

**MINUTES of MEETING of ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB) held
VIA SKYPE
on WEDNESDAY, 16 JUNE 2021**

Present: Sarah Compton-Bishop, NHS Highland Non-Executive Board Member (Chair)
Councillor Kieron Green, Argyll and Bute Council (Vice Chair)
Councillor Robin Currie, Argyll and Bute Council
Councillor Gary Mulvaney, Argyll and Bute Council
Councillor Sandy Taylor, Argyll and Bute Council
Graham Bell, NHS Highland Non-Executive Board Member
Susan Ringwood, NHS Highland Non-Executive Board Member

Linda Currie, Lead AHP, NHS Highland
Fiona Davies, Interim Chief Officer, Argyll and Bute HSCP
Rebecca Helliwell, Associate Medical Director, Argyll and Bute HSCP
Elizabeth Higgins, Lead Nurse, NHS Highland
Judy Orr, Head of Finance and Transformation, Argyll and Bute HSCP
Kevin McIntosh, Staffside Lead, Argyll and Bute HSCP (Council)
Dawn MacDonald, Staffside, Argyll and Bute HSCP (Health)
Margaret McGowan, Independent Sector Representative
Angus MacTaggart, GP Representative, Argyll and Bute HSCP
Elizabeth Rhodick, Public Representative
Dr Nicola Schinaia, Associate Director of Public Health, Argyll and Bute
Takki Sulaiman, Chief Executive, Argyll and Bute Third Sector Interface
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
Jane Fowler, Head of Customer Support Services, Argyll and Bute Council
Fiona Hogg, Director of Human Resources and Organisational Development,
NHS Highland
Hazel MacInnes, Committee Services Officer, Argyll and Bute Council
Alison McGrory, Health Improvement Principal, NHS Highland
George Morrison, Head of Finance, NHS Highland
Patricia O'Neill, Governance Manager, Argyll and Bute Council
Brian Reid, Senior Manager Operations, Argyll and Bute HSCP
David Ritchie, Communications Manager, Argyll and Bute HSCP
Mandy Sheridan, Service Improvement Officer, Argyll and Bute HSCP
Stephen Whiston, Head of Strategic Planning and Performance, HSCP

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Jean Boardman, Fiona Broderick, Julie Lusk and Patricia Renfrew.

The Chair welcomed Fiona Davies, Interim Chief Officer, to her first meeting of the Board and advised that this was Judy Orr, Head of Finance and Transformation's last meeting of the Board.

The Chair expressed her thanks to all HSCP staff for their ongoing hard work and recognised their dedication; in particular the vaccination teams who had been working hard to roll out the vaccine programme, which could not have been achieved without the partners from the third sector and public bodies. She expressed thanks to all communities for their patience, compassion and community spirit throughout the pandemic.

2. DECLARATIONS OF INTEREST

There were none intimated.

3. MINUTES

The Minutes of the meeting of the Integration Joint Board held on 31 March 2021 were approved as a correct record.

4. MINUTES OF COMMITTEES

(a) Audit and Risk Committee held on 20 April 2021

The Minutes of the meeting of the Audit and Risk Committee held on 20 April 2021 were noted.

The Chair of the Committee, Councillor Sandy Taylor, gave a brief verbal update to the Board advising that the meeting on 20 April 2021 had been Susan Ringwood's first meeting and she had been appointed as vice chair of the Committee. He advised that it had been the last meeting for Azets Audit Services who had provided internal audit services and that this role would now be taken forward by Argyll and Bute Council Internal Audit. He highlighted that the final report by Azets had confirmed that the Audit and Risk Committee have adequate and effective framework for governance, risk management and control.

(b) Finance and Policy Committee held on 23 April 2021

The Minutes of the meeting of the Finance and Policy Committee held on 23 April 2021 were noted.

(c) Finance and Policy Committee held on 21 May 2021

The Minutes of the meeting of the Finance and Policy Committee held on 21 May 2021 were noted.

The Chair of the Committee, Councillor Kieron Green, highlighted item 12 of the Minute which was the relocation of GP services to Cowal Community Hospital and invited George Morrison, Head of Finance (HSCP), to provide an update to the Board.

George Morrison advised that the proposal to relocate GP practices was a capital project and would require consideration by the Health Board and thereafter by the Scottish Government. He advised that if the business case was approved by Scottish Government, funding would be received to implement it.

(d) Clinical and Care Governance Committee held on 10 June 2021

It was noted that the Minute of the Clinical and Care Governance Committee of 10 June 2021 had not been finalised in time for the meeting and would be available for

the meeting on 15 September 2021.

