

**MINUTES of MEETING of ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB) held  
BY MICROSOFT TEAMS  
on WEDNESDAY, 29 MARCH 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  
Councillor Dougie Philand, 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

Tim Allison, Director of Public Health, NHS Highland  
Shona Barton, Governance Manager, Argyll and Bute Council  
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  
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  
Douglas Hendry, IJB Standards Officer/Executive Director, Argyll and Bute Council  
Elizabeth Higgins, Lead Nurse, NHS Highland  
Fiona Hogg, Director of Human Resources and Organisational Development, NHS Highland  
Julie Hodges, Independent Sector Representative  
Douglas Hunter, Senior Manager – Performance and Improvement, Argyll and Bute HSCP  
Lorna Jordan, Interim Principal Accountant, Argyll and Bute Council  
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  
Jillian Torrens, Head of Adult Care, Argyll and Bute HSCP

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Dr Rebecca Helliwell and Julie Hodges.

## 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

## 3. MINUTES

The Minutes of the meeting of the Argyll and Bute HSCP Integration Joint Board held on 25 January 2023 were approved as a correct record.

## 4. MINUTES OF COMMITTEES

### (a) **Argyll and Bute HSCP Finance and Policy Committee held on 27 January 2023**

The Minutes of the meeting of the Finance and Policy Committee held on 27 January 2023 were noted.

### (b) **Argyll and Bute HSCP Clinical and Care Governance Committee held on 2 February 2023**

The Minutes of the meeting of the Clinical and Care Governance Committee held on 2 February 2023 were noted.

The Chair, Sarah Compton-Bishop, highlighted the continuation of work around the Clinical and Care Governance Framework, looking at data and performance information; and the review of the annual report.

### (c) **Argyll and Bute HSCP Audit and Risk Committee held on 21 February 2023**

The Minutes of the meeting of the Audit and Risk Committee held on 21 February 2023 were noted.

The Chair, Councillor Kieron Green, highlighted the discussion around item 7 of the Minute (Committee Assurance) and the importance of each Committee carrying out the annual self-assessment. The Business Improvement Manager confirmed that Committee reports would come before the Integration Joint Board in May.

### (d) **Argyll and Bute HSCP Finance and Policy Committee held on 24 February 2023**

The Minutes of the meeting of the Finance and Policy Committee held on 24 February 2023 were noted.

### (e) **Argyll and Bute HSCP Strategic Planning Group held on 16 March 2023**

The Minutes of the meeting of the Strategic Planning Group held on 16 March 2023 were noted.

### (f) **Argyll and Bute HSCP Finance and Policy Committee held on 24 March 2023**

The Minutes of the meeting of the Finance and Policy Committee held on 24 March 2023 were noted.

## **5. CHIEF OFFICER'S REPORT**

The Board gave consideration to a report that reflected on the experience of the previous year and which looked forward to the challenges facing the coming year. The report provided information on the development of the Getting it Right for Everyone Programme; Argyll and Bute Culture and Wellbeing Group; HSCP Excellence Awards; Kirkin' of the Council; Alcohol and Drug Partnership Strategic Day; Community Treatment and Care Services Team in Oban and Lorn; Increasing Drugs Services; More Funding to Help Parents and Infants at Risk; Women's Health Champion Appointed; Associate Director of Public Health and Heartstart CPR Training.

### **Decision**

The Integration Joint Board noted the content of the report by the Chief Officer.

(Reference: Report by Chief Officer dated 29 March 2023, submitted)

## **6. TRANSITION OF THE CHAIR AND VICE-CHAIR**

The Board gave consideration to a report noting the rotation of the Chair and Vice Chair on 1 April where the appointment of the Chair would transition from Sarah Compton Bishop to Councillor Amanda Hampsey. A vote of thanks was offered to the current Chair for the leadership under her term and a welcome offered to the new Chair.

### **Decision**

The Integration Joint Board noted the change in roles for the IJB going into the new financial year.

(Reference: Report by Business Improvement Manager dated 29 March 2023, submitted)

## **7. DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT**

The Board gave consideration to a report presenting the Director of Public Health Annual Report; the theme of which was prevention of ill health.

### **Decision**

The Integration Joint Board noted the Annual Report by the Director of Public Health.

(Reference: Report by Director of Public Health dated 29 March 2023, submitted)

## **8. FINANCE**

### **(a) Budget Monitoring - 11 Months to February 2023**

The Board gave consideration to a report providing a summary of the financial position of the Health and Social Care Partnership as at 28 February 2023 and also a year-end forecast. The report also updated on the delivery of the savings programme and use of reserves.

### **Decision**

The Integration Joint Board noted –

1. that there was a forecast revenue underspend reported of £4.3m as at 28 February 2023;
2. that it was anticipated the HSCP would be able to carry any underspend forward in its general reserve to fund essential projects and contribute to the budget shortfall in 2023/24;
3. confirmation that savings of £4.1m had been delivered, 68% of savings plan; and
4. that earmarked reserves of £12.8m had been allocated including £3.3m clawed by the Scottish Government.

