

**MINUTES of MEETING of ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB) held
VIA SKYPE
on WEDNESDAY, 27 JANUARY 2021**

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, Interim 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
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
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

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
Pam Dudek, Chief Executive, NHS Highland
Fiona Hogg, Director of HR and Organisational Development, NHS Highland
Hazel MacInnes, Committee Services Officer, Argyll and Bute Council
Pippa Milne, Chief Executive, Argyll and Bute Council
George Morrison, Head of Finance, NHS Highland
Patricia Renfrew, Head of Children and Families, Argyll and Bute HSCP
Stephen Whiston, Head of Strategic Planning and Performance, HSCP
Alison Ryan, Service Planning Manager, Argyll and Bute HSCP
Mandy Sheridan, Unit Manager, Argyll and Bute HSCP
Tim Allison, Director of Public Health and Policy, NHS Highland

The Chair advised of a request he had received to change the order of business to take item 6(b) of the agenda (Culture Update – NHS Highland Board Report by Director of HR and OD) before 6(a) of the agenda (Culture Update – Report by Head of Customer Support Services). He advised that he was agreeable to this request and sought agreement from the Board in this respect. The Board agreed.

The Chair advised of an additional item that had been circulated (BUDGET CONSULTATION 2021/22) and advised of his intention to take this item after item 9(d) of the agenda following the other Finance items. This additional report had been requested by the Finance and Policy Committee at their meeting on 22 January 2021. The Board agreed.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Rebecca Helliwell, Associate Medical Director.

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 November 2020 were approved as a correct record.

4. MINUTES OF COMMITTEES

(a) Clinical and Care Governance Committee held on 19 November 2020

The Minutes of the meeting of the Clinical and Care Governance Committee held on 19 November 2020 were noted.

(b) Audit and Risk Committee held on 11 December 2020

The Minutes of the meeting of the Audit and Risk Committee held on 11 December 2020 were noted.

(c) Finance and Policy Committee held on 11 December 2020

The Minutes of the meeting of the Finance and Policy Committee held on 11 December 2020 were noted.

(d) Clinical and Care Governance Committee held on 14 January 2021

The Minute was not made available in time for the Board and the Chair of the Committee provided the Board with a verbal update from the meeting.

(e) Finance and Policy Committee held on 22 January 2021

The Minute of the meeting of the Finance and Policy Committee held on 22 January 2021 was noted.

5. CHIEF OFFICER'S REPORT

The Board gave consideration to a report from the Chief Officer covering a range of issues including the Extension of Guardian Service, Additional Funding for Cancer Screening, Maternity Survey, Argyll and Bute Suicide Prevention Group, Electric Fleet by 2025, Stop Smoking Advisors and Cool2Talk Service for Young People.

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.

(Reference: Report by Chief Officer, Health and Social Care Partnership dated 27 January 2021)

6. CULTURE UPDATE

(a) NHS Highland Board Report by Director of HR and OD

The Board gave consideration to the Culture Update report that had been presented to the NHS Highland Board on 26 January 2021.

Decision

The Integration Joint Board noted the content of the report.

(Reference: Report by Director of HR and OD dated 26 January 2021, submitted)

(b) Report by Head of Customer Support Services

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 in Argyll and Bute Health and Social Care Partnership.

Decision

The Integration Joint Board –

1. Noted the content of the culture update report.
2. Noted that progress continues to be made to address the findings of the independent Argyll and Bute Culture Survey.

(Reference: Report by Head of Customer Support Services dated 27 January 2021, submitted)

Elizabeth Rhodick and Fiona Hogg left the meeting at this point.

7. COVID-19 PUBLIC HEALTH UPDATE

The Board gave consideration to a report reviewing the work of Public Health in Argyll and Bute relating to COVID-19. The report built upon accounts provided in earlier reports and presented the most timely update possible on how the pandemic was unfolding 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:

1. Distribution of infection rates in the Argyll and Bute community;
2. COVID-19 testing in the Argyll and Bute community;
3. COVID-19 vaccination in the Argyll and Bute community;
4. Support to the Argyll and Bute community during the peak of the COVID-19 pandemic and its adaptation to the new response phases.

