

**MINUTES of MEETING of INTEGRATION JOINT BOARD (IJB) held in the VIA SKYPE
on WEDNESDAY, 27 MAY 2020**

Present: Councillor Kieron Green, Argyll and Bute Council (Chair)
Sarah Compton-Bishop, NHS Highland Non-Executive Board Member (Vice Chair)
Councillor Aileen Morton, 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 Board
Dr Gaener Rodger, NHS Highland Non-Executive Board Member
Fiona Broderick, Staffside Lead, Argyll and Bute HSCP (Health)
Linda Currie, Lead AHP, NHS Highland
Elizabeth Higgins, Lead Nurse, NHS Highland
Fiona Hogg, Director of Human Resources and Organisational Development, NHS Highland
Joanna Macdonald, Chief Officer, Argyll and Bute HSCP
Angela McMullan, Substitute Staffside Lead for Argyll and Bute HSCP (Council)
Alison McGrory, Health Improvement Principal, NHS Highland
Angus MacTaggart, GP Representative, Argyll and Bute HSCP
George Morrison, Head of Finance, Argyll and Bute HSCP
Kirsteen Murray, Argyll and Bute Third Sector Interface Representative
Judy Orr, Head of Finance and Transformation, Argyll and Bute HSCP
Dr Nicola Schinaia, Associate Director of Public Health, NHS Highland
Alex Taylor, Chief Social Worker/Head of Children and Families, Argyll and Bute HSCP
Fiona Thomson, Lead Pharmacist, NHS Highland

Attending: Caroline Cherry, Head of Adult Services, Argyll and Bute HSCP
David Forshaw, Principal Accountant, Argyll and Bute Council
Julie Lusk, Head of Adult Services, Argyll and Bute HSCP
Jane Fowler, Head of Customer Support Services, Argyll and Bute Council
Pippa Milne, Chief Executive, Argyll and Bute Council
Barbara Anne Nelson, HR Specialist Lead
Stephen Whiston, Head of Strategic Planning and Performance, Argyll and Bute HSCP
Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP
Patricia O'Neill, Governance Manager, Argyll and Bute Council
Hazel MacInnes, Committee Services Officer, Argyll and Bute Council
Margaret McGowan, Independent Sector Representative

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Gary Mulvaney, Rebecca Helliwell, Kevin McIntosh, and Elizabeth Rhodick.

The Chair sought agreement from the Board for the consideration of two additional items of business that required to be considered as a matter of urgency. The first item, "Committee Terms of Reference" by reason to allow the Committees to operate under the new Terms of Reference to ensure effective Governance; and the second item, "Changes

to IJB Senior Officer Recruitment” by reason that there was a need to progress with the recruitment process for a senior officer post that was due to become vacant. The Board agreed to consider these items as a matter of urgency.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES

The Minutes of the Meeting of the Integration Joint Board held on 25 March 2020 were approved as a correct record subject to the following comments.

Kirsteen Murray advised that she had not been at the last meeting and had submitted a statement to the Board. She advised that one of the points she had raised had been recorded in the Minutes but the other, in respect of culture fit for the future had not been recorded. The Chair read out the statement that had been submitted and it was agreed that this could be raised later in the meeting under the Sturrock Review item of the agenda.

Boyd Robertson noted that he had been designated as the Interim Chair of the NHS Board in the Minute and that this should have read Chair. It was agreed that this would be amended.

4. MINUTES OF COMMITTEES

(a) Clinical and Care Governance Committee held on 23 January 2020

The Minutes of the Meeting of the Clinical and Care Governance Committee held on 23 January 2020 were noted.

(b) Finance and Policy Committee held on 6 March 2020

The Minutes of the Meeting of the Finance and Policy Committee held on 6 March 2020 were noted.

(c) Clinical and Care Governance Committee held on 26 March 2020

The Minutes of the Meeting of the Clinical and Care Governance Committee held on 26 March 2020 were noted.

(d) Finance and Policy Committee held on 27 March 2020

The Minutes of the Meeting of the Finance and Policy Committee held on 27 March 2020 were noted.

