

**MINUTES of MEETING of ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB) held in
the BY MICROSOFT TEAMS
on WEDNESDAY, 23 NOVEMBER 2022**

Present: Sarah Compton-Bishop, NHS Highland Non-Executive Board Member (Chair)
Councillor Amanda Hampsey, Argyll and Bute Council (Vice Chair)
Councillor Gary Mulvaney, Argyll and Bute Council
Jean Boardman, NHS Highland Non-Executive Board Member
Graham Bell, NHS Highland Non-Executive Board Member

Evan Beswick, Head of Primary Care, NHS Highland
Fiona Broderick, Staffside Lead, Argyll and Bute HSCP (Health)
Caroline Cherry, Head of Adult Services, Argyll and Bute HSCP
Kevin Colclough, Head of People Planning, Analytics and Reward, Argyll and Bute HSCP
Geraldine Collier, People Partner, Argyll and Bute HSCP
Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP
Linda Currie, Lead AHP, NHS Highland
Fiona Davies, Chief Officer, Argyll and Bute HSCP
David Gibson, Chief Social Worker/Head of Children and Families and Justice, Argyll and Bute HSCP
James Gow, Head of Finance and Transformation, Argyll and Bute HSCP
Rebecca Helliwell, Associate Medical Director, Argyll and Bute HSCP
Elizabeth Higgins, Lead Nurse, NHS Highland
Fiona Hogg, Director of Human Resources and Organisational Development, NHS Highland
Julie Hodges, Independent Sector Representative
Kenny Mathieson, Public Representative
Hazel MacInnes, Committee Services Officer, Argyll and Bute Council
Angus MacTaggart, GP Representative, Argyll and Bute HSCP
Alison McGrory, Associate Director of Public Health, Argyll and Bute HSCP
Kevin McIntosh, Staffside Lead, Argyll and Bute HSCP (Council)
Takki Sulaiman, Chief Executive, Argyll and Bute Third Sector Interface
Kirstie Reid, Carers Representative, NHS Highland
Elizabeth Rhodick, Public Representative
John Stevens, Carers Representative, NHS Highland
Fiona Thomson, Lead Pharmacist, NHS Highland
Stephen Whiston, Head of Strategic Planning and Performance, HSCP

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Kieron Green, Councillor Dougie Philand, Susan Ringwood and Fiona Thomson.

2. DECLARATIONS OF INTEREST

There were none intimated.

3. MINUTES

The Minutes of the meeting of the Argyll and Bute HSCP Integration Joint Board held on 21 September 2022 were approved as a correct record subject to recording that Betty Rhodick, Public Representative was in attendance at this meeting.

4. MINUTES OF COMMITTEES

(a) Clinical and Care Governance Committee held on 26 October 2022

The Minutes of the meeting of the Clinical and Care Governance Committee had not been made available for the meeting.

The Chair of the Committee, Sarah Compton Bishop, gave a brief verbal update advising that the meeting had mainly focused on the Clinical and Care Governance Framework and Performance Reporting and how that would be reported to the Committee. She advised that the Minute would be available for the next meeting of the Integration Joint Board.

(b) Finance and Policy Committee held on 28 October 2022

The Minutes of the meeting of the Finance and Policy Committee held on 28 October 2022 were noted.

(c) Audit and Risk Committee held on 9 November 2022

The Minutes of the meeting of the Audit and Risk Committee held on 9 November 2022 were noted.

5. CHIEF OFFICER'S REPORT

The Board gave consideration to a report from the Chief Officer that included information on the autumn/winter vaccination programme, a short summary from the National Care Service Forum held on 3 October 2022; information on pressures that care at home services were under; information on the Winter Plan; and information on the Scottish Health Awards.

Decision

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

(Reference: Report by Chief Officer dated 21 September 2022, submitted)

6. STRATEGIC WORKFORCE PLAN 2022 - 2025

The Scottish Government commissioned all NHS Boards and Health and Social Care Partnerships to develop and publish a three year Strategic Workforce Plan. The Board gave consideration to a report attaching the Argyll and Bute HSCP Strategic Workforce Plan for formal approval by the Board.

Decision

The Integration Joint Board –

1. formally approved the 3 year Workforce Plan for the Argyll & Bute HSCP and;
2. noted and approved the governance and reporting arrangements in relation to oversight of the actions contained within the Plan.

(Reference: Report by Head of People Planning, Analytics and Reward dated 23 November 2022, submitted)

7. STAFF GOVERNANCE REPORT FOR FINANCIAL QUARTER 2 (2022/23)

The Board gave consideration to a report on staff governance that covered financial quarter 2 (July to September 2022) 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. took the opportunity to ask any questions on people issues that were of interest or concern; and
3. endorsed the overall direction of travel, including future topics that they would like further information on.

(Reference: Report by People Partner dated 23 November 2022, submitted)

8. WHISTLEBLOWING STANDARDS REPORT

The Board gave consideration to a report attaching the Whistleblowing Standards quarter one report (April – June 2022) and quarter two (July – September 2022) as well as the final version of the annual report covering the period 1 April 2021 to 31 March 2022, which was the first year of the standards.

Decision

The Integration Joint Board noted the content of the report.

(Reference: Report by People Partner dated 23 November 2022, submitted)

The Integration Joint Board adjourned between 2.35pm and 2.45pm for a comfort break. Betty Rhodick left the meeting for a short period at this point.

9. ARGYLL AND BUTE HSCP PERFORMANCE REPORT - NOVEMBER 2022

The Board gave consideration to a report detailing performance against six new targets set for reducing long waiting times across both inpatient and outpatient specialities for 2022, 2023 and 2024. The report detailed current performance against the new targets building on previous remobilisation performance.