The Chair provided a verbal update to the Board and highlighted that the joint inspection of adult support and protection services in Argyll and Bute had now commenced.

5. CHIEF OFFICER REPORT

The Board gave consideration to a report from the interim Chief Officer which included an introduction from Fiona Davies, interim Chief Officer; connections sessions; staff mindfulness drop-in sessions; child healthy weight programme; living well networks; and Covid vaccinations.

Decision

The Integration Joint Board noted the content of the submitted report.

(Reference: Report by Interim Chief Officer dated 16 June 2021, submitted)

6. CULTURE UPDATE

(a) NHS Highland Board Culture Update

The Board gave consideration to reports that had been presented to the NHS Highland Board in May 2021

Decision

The Integration Joint Board noted the content of the reports.

(Reference: Report by Head of HR and OD dated 16 June 2021, submitted)

Betty Rhodick joined the meeting during consideration of the following item of business.

(b) Staff Governance Report for Financial Quarter 4 (2020/21)

The Board gave consideration to a report on staff governance covering financial quarter 4 (January to March 2021) and the activities of the Human Resources and Organisational Development Teams.

Decision

The Integration Joint Board –

1. Noted the content of the quarterly report on the staff governance performance in the HSCP.
2. Endorsed the overall direction of travel and requested that further information on Covid-19 related staff absence be provided to the Board at future meetings.

(Reference: Report by Head of Customer Support Services dated 16 June 2021, submitted)

7. UPDATE ON HEADS OF SERVICE APPOINTMENTS AND ARRANGEMENTS FOR SECTION 95 OFFICER

The Board gave consideration to a report providing an update on Head of Service recruitment and seeking approval of interim arrangements for the Section 95 Officer.

Decision

The Integration Joint Board –

1. Noted the updated position on Head of Service Appointments.
2. Agreed the proposed interim arrangements for the IJB Chief Financial Officer (Section 95) from 30th June to 9th August 2021.

(Reference: Report by Head of Customer Support Services dated 16 June 2021, submitted)

8. 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 on accounts provided in earlier reports and presented the timeliest update as 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, in terms of -

1. Distribution of infection rates in the Argyll and Bute community.
2. Covid-19 testing programmes in the Argyll and Bute community.
3. COVID-19 vaccination in the Argyll and Bute community.
4. The on-going support to Argyll and Bute community.

(Reference: Report by Associate Director of Public Health dated 16 June 2021, submitted)

9. FINANCE

(a) Budget Monitoring as at 31 March 2021

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 2021.

Decision

The Integration Joint Board –

1. Noted the outturn position for 2020-21 was an underspend of £1.089m as at 31 March 2021 which included a repayment of £1.0m from over delivered vacancy savings to Argyll and Bute Council as agreed in negotiating the settlement for 2021-22.

2. Noted the repayment arrangements for previous years overspends described at paragraph 3.6 of the submitted report.
3. Approve the new earmarked reserves set out at paragraphs 3.5.2 and 3.5.3 of the submitted report.

(Reference: Report by Head of Finance and Transformation dated 16 June 2021, submitted)

(b) Budget Outlook 2021-23 to 2023-24

The Board gave consideration to a report summarising the budget outlook covering the period 2022-23 to 2024-25 taking into consideration the budget decisions taken at the Integration Joint Board on 31 March 2021.

Decision

The Integration Joint Board noted the estimated budget outlook report for the period 2022-23 to 2024-25.

(Reference: Report by Head of Finance and Transformation dated 16 June 2021, submitted)

(c) Covid-19 Costs 2020-21

The Board gave consideration to a report providing an overview of the HSCP's Covid-19 costs incurred in 2020-21 including all year-end accruals.

Decision

The Integration Joint Board –

1. Noted the details provided in relation to costs of the Covid-19 response in 2020-21.
2. Noted that the Scottish Government had in principle approved all mobilisation plans, but that approval for individual cost lines had not yet been received.
3. Noted the details of the excess funding received which would be carried forward as an earmarked reserve at the year-end to be used against Covid costs in 2021-22.

(Reference: Report by Head of Finance and Transformation dated 16 June 2021, submitted)

(d) Financial Risks 2021-22

The Board gave consideration to a report providing an updated assessment of financial risks identified for the Health and Social Care Partnership for the year 2021/22.

Decision

The Integration Joint Board –

1. Noted the updated financial risks identified for the Health and Social Care Partnership.
2. Noted there were 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 16 June 2021, submitted)

10. STRATEGIC RISK REGISTER REVIEW

The Board gave consideration to a report containing the updated Strategic Risk Register following a workshop session for Integration Joint Board Members held on 27 May 2021 where the risk register was comprehensively reviewed.

