reserve to the IJB General Funds as Scottish Government has advised this will no longer be required to be funded locally.

(Reference: Report by Head of Finance and Transformation, submitted)

8. FINANCIAL RECOVERY PLANS

The Integration Joint Board gave consideration to a report that outlined the effect the projected overspend of £1.989m in 2019-20 would have on the Council's projected outturn. The report advised that the projected overspend would require the use of the Council's policy based reserves contingency and would in turn require the Council to introduce a Financial Recovery Plan for its "retained" services.

Decision

The Integration Joint Board instructed the Chief Officer to write to the Chief Executive of Argyll and Bute Council acknowledging the impact of Health and Social Care Partnership Overspends on the Council financial reserves and balanced budget position, and setting out all actions that have been considered, have been put in place, and that are continuing in order to address the Health and Social Care Partnership overspend.

(Reference: Report by Chief Executive, Argyll and Bute Council, submitted)

9. SOCIAL WORK FINANCIAL REPORTING

The Integration Joint Board considered a report advising of the outcome of discussions that took place at the Quality and Finance Board meeting on 10 September 2019 in relation to the reporting of the social work financial position and potential subsequent impact on the social work forecast outturn.

Decision

The Integration Joint Board noted the planned actions set out in the report aimed at improving reporting of the social work year to date financial position in reports to the IJB, Council and the HSCP Management Team and which provide an opportunity for efficiency gains in the processing of payments to care providers.

(Reference: Report by Principal Accountant – Social Work, submitted)

Professor Boyd Robertson, Interim Chair of NHS Highland, joined the meeting at this point via video conferencing.

10. REVIEW OF HEALTH AND SOCIAL CARE INTEGRATION SCHEME

The Integration Joint Board gave consideration to a report that set out proposed revisions to the Health and Social Care Integration Scheme following a joint review. The report detailed the next steps including the requirement for the Council and the Health Board to undertake a joint consultation with prescribed stakeholders.

Decision

The Integration Joint Board –

1. Noted the revisions detailed within the updated Integration Scheme, attached at Appendix 1 to the submitted report.
2. Noted the proposed arrangements for a joint consultation exercise set out at sections 3.6 to 3.12 of the submitted report.
3. Agreed to engage with and participate in the consultation exercise to be carried out.

(Reference: Report by IJB Standards Officer, submitted)

11. STAFF GOVERNANCE REPORT

The Integration Joint Board gave consideration to a report that provided an overview of staff governance issues identified and discussed at the Strategic Leadership Team and Joint Partnership Forum.

Decision

The Integration Joint Board:

1. noted the content of the quarterly report on the staff governance performance in the HSCP; and
2. agreed that future reports would include –
 - a) additional data around training figures, namely % of council training (not just the total number),
 - b) NHS training data which is available from the NHS HR department as reported to their Staff Governance Committee, and
 - c) trend lines and narrative on plans for improvement.

(Reference: Joint report by HR Lead, HSCP and Head of Customer Support Services, Argyll and Bute Council)

12. PROFESSIONAL LEADERSHIP GOVERNANCE

The Integration Joint Board gave consideration to a report that outlined a number of recommendations that had been developed by the Professional Leads Group to ensure its function is supported in governance across the Health and Social Care Partnership.

Decision

The Integration Joint Board approved the recommendations from the Argyll and Bute Professional Leads Group as detailed at paragraph 3.5 of the submitted report.

(Reference: Report by Lead AHP, submitted)

13. CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2018/19

The Chief Social Work Officer presented the the Integration Joint Board with the Chief Social Work Officer Report 2018/19 which provided an overview of social work activity undertaken across Argyll and Bute during the year.

Decision

The Integration Joint Board noted the content of the report.

(Reference: Report by Chief Social Work Officer, submitted)

14. DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT 2019

The Health Improvement Principal presented the Integration Joint Board with the Annual Report by the Director of Public Health 2019 entitled Past, Present and Future Trends in Health and Wellbeing.

Decision

The Integration Joint Board noted the content of the report.

(Reference: Report by Director of Public Health, submitted)

15. ALCOHOL AND DRUG PARTNERSHIP ANNUAL REPORT 2018/19

The Independent Chair of Argyll and Bute Alcohol and Drug Partnership presented the Integration Joint Board with the Alcohol and Drug Partnership Annual Report 2018/19. The report had been submitted to the Scottish Government in September 2019 and updated the Integration Joint Board on alcohol and drug matters in Argyll and Bute.

Decision

The Integration Joint Board –

1. Noted the Annual Report submitted to the Scottish Government in September 2019.
2. Agreed that the Alcohol and Drug Partnership should report on bi-annually to the IJB in March and November in future and agreed the governance arrangements.
3. Noted the progress with the recently updated Alcohol and Drug partnership.
4. Agreed to support the development of a new Alcohol and Drug Strategy for Argyll and Bute.

(Reference: Report by Chair of Argyll and Bute Alcohol and Drug Partnership and Health Improvement Principal)

16. LOOKING AHEAD TO THE SCOTTISH GOVERNMENT - HEALTH BUDGET 2020-21: WHEN IS HOSPITAL BAD FOR YOUR HEALTH?

The Integration Joint Board gave consideration to a report that highlighted the key points made under the headings within the Scottish Government's report. The report gave focus to budget setting, acute and community care and the requirement to transfer care

reducing unscheduled care and admissions and ensure patient needs are met in other more appropriate areas of the NHS.

Decision

The Integration Joint Board –

1. Noted the content of the report.
2. Considered the national context.

(Reference: Report by Business Improvement Manager, submitted)

17. DATE OF NEXT MEETING

Wednesday 29 January 2020, 1.30pm, Council Chamber, Kilmory, Lochgilphead

The Chair welcomed the new Head of Service, Caroline Cherry, to her first meeting of the Board.

The Chair welcomed the attendance of Dr Nicola Schinaia, Associate Director of Public Health at the meeting.

The Chair expressed thanks on behalf of the Board to members who had stood up into roles during the transition period including Liz Higgins, Stephen Whiston, Judy Orr and George Morrison. He thanked them for their support to the Board.

Elizabeth Rhodick, community representative, raised a concern with the Board over early morning and late evening appointments at hospitals in Glasgow for patients from Argyll and Bute. She advised that this raised an issue with health and safety due to the expectation of patients to travel late at night and very early in the morning during the winter months. Discussion amongst the Board resumed and it was noted that hospitals were generally amenable to changing appointments when requested to do so. It was noted however that not all patients were aware of the ability to do this. The Chair requested that this issue be picked up by officers where required.

The Chair thanked everyone present for their attendance.