Decision

The Integration Joint Board –

1. acknowledged performance against target with regards to the Outpatient & Inpatient Long Waiting Times for November and previous month;
2. noted the performance with regards to the Treatment Time Guarantee (TTG) - Inpatient/Day Case Waiting List;
3. noted the update with regards to progress with the development of the Integrated Performance Management Framework (IPMF);
4. acknowledged Delayed Discharge performance and forecasting; and
5. acknowledged progress against CAMHS & Psychological Therapies 18 week LDP standard.

(Reference: Report by Head of Strategic Planning, Performance and Technology dated 23 November 2022, submitted)

10. ARGYLL AND BUTE HSCP ANNUAL PERFORMANCE REPORT 2020/21

The Board gave consideration to a report presenting the Argyll and Bute HSCP Annual Performance Report 2020/21. The report took account of the significant impact the Covid 19 Pandemic had had on services and the changes to the delivery of Health and Social Care Services.

Decision

The Integration Joint Board approved the Annual Performance Report for the Health and Social Care Partnership for the year 2021.

(Reference: Report by Head of Strategic Planning, Performance and Technology dated 23 November 2022, submitted)

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

11. CHIEF SOCIAL WORK OFFICER REPORT 2021/2022

The Chief Social Work Officer is required to submit an annual report to the Scottish Government in the autumn. The Board gave consideration to a report presenting the Chief Social Work Officer Report for the financial year 2021/22.

Decision

The Integration Joint Board noted the content of the Chief Social Work Officer Report 2021/22.

(Reference: Report by Chief Social Work Officer dated 23 November 2022, submitted)

12. CLIMATE CHANGE REPORTING 2021/22

All public bodies in Scotland are legally required to submit and publish a Public Bodies Climate Change Report. The Board gave consideration to a report providing the proposed submission for the Integration Joint Board with a brief overview of how the Health and Social Care Partnership was responding to the Climate Change and Sustainability agenda in partnership with Argyll and Bute Council and NHS Highland.

Decision

The Integration Joint Board –

1. noted the requirement to submit a Climate Change Duties Report by 30 November;
2. approved the proposed submission attached as Appendix 1 to the submitted report; and
3. endorsed the partnership approach taken by the HSCP in respect of its Climate Change Duties.

(Reference: Report by Head of Finance and Transformation dated 23 November 2022, submitted)

13. FINANCE

(a) Budget Monitoring - 6 Months to 30 September 2022

The Board gave consideration to a report providing a summary of the financial position of the Health and Social Care Partnership as at 30 September 2022 and a forecast for the year. The report also provided an update on the delivery of the savings programme and utilisation of reserves.

Decision

The Integration Joint Board –

1. noted that there was a relatively small forecast revenue overspend of £737k as at 30 September 2022 and that it was anticipated that the HSCP would be able to operate within available resources in the current year;
2. noted progress with the savings programme and confirmation of £3.3m in savings delivered, 55% of target;
3. noted that earmarked reserves of £4.7m had been committed;
4. noted that the net cost of the revised local authority pay offer was not confirmed but would add a further cost pressure to Social Work Budgets; and
5. noted that the Scottish Government were in the process of clawing back Covid Reserves (circa £2.5m) and had reduced the Primary Care Improvement allocations by £2.8m as a consequence of reserves held.

(Reference: Report by Head of Finance and Transformation dated 23 November

2022, submitted)

(b) Medium Term Financial Plan 2023-2026

The Board gave consideration to a report providing a medium term financial plan for 2023/24 to 2025/26. The report was the basis for detailed financial planning and would be used to inform the savings target for 2023/24. It was intended that the budget gap would be addressed through the development of a value for money strategy and savings plan. The financial plan would continue to evolve as funding and cost pressures were confirmed. The UK Budget was expected in November with a draft Scottish Budget in mid-December 2022.

Decision

The Integration Joint Board –

1. noted the draft Financial Plan and budget outlook for 2023-24 to 2025-26;
2. noted the high level of risk and uncertainty;
3. noted the forecast budget gap; and
4. noted that work was underway to develop value for money and savings plans to address the budget gap.

(Reference: Report by Head of Finance and Transformation dated 23 November 2022, submitted)

(c) Audited Annual Accounts 2021/22

The Integration Joint Board is required to produce a set of audited annual accounts for 2021/22. The accounts were produced within a revised extended timescale and had been subject to independent audit by the external auditors, Audit Scotland. The audit process had been completed and Audit Scotland had issued an unqualified report. The Accounts, Audit Report and Letter of Representation were considered by the Audit and Risk Committee at its meeting on 9 November 2022.

Decision

The Integration Joint Board –

1. noted that Audit Scotland had completed their audit of the annual accounts for 2021-22 and had issued an unqualified Independent Auditor's Report;
2. noted the 2021/22 Annual Audit Report prepared by Audit Scotland and management responses to the recommendations;
3. approved the draft letter of Management Representation to Audit Scotland; and
4. approved the Audited Accounts for signature and publication.

(Reference: Report by Head of Finance and Transformation dated 23 November 2022, submitted)

14. DATES FOR THE FORTHCOMING YEAR

The Board gave consideration to a proposed programme of meeting dates for the Integration Joint Board and its Committees for the forthcoming year.

Decision

The Integration Joint Board agreed the proposed meeting dates for the Integration Joint Board and its Committees for the forthcoming year.

(Reference: Proposed meeting dates prepared by Business Improvement Manager dated 23 November 2022, submitted)

15. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 25 January 2023 at 1.00pm.