5. CHIEF OFFICER'S REPORT

The Board gave consideration to the Chief Officer report covering a range of issues including Mental Health Awareness Week, International Nurses Day, Chief Social Work Officer, Oral Health Improvement Team, Caring for People Tactical Partnership, Midwives

Pushing Delivery of Online Antenatal and Postnatal Classes, Staff Wellbeing Wednesday, Argyll & Bute HSCP Staffside Update.

Decision

The Integration Joint Board –

1. Noted the content of the submitted report.
2. Thanked staff at all levels of the Health and Social Care Partnership, commissioned, unpaid carers and third sector staff for their ongoing commitment during the COVID-19 situation.

(Reference: Report by Chief Officer dated May 2020, submitted)

6. COVID-19 MOBILISATION READINESS UPDATE AND LOOK FORWARD TO LIVING AND OPERATING WITH COVID-19

The Board gave consideration to a report that reviewed the current Public Health projections for the spread of COVID-19 in NHS Highland and the information had been used to provide a modelling update of demand and an assessment of capacity. The report highlighted when and where the current and planned bed capacity did not meet expected demand. The report also reflected considerations of the new normal arising out of the implications of COVID-19 for health and social care.

Decision

The Integration Joint Board –

1. Noted the COVID-19 escalation status update and projections to 31 August 2020.
2. Agreed the look forward planning themes/implications to inform resumption of “business as usual” living with COVID-19.

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

7. THE ROLE OF PUBLIC HEALTH TO DATE IN THE COVID -19 RESPONSE

The Board gave consideration to a report that reviewed the work of Public Health in Argyll and Bute relating to COVID-19. The report focused on three main areas namely, understanding the epidemiology of COVID-19 in Argyll and Bute, the caring for people work stream supporting communities and staff testing.

Decision

The Integration Joint Board noted the Public Health response to the COVID-19 outbreak in Argyll and Bute Health and Social Care Partnership Area.

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

8. UPDATE ON PROGRESS WITH THE STURROCK REVIEW ACTIONS INCLUDING A REPORT ON THE ARGYLL & BUTE CULTURE SURVEY AND PLANS FOR THE LAUNCH OF THE HEALING PROCESS

The Board gave consideration to a report that set out the findings of the Argyll and Bute Culture Survey which sought to understand the experience of bullying and harassment of NHS Highland colleagues within the Argyll and Bute Health and Social Care Partnership.

The Chief Officer of the Health and Social Care Partnership apologised personally and publically to all staff who had experienced bullying and harassment.

Decision

The Integration Joint Board –

1. Noted the NHS Highland Board report.
2. Welcomed the statement by the Chief Officer apologising to all staff who had experienced bullying and harassment.
3. Welcomed the approach taken by NHS Highland in addressing the issues and taking forward the action plan.

(Reference: Report by Chief Officer and Director of HR and OD dated May 2020, submitted)

9. STAFF HEALTH AND WELLBEING

(a) Employee / Staff Wellbeing and Resilience / COVID-19

The Board gave consideration to a report outlining the approach and progress with support measures being put into place for staff within Argyll and Bute HSCP during the COVID-19 crisis.

Decision

The Integration Joint Board –

1. Noted the approach taken and progress to date to support staff wellbeing and resilience.
2. Noted that the approach builds on work that was already underway.
3. Noted that this was an integrated and inclusive approach across 2 employers and expands out to the third and independent sector providers.
4. Noted that the approach aligned with the National Wellbeing Network led by the Minister for Health, Claire Haughey.

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

(b) **HR Resourcing**

The report gave consideration to a report proposing an increase in temporary and permanent HR resources to ensure that the team could fully support managers, employees and staffside colleagues and reduce risk to the Health and Social Care Partnership.

Decision

The Integration Joint Board –

1. Noted the current HR team structure and capacity.
2. Noted the increase in current and future HR demands from service change, policy change and Culture Fit for the Future outcomes.
3. Noted the impact on the Health and Social Care Partnership of under-supported managers, employees and TU/SS.
4. Approved the proposal for increased resource (temporary and permanent) for the HSCP HR Team as set out on paragraph 3.14 of the submitted report totalling £104,585.95.