(Reference: Report by Associate Director of Public Health dated 27 January 2021, submitted)

8. NHS HIGHLAND PUBLIC HEALTH REPORT

The Board gave consideration to the Director of Public Health's Annual Report for 2020.

Decision

The Integration Joint Board noted the content of the report.

(Reference: Report by Director of Public Health and Policy dated 27 January 2021, submitted)

The Chair ruled and the Board agreed to adjourn for a 10 minute comfort break from 2.40pm.

The meeting reconvened at 2.50pm and Elizabeth Rhodick re-joined the meeting at this point.

9. FINANCE

(a) Budget Monitoring as at 30 November 2020

The Board gave consideration to a report providing a summary of the financial position of the Health and Social Care Partnership as at 30 November 2020. The Head of Finance and Transformation provided a verbal update on the financial position up to the end of December 2020.

Decision

The Integration Joint Board –

1. Noted the forecast outturn position for 2020-21 is a forecast overspend of £1.890m as at 30 November 2020 and that there is a year to date overspend of £67k as at the same date.
2. Noted the above position excluded any provision for Scottish Government assistance with non-delivery of savings due to Covid-19. It included the Covid funding via NHS Highland announced at end of September and November.

(Reference: Report by Head of Finance and Transformation dated 27 January

2021, submitted)

(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 costs of dealing with the COVID-19 response. The costs, updated on a regular basis, 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 27 January 2021, submitted)

(c) 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. The budget outlook presented to the Integration Joint Board on 25 November 2020 had been updated.

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 27 January 2021, submitted)

(d) Financial Risks 2020/21

The Board gave consideration to a report providing an updated assessment of financial risks to the Board for 2020/21.

Decision

The Integration Joint Board –

1. Noted the updated financial risks identified for the Health and Social Care Partnership.
2. Noted the 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 27 January 2021, submitted)

10. BUDGET CONSULTATION 2021/22

The Board gave consideration to a report presenting the finalised public consultation on the budget for 2021/22 as approved by the Finance and Policy Committee at their meeting on 22 January 2021.

Decision

The Integration Joint Board –

1. Noted that the budget consultation for 2021/22 went live on 22 January 2021 and would run until 19 February 2021.
2. Agreed to promote the consultation widely to maximise responses.

(Reference: Report by Head of Finance and Transformation dated 27 January 2021, submitted)

11. 2021/2022 SOCIAL WORK FEES AND CHARGES

The Board gave consideration to a report providing details of the proposed Social Work Fees and Charges uplifts for 2021/22. A detailed list of proposed charges, including the 2020/21 rates for comparison, was appended to the report.

Decision

The Integration Joint Board endorsed the 2021/22 Social Work Fees and Charges proposals for submission to Argyll and Bute Council for ratification at its 2021/22 budget meeting.

(Reference: Report by Principal Accountant dated 27 January 2021, submitted)

12. HEALTHCARE IMPROVEMENT SCOTLAND - UNANNOUNCED INSPECTION: COWAL COMMUNITY HOSPITAL

The Board gave consideration to a report providing information on an unannounced Hospital Inspection carried out by Healthcare Improvement Scotland at Cowal Community Hospital on 27 October 2020.

Decision

The Integration Joint Board -

1. Noted the unannounced inspection 'on the day' and draft report feedback.

2. Noted the content of the published report and improvement plan which became available on 21 January 2021.
3. Welcomed the report and expressed their thanks and appreciation to the staff for all of their work in achieving a positive report in the face of a pandemic.

(Reference: Report by Lead Nurse dated 27 January 2021 and published report dated 21 January 2021, submitted)

13. CHILD POVERTY ACTION PLAN REVIEW 2019-20

The Board gave consideration to a report presenting a review of the Argyll and Bute Child Poverty Action Plan for 2019-20.

