

**MINUTES of MEETING of ARGYLL AND BUTE HSCP FINANCE AND POLICY COMMITTEE  
held BY SKYPE  
on FRIDAY, 23 APRIL 2021**

**Present:**

Councillor Kieron Green (Chair)

Sarah Compton-Bishop  
Elizabeth Higgins  
Graham Bell

Councillor Sandy Taylor  
Councillor Gary Mulvaney

**Attending:**

George Morrison, Depute Chief Officer, Argyll and Bute HSCP  
Judy Orr, Head of Finance and Transformation, Argyll and Bute HSCP  
Caroline Cherry, Head of Older Adult Services and Community Hospitals,  
Argyll and Bute HSCP  
Stephen Whiston, Head of Strategic Planning and Performance, Argyll and  
Bute HSCP  
Dr Nicola Shinaia, Associate Director of Public Health, Argyll and Bute HSCP  
Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP  
David Forshaw, Principal Accountant, Argyll and Bute Council  
Louise Beattie, Service Improvement Officer, Argyll and Bute Council  
Gillian McCready, Service Improvement Officer, Argyll and Bute Council  
Gillian Maidment, Service Improvement Officer, Argyll and Bute Council  
Ewan MacGregor, Contract and Demand Management Officer, Argyll and Bute  
HSCP  
Lynsey Innis, Senior Committee Assistant, Argyll and Bute Council

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were intimated on behalf of:-

Fiona Broderick, Staffside, Argyll and Bute HSCP  
Julie Lusk, Head of Adult Services, Argyll and Bute HSCP  
Jane Fowler, Head of Customer Support Services, Argyll and Bute Council  
Helen Urquhart, PA to Depute Chief Officer, Argyll and Bute HSCP

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

**3. MINUTES**

The Minute of the previous meeting of the Finance and Policy Committee, held on 19 March 2021, was approved as a correct record.

#### **4. TRANSFORMATION UPDATE**

The Committee gave consideration to a report outlining the key areas of focus for transformation work planned for 2021/22. The report also set out the updated terms of reference and governance arrangements for the Transformation Board and summarised the progress on transformation, which had been presented to the Transformation Board, at their meeting on 13 April 2021.

##### **Decision**

The Finance and Policy Committee –

1. Noted the 5 key areas of transformation focus for 2021/22 set out at paragraph 3.1 of the report.
2. Noted the governance arrangements and updated terms of reference for the Transformation Board set out in the appendices to the report.
3. Considered the progress which was presented to the Transformation Board on 13 April 2021 as summarised in the report and indicated areas where further details may be required.

(Reference: Report by Head of Finance and Transformation, dated 23 April 2021, submitted)

#### **5. SERVICE IMPROVEMENT OFFICERS - END OF YEAR REVIEW AND NEXT QUARTER PLANNING**

Consideration was given to a report outlining the progress made on each transformation priority as indicated at the last update, presented to the Committee at their meeting on 30 October 2020; the governance framework established around the delivery of its savings and plans for the next quarter.

##### **Decision**

The Finance and Policy Committee –

1. Noted the progress made since the update presented on 30 October 2020.
2. Considered the progress achieved to end of March 2021.
3. Noted the plans for the next quarter, contained in Appendix 3 of the report.

(Reference: Report by Head of Finance and Transformation, dated 23 April 2021, submitted)

#### **6. PROGRESS UPDATE - OLDER ADULT AND COMMUNITY HOSPITALS BUDGET AND SAVINGS PROGRAMME**

The Committee gave consideration to a report providing a summary of the Older Adult and Community Hospital services budgets and savings position as at 31 March 2021, the current challenges to delivery of savings and an overview of the planned actions to progress the outstanding savings.

## **Decision**

The Finance and Policy Committee –

1. Noted the overview of budgets in this area.
2. Discussed the progress in respect of Older Adult and Community Hospital savings programme as at 31 March 2021.
3. Discussed the ongoing challenges to achieving the savings proposals from previous years.
4. Discussed the actions planned to recover the outstanding savings proposals.

(Reference: Report by Head of Adult Services, Older Adults and Community Hospitals, dated 23 April 2021, submitted)

## **7. ANNUAL BOARD SELF-ASSESSMENT QUESTIONNAIRE AND SKILLS MATRIX**

The Committee gave consideration to a verbal update from the Business Improvement Manager and completed the Annual Board Self-Assessment Questionnaire and Skills Matrix.

## **Decision**

The Finance and Policy Committee completed the Annual Board Self-Assessment Questionnaire and Skills Matrix.

(Reference: Annual Board Self-Assessment Questionnaire and Matrix, submitted)

## **8. DATE OF NEXT MEETING**

The Finance and Policy Committee noted that the date of the next meeting was scheduled to take place on Friday, 21 May 2021.