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

The Chair adjourned the meeting at 3.20pm for a comfort break.

The meeting resumed at 3.25pm.

10. ENHANCED CARE HOME ASSURANCE

The Board gave consideration to a report describing the scope and purpose of strategic reporting of care home assurance. The report outlined local responses given the context of COVID-19.

Decision

The Integration Joint Board –

1. Noted the highlighted risks to older adults within care homes from COVID-19.
2. Noted the assurances to support care homes within the context of COVID-19.

(Reference: Report by Head of Adult Service, Older Adults and Community Hospitals dated May 2020, submitted)

11. FINANCE

(a) **Budget Monitoring as at 31 March 2020**

The Board gave consideration to a report providing a summary of the financial

position of the Health and Social Care Partnership as at 31 March 2020.

Decision

The Integration Joint Board –

1. Noted the outturn position for 2019-20 was an overspend of £2.446m as at 31 March 2020 which included a provision of £1.324m for the on-going dispute with NHS Greater Glasgow & Clyde. Excluding this, the outturn would have been an overspend of £1.122m.
2. Noted the repayment arrangements for the overspend described at paragraph 3.6 of the submitted report.
3. Approved the new earmarked reserves set out at paragraph 3.5.2 of the submitted report.
4. Instructed the Chief Officer to bring back further information on the negotiations within NHS GG&C for Board approval, noting the delegated powers agreed on 25 March 2020.

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

(b) Budget Outlook 2021-22 to 2023-24

The Board gave consideration to a report summarising the budget outlook for the period 2021-22 to 2023-24 taking into account the budget decisions taken at the Integration Joint Board on 25 March 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 May 2020, submitted)

Margaret McGowan left the meeting during consideration of the next item of business.

(c) Covid-19 Response and Financial Implications

The Board gave consideration to a report providing an overview of the Health and Social Care Partnership'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.

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 has not yet been received.

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

Alex Taylor left the meeting during consideration of the next item of business.

12. COMMITTEE TERMS OF REFERENCE

The Board gave consideration to the Committee Terms of Reference which had been reviewed by each Committee and was before the Board with minor amendments for approval.

Decision

The Integration Joint Board –

1. Acknowledged that the Committee Terms of Reference had been considered by all Committees and had been referred back to the Board for approval.
2. Approved the Committee Terms of Reference subject to amendments to the role of the Chief Officer and Head of Finance and Transformation on the Finance and Policy and Audit and Risk Committees as discussed by the Board.

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

Julie Lusk left the meeting during consideration of the next item of business.

13. CHANGES TO IJB SENIOR OFFICER RECRUITMENT

The Integration Joint Board gave consideration to a report proposing improvements to the recruitment process for Chief Officer and integrated Head of Service posts as a result of learning and feedback on the process.

Kirsteen Murray, Third Sector Representative, wished it formally recorded that this was a missed opportunity to provide a wider representation of IJB members on recruitment panels.

Decision

The Integration Joint Board –

1. Agreed that the selection panel size is amended as follows:

- Chief Officer - Panel of 8: 6 IJB Members (3 Council and 3 NHS to include Chair/Vice Chair, Council Leader and NHS Board Chair or nominated substitutes) plus the Chief Executives of each parent organisation as voting members. Nominated substitutes for the Council will be politically balanced.
 - Heads of Service – Panel of 5: 4 IJB Members (2 Council and 2 NHS - Chair and Vice Chair, Council Leader and NHS Board Chair or their nominated substitutes) plus the Chief Officer as a voting member.
2. Agreed that Head of Service assessment centres would be conducted online rather than onsite.
 3. Agreed that recruitment training be introduced to IJB induction, which would ensure that there is a cohort of up to 50% of any Appointment Panel's members are trained.
 4. Noted that the appointment of Councillors to a recruitment panel requires a Council decision.

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

14. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 5 August 2020 at 1.00pm.