

**MINUTES of MEETING of ARGYLL AND BUTE HSCP FINANCE AND POLICY COMMITTEE  
held in the SKYPE  
on FRIDAY, 30 OCTOBER 2020**

**Present:** Councillor Kieron Green, Argyll and Bute Council (Chair)  
Sarah Compton-Bishop, NHS Highland Non-Executive Board Member (Vice Chair)  
Elizabeth Higgins, Lead Nurse, Argyll and Bute HSCP  
Councillor Sandy Taylor, Argyll and Bute Council

**Attending:** Joanna MacDonald, Chief Officer, Argyll and Bute HSCP  
Judy Orr, Head of Finance and Transformation, Argyll and Bute HSCP  
Linda Skrastin, Locality Area Manager, Argyll and Bute HSCP (on behalf of Patricia Renfrew)  
Fiona Broderick, Staffside Lead, Argyll and Bute HSCP (Health)  
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  
Lynsey Innis, Senior Committee Assistant, Argyll and Bute Council  
George Morrison, Head of Finance, Argyll and Bute HSCP  
Dr Nicola Shinaia, Associate Director of Public Health, Argyll and Bute HSCP  
John Dreghorn, Service Improvement Officer, Argyll and Bute HSCP  
Gillian Maidment, Service Improvement Officer, Argyll and Bute HSCP  
Gillian McCready, Service Improvement Officer, Argyll and Bute Council  
Louise Beattie, Service Improvement Officer, Argyll and Bute Council  
Nicola Gillespie, Service Manager, Mental Health and Addiction (Adult Services), Argyll and Bute HSCP (on behalf of Julie Lusk)

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were intimated on behalf of:-

Councillor Gary Mulvaney  
Professor Boyd Robertson, Chair of NHS Highland  
Julie Lusk, Head of Adult Services, Argyll and Bute HSCP  
Patricia Renfrew, Consultant Nurse, Argyll and Bute HSCP  
Kevin McIntosh, Staffside Lead for Argyll and Bute HSCP (Council)  
Jane Fowler, Head of Customer Support Services, Argyll and Bute Council  
Stephen Whiston, Head of Strategic Planning and Performance, Argyll and Bute HSCP

Having noted that the meeting was inquorate at this point, the Chair intimated and the Members in attendance agreed, to continue with the following items of business on an inquorate basis.

## **2. DECLARATIONS OF INTEREST (IF ANY)**

There were no declarations of interest intimated.

## **3. MINUTES**

The Minute of the previous meeting of the Finance and Policy Committee, held on 25 September 2020, was noted.

## **4. BUDGET MONITORING AS AT 30 SEPTEMBER 2020**

The Committee gave consideration to a report providing a summary of the financial position of the Health and Social Care Partnership as at 30 September 2020. The report noted the ongoing uncertainty around the financial impact of the Covid-19 pandemic.

### **Decision**

The Finance and Policy Committee –

1. Noted the forecast outturn position for 2020-21 is a forecast overspend of £2.561m as at 30 September 2020 and that there is a year to date overspend of £2.883m as at the same date.
2. Noted that 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.

(Reference: Report by Head of Finance and Transformation dated 30 October 2020, submitted)

Sarah Compton-Bishop and Charlotte Craig joined the meeting at 1:50pm, during discussion of agenda item 4 (Budget Monitoring as at 30 September 2020) and therefore the meeting became quorate.

## **5. COVID-19 RESPONSE AND FINANCIAL IMPLICATIONS**

Consideration was given to a report which provided 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 and noted that the cost estimates were updated on a regular basis and subject to considerable uncertainties.

### **Decision**

The Finance and Policy Committee –

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 had 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 30 October 2020, submitted)

## **6. BUDGET SAVINGS 2021/22**

The Committee gave consideration to a report which provided an overview of the approach being taken to the budget setting process for 2021-22. The report noted that there were still considerable uncertainties around the financial impact of the Covid-19 pandemic, whether this will extend into the next financial year or not and when funding announcements will be made by the Scottish Government.

### **Decision**

The Finance and Policy Committee –

1. Noted the high level timetable for the budget process in 2021-22, as set out at paragraph 3.5 of the report.
2. Noted the process and approach proposed.
3. Agreed that the meeting of the Finance and Policy Committee in January 2021 be brought forward by a week to accommodate the timescales for reporting to the Integrated Joint Board.

(Reference: Report by Head of Finance and Transformation, dated 30 October 2020, submitted)

## **7. PROGRESS UPDATE - TRANSFORMATION PROGRAMME INVESTMENT**

Consideration was given to a report which outlined the progress made in respect of the 'spend to save' proposal to strengthen the Project Management Office (PMO) approach to delivering savings, as agreed by the Integrated Joint Board (IJB) at its meeting in March 2020. The report also provided an overview of the draft HSCP governance framework and provided details of how the additional resources have been allocated.

Information was also provided by the Service Improvement Officers, who are working closely with the Heads of Service, Senior Managers and staff to ensure their transformation programme and projects have strategic focus with relevant plans; are led by individuals with specialist knowledge; have strong and clear leadership and ensure accountability and ownership for all their savings areas.

### **Decision**

The Finance and Policy Committee –

1. Noted the progress made to date as a result of the PMO investment.
2. Considered the approach taken to date.

3. Noted the governance framework in operation.

(Reference: Report by Head of Finance and Transformation, dated 30 October 2020, submitted)

**8. DATE OF NEXT MEETING**

The date of the next meeting was noted as Friday, 27 November 2020 at 1.30pm.