Decision

The Integration Joint Board –

1. Noted the updated strategic risk register for the Health and Social Care Partnership.
2. Requested that the Chief Officer ensure that dates are added for all new mitigation actions identified and actions completed to timescales agreed.
3. Noted that strategic risks would continue to be reviewed and monitored on a six-monthly basis and reported to the Board by the Chief Officer.

(Reference: Report by Head of Finance and Transformation dated 16 June 2021, submitted)

11. INTEGRATION JOINT BOARD - PERFORMANCE REPORT (JUNE 2021)

The Board gave consideration to a report providing an update on the impact of service performance with regards to the Covid-19 pandemic and the progress made with regard to remobilising health and social care services in Argyll and Bute.

Decision

The Integration Joint Board –

1. Noted the current Covid-19 activity within Argyll & Bute, NHS Highland and Greater Glasgow and Clyde.
2. Noted the HSCP performance progress with regard to remobilisation of activity in line with NHS Highland performance target for 2021/22 agreed with Scottish Government to 70%-80% of 2019/20 activity.

(Reference: Report by Head of Strategic Planning and Performance dated 16 June 2021, submitted)

12. EQUALITIES OUTCOME FRAMEWORK

The Board gave consideration to a report outlining the HSCP's duties in relation to equalities and the progress made since 2016.

Decision

The Integration Joint Board –

1. Noted the HSCP's duty as a public authority to publish a report on the mainstreaming of equalities in spring 2021.
2. Noted the good practice examples of mainstreaming equality across the HSCP in the accompanying report.
3. Approved the report for publication.
4. Noted the requirement to have a new Equalities Outcome Framework 2021-2025 and approved the proposed outcomes.

(Reference: Report by Health Improvement Principal dated 16 June 2021, submitted)

13. ANNUAL COMMUNICATIONS PLANNING

The Board gave consideration to a report outlining the Annual Communications Plan which set out how the HSCP would continue to build on and strengthen how it communicates with staff, partners, stakeholders, people who use health and social care services and the wider public.

Decision

The Integration Joint Board approved the Annual Communications Plan.

(Reference: Report by Communications Manager dated 16 June 2021, submitted)

14. CHILD POVERTY ACTION PLAN REVIEW 2020-21

The Board gave consideration to a report introducing the second review of Argyll and Bute's Child Poverty Action Plan 2020-21 prior to submission to the Scottish Government.

Decision

The Integration Joint Board –

1. Noted the work taking place to address child poverty locally.
2. Noted the Child Poverty Action Plan Review 2020 – 2021.

(Reference: Report by Chief Officer dated 16 June 2021, submitted)

15. YEAR 1 (2020/21) ANNUAL REVIEW OF THE CHILDREN AND YOUNG PEOPLE'S SERVICE PLAN 2020 - 2023

The Board gave consideration to a report presenting the first annual review of the Children and Young People's Service Plan 2020-2023. The review reported on performance and progress to date in delivering outcomes the plan set out to achieve.

Decision

The Integration Joint Board –

1. Noted that both NHS Highland and Argyll and Bute Council are jointly and equally responsible for children's services planning.
2. Approved Argyll and Bute's Children and Young People's Services Plan 2020-2023 Year 1 review for the period 2020/23.
3. Approved the Children and Young People's Services Plan Year 3 review for submission to Scottish Government as per the legislative requirement.

(Reference: Report by Interim Head of Children and Families dated 16 June 2021, submitted)

16. AUDIT & RISK COMMITTEE ANNUAL REPORT 2020-21

The Board gave consideration to a report providing an assessment of the work of the Audit and Risk Committee throughout the financial year 2020/21.

Decision

The Integration Joint Board noted the annual report from the Chair of the Audit and Risk Committee.

(Reference: Report by Chair of Audit and Risk Committee dated 16 June 2021, submitted)

17. FINANCE & POLICY COMMITTEE ANNUAL REPORT 2020-21

The Board gave consideration to a report providing an assessment of the work of the Finance and Policy Committee throughout the financial year 2020/21.

Decision

The Integration Joint Board noted the annual report from the Chair of the Finance and Policy Committee.

(Reference: Report by Chair of Finance and Policy Committee dated 16 June 2021, submitted)

18. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 15 September 2021.

The Chair, on behalf of the Board, recorded her thanks to Judy Orr, Head of Finance and Transformation who was retiring after 2 years with the Health and Social Care Partnership. The Chair expressed her very best wishes to Judy for her retirement.