

**MINUTES of MEETING of ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB) held in
the BY MICROSOFT TEAMS
on WEDNESDAY, 25 JANUARY 2023**

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

Attending: Evan Beswick, Head of Primary Care, NHS Highland
Fiona Broderick, Staffside Lead, Argyll and Bute HSCP (Health)
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
Julie Hodges, Independent Sector Representative
Lorna Jordan, Interim Principal Accountant, Argyll and Bute Council
Kenny Mathieson, Public Representative
Hazel MacInnes, Committee Services Officer, Argyll and Bute 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
Jillian Torrens, Head of Adult Services, Argyll and Bute HSCP
Stephen Whiston, Head of Strategic Planning and Performance, HSCP

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Douglas Philand, Alison McGrory, Kevin McIntosh, Angus MacTaggart and Caroline Cherry.

2. DECLARATIONS OF INTEREST

There were none intimated.

3. MINUTES

The Minutes of the meeting of the Argyll and Bute Integration Joint Board held on 23 November 2022 were approved as a correct record.

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 held on 26 October 2022 were noted.

The Chair of the Committee, Sarah Compton Bishop, advised that at this meeting the Committee had looked at the revised Clinical and Care Governance Framework. The meeting had been very positive and she advised that she was looking forward to working within the new framework.

(b) **Finance and Policy Committee held on 25 November 2022**

The Minutes of the meeting of the Finance and Policy Committee held on 25 November 2022 were noted.

(c) **Strategic Planning Group held on 8 December 2022**

The Minutes of the meeting of the Strategic Planning Group held on 8 December 2022 were noted.

Stephen Whiston, who had Chaired this meeting of the Group, advised that there had been a very useful discussion at this meeting on the integrated performance management framework that was due to go live in April 2023. The Group had also considered the engagement framework which was undergoing a refresh since its original introduction in Spring 2019. He advised that the revised engagement framework would come before the Board in March 2023.

(d) **Audit and Risk Committee held on 13 December 2022**

The Minutes of the meeting of the Audit and Risk Committee held on 13 December 2022 were noted.

Councillor Kieron Green, Chair of the Committee, advised that a number of areas of audit had been looked at during this meeting. He highlighted that Audit Scotland were imposing an increase in a number of fees which was worthy of note given the reduction in Scottish Government funding.

5. CHIEF OFFICER'S REPORT

The Board gave consideration to a report from the Chief Officer that highlighted system pressures faced by the organisation and the challenges that high levels of flu and other respiratory illnesses were having on service delivery; the Getting It Right For Everyone (GIRFE) Scottish Government Programme; the Excellence Awards Programme and ceremony; and the chaplaincy service.

Decision

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

(Reference: Report by Chief Officer dated 25 January 2023, submitted)

6. FINANCE

(a) **Budget Monitoring - 8 months to 30 November 2023**

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 2022 and a forecast for the year. The report provided an update on the delivery of the savings programme and use of reserves.

Decision

The Integration Joint Board –

1. noted that there was a relatively small forecast revenue overspend of £657k as at 30 November 2022 and that it was anticipated the HSCP would operate within available resources;
2. noted confirmation that savings of £3.6m had been delivered, 60% of target;
3. noted that earmarked reserves of £5.5m had been committed; and
4. noted that the Scottish Government were in the process of confirming the claw back of Covid Reserves (circa £2.5m) and had reduced Primary Care Improvement allocations by £2.8m as a consequence of reserves held.

(Reference: Report by Head of Finance and Transformation dated 25 January 2023, submitted)

(b) **Budget and Medium Term Financial Plan 2023-2026**

The Board gave consideration to a report providing an updated budget outlook for the 2023/24 financial year and medium term financial plan. The report took into account the Scottish Government's draft budget published in December 2022. The report formed the basis for detailed financial planning and informed the HSCP value for money and savings target for 2023/24.

Decision

The Integration Joint Board –

1. noted the Financial Plan and budget outlook for 2023-24 to 2025-26 and noted the high level of risk and uncertainty;
2. noted the forecast budget gap totalling £9.4m;
3. noted that indicative savings targets had been allocated to services; and
4. noted that oversight of the budget process for 2023/24 would continue to be undertaken by the Finance & Policy Committee.

(Reference: Report by Head of Finance and Transformation dated 25 January 2023, submitted)

The Chair ruled and the Board agreed to take a comfort break for ten minutes at this point.

7. STRATEGIC RISK REGISTER REVIEW

The Board gave consideration to a report providing an opportunity for review of the Strategic Risk Register and endorsement of changes agreed by the Contingency, Risk and Resilience Committee and the Audit and Risk Committee.

Decision

The Integration Joint Board –

1. noted that the Strategic Risk Register had been reviewed by the Contingency, Risk and Resilience Committee in November 2022 and the Audit & Risk Committee in December 2022;
2. approved the Strategic Risk Register; and
3. noted that a Board Development session was planned for later in the year to facilitate a more detailed review of the Risk Register and Risk Appetite.

(Reference: Report by Head of Finance and Transformation dated 25 January 2023, submitted)

8. STAFF GOVERNANCE REPORT FOR FINANCIAL QUARTER 3 (2022/23)

The Board gave consideration to a report on staff governance performance covering financial quarter 3 (October to December 2022) and the activities of the Human Resources and Organisational Development (HROD) 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 may be 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 25 January 2023, submitted)

9. INTEGRATION JOINT BOARD REVISED COMMITTEE TERMS OF REFERENCE

The Board gave consideration to revised Integration Joint Board Committee Terms of Reference.

Decision

The Integration Joint Board approved the revised Integration Joint Board Committee Terms of Reference.

(Reference: Integration Joint Board Revised Committee Terms of Reference dated 25 January 2023, submitted)

10. 2023/24 SOCIAL WORK FEES AND CHARGES

The Board gave consideration to a report providing details of the proposed annual Social Work Fees and Charges uplifts for 2023/24.

Decision

The Integration Joint Board endorsed the 2023/24 Social Work Fees and Charges proposals so that the proposals could be submitted to Argyll and Bute Council for ratification at its 2023/24 budget meeting.

(Reference: Report by Interim Principal Accountant – Social Work dated 25 January 2023, submitted)

11. DIRECTIONS POLICY

The Board gave consideration to a report seeking approval of a Directions Policy and approval of the implementation of the Policy across the Partnership.

Decision

The Integration Joint Board approved -

1. the Directions Policy; and
2. the direction to partners to implement the Policy.

(Reference: Report by Business Improvement Manager dated 25 January 2023, submitted)

12. DATE OF NEXT MEETING

The date of the next meeting was noted as Wednesday 29 March 2023.