Decision

The Integration Joint Board endorsed the report detailing the review of the Argyll and Bute Child Poverty Action Plan for 2019-20.

(Reference: Report by Unit Manager, Children and Families dated November 2020, submitted)

14. ARGYLL AND BUTE CHILDREN'S RIGHTS REPORT 2020-23

The Board gave consideration to a report presenting Argyll and Bute's first joint Children's Rights Report which noted the work to respect the rights of children, young people and their families and to hear and listen to their voices.

Decision

The Integration Joint Board endorsed the report detailing the Children's Rights Report 2020.

(Reference: Report by Unit Manager, Children and Families dated November 2020, submitted)

15. INTEGRATION JOINT BOARD - PERFORMANCE REPORT JANUARY 2021

The Board gave consideration to a report proposing the temporary suspension of normal outcome performance reporting for performance reporting focusing on the remobilisation of health and care services and COVID-19 related activity.

Decision

The Integration Joint Board –

1. Noted the temporary suspension of reporting against the HSCP Health & Wellbeing Outcome Indicators.
2. Noted the change in focus of the performance reporting from current outcome indicators to performance regarding COVID-19 and Remobilisation of Health and Social Care in Argyll and Bute.

3. Noted the current COVID-19 activity within Argyll & Bute, NHS Highland and Greater Glasgow and Clyde.
4. Noted the HSCP performance progress regarding remobilisation of activity in line with NHS Highland performance target for 2020/21 agreed with Scottish Government to 70%-80% of 2019/20 activity.

(Reference: Report by Head of Strategic Planning and Performance dated 27 January 2021, submitted)

16. UPDATE TO COMMITTEE TERMS OF REFERENCE

The Board gave consideration to a report requesting the approval of the updated Strategic Planning Group Terms of Reference as recommended by the group, update to the general provisions on reporting to the IJB and a request to nominate new chair/vice chair of the Finance and Policy Committee.

Third Sector representative member Kirsteen Murray welcomed the updated SPG terms of reference strengthening the role of the Strategic Planning Group and more in line with its role in legislation. Practically this will include reviewing detailed business cases, change plans on behalf of IJB and responsibilities in terms of developing commissioning strategy and the strategic plan.

The member requested clarity on the relationship between the SPG role and the current oversight of the Transformation Board by the Finance and Policy Committee which has oversight of transformation board and plan, in practical terms how did officers see that working?

Officers responded that the Strategic Planning Group ensures the delivery and development of the Strategic Plan and the Transformation Board manages implementation of planned work. Finance and Policy Committee have oversight of any progress of work and impact of policy and financial implications.

The Strategic Planning Group reports to and advises the IJB directly.

There are no delegated powers for decision-making to either the Strategic Planning Group or Finance and Policy Committee and each would provide information to the IJB on recommendation for decision.

Going into the next year committees and groups will be asked to have workplans and if agreed by the IJB to report on such annually. As all terms of reference have now been reviewed and areas of business clarified so this should avoid duplication.

Some areas of activity are cross cutting and this will be managed through the IJB and committee planner.

The terms of reference of the Transformation Board are also currently being reviewed.

The paper formalised overall reporting to the IJB with each governance group fulfilling specific tasks and strengthening governance.

Decision

The Integration Joint Board –

1. Noted the amendments proposed.
2. Approved the Strategic Planning Group Terms of Reference.
3. Approved the amendment to the General provisions on reporting to the IJB.
4. Appointed Kieron Green as chair and Sarah Compton-Bishop as vice chair of the Finance & Policy Committee.

(Reference: Report by Business Improvement Manager dated 27 January 2021, submitted)

17. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 31 March 2021 at 1.00pm.

The Chair advised that this was Boyd Robertson's last meeting of the Board and thanked him for his time on the IJB and for his contribution. Boyd advised that there had been two new non-executive NHS Board Members appointed from the Argyll area who would replace himself and Gaener Rodger on the IJB. Boyd gave thanks to colleagues on the Board, in particular the Chair. It was noted that Gaener's last meeting would be in March.