(Reference: Report by Head of Finance and Transformation dated 29 March 2023, submitted)

**(b) Financial Planning and Budget 2023/24**

The Board gave consideration to a report providing a proposed Budget supported by a value for money Strategy for 2023/24; which was before the Board for approval.

**Decision**

The Integration Joint Board –

1. noted that the HSCP had developed a budget which relied on in-year savings to be identified and brokerage via NHS Highland;
2. approved the proposed budget for 2023/24 and the Value for Money Strategy and Savings Plan;
3. noted that Equality Impact Assessments had been completed for relevant savings proposals and that these would be publicly available;
4. noted that, if required, the IJB would utilise reserves to offset the budget gap for Social Work services and did not intend to request additional financial support from Argyll & Bute Council;
5. noted that the budget gap for NHS services was of such a scale that a brokerage request was being made, the use of this would be minimised;
6. requested that the HSPC continue to identify and implement savings proposals aimed at returning to a financially sustainable position as quickly as possible;
7. noted that a revised approach to management of spend had been implemented and would remain in place until the HSCP was operating within the resources available to it; and
8. noted that opening offers and directions were being finalised with partners and were expected to align with the budget presented in the submitted report.

(Reference: Report by Head of Finance and Transformation dated 29 March 2023, submitted)

**(c) Value for Money Strategy and Savings Proposals**

The Board gave consideration to a report setting out the savings plan and value for money priorities for financial year 2023/24 which was critical to the HSCP operating within budget.

**Decision**

The Integration Joint Board –

1. approved the Value for Money Strategy and Savings proposals for 2023/24;
2. noted that the HSCP budget was predicated on the delivery of the savings programme outlined in the submitted report;
3. noted that Equality Impact Assessments were attached to the submitted report as an appendix for relevant savings projects; and
4. approved the implementation of recovery plan measures outlined in the submitted report and noted these were required as the HSCP budget was not yet in balance for 2023/24.

(Reference: Report by Head of Finance and Transformation dated 29 March 2023, submitted)

The Integration Joint Board adjourned for a comfort break between 3.15pm and 3.25pm.

**9. ARGYLL AND BUTE HSCP PERFORMANCE REPORT FQ3 (OCTOBER-DECEMBER 2022/23)**

The Board gave consideration to a report identifying performance activity and success with regards to improving performance against reducing long waits, delayed discharges, social care demand for care at home services, delivery of treatment time guarantee for Argyll and Bute and Greater Glasgow and Clyde; and child and adolescent mental health and psychological therapies. The report also included an update with regards to the continued progress in the development of the new Integrated Performance Management Framework.

**Decision**

The Integration Joint Board –

1. acknowledged performance against target with regards to the Outpatient & Inpatient Long Waiting Times for December and previous reported month;
2. noted the performance with regards to the Treatment Time Guarantee (TTG) - Inpatient/Day Case Waiting List;

3. noted progress with the development of the Integrated Performance Management Framework(IPMF);
4. acknowledged Delayed Discharge performance and forecasting;
5. acknowledged Social Care – Demand for Care at Home Services Performance; and
6. acknowledged progress against CAMHS & Psychological Therapies 18 week against Local Delivery Plan Standard.

(Reference: Report by Senior Manager – Performance and Improvement dated 29 March 2023, submitted)

#### **10. WORKFORCE REPORT FOR FINANCIAL QUARTER 3 (2022/23)**

The Board gave consideration to the first workforce report focusing on a more data rich provision of workforce demographics in comparison to the staff governance report which had been provided prior to this. The report covered financial quarter 3 - October to December 2022.

##### **Decision**

The Integration Joint Board –

1. noted the content of the quarterly workforce report;
2. took the opportunity to ask any questions on issues that were of interest or concern; and
3. discussed the overall direction of travel, including future topics that they would like further information on.

(Reference: Report by People Partner dated 29 March 2023, submitted)

#### **11. WHISTLEBLOWING STANDARDS REPORT QUARTER 3**

The Board gave consideration to a report presenting the Whistleblowing Standards Report for Quarter 3 covering the period October to December 2022. The report provided assurance of performance against the Whistleblowing Standards which had been in place since April 2021.

##### **Decision**

The Integration Joint Board noted the content of the Whistleblowing Standards Report for Quarter 3 – October to December 2022.

(Reference: Report by Director of People and Culture dated 29 March 2023, submitted)

#### **12. DATE OF NEXT MEETING**

The Integration Joint Board noted the date of the next meeting as Wednesday 31 May 2023.

The Chair, as this was her last meeting in the role of Chair, thanked the Board for their continued support to her. In particular, she thanked Fiona Davies, Chief Officer, and Charlotte Craig, Business Improvement Manager for the support they had provided to her in the role over the previous 2 years. She welcomed the new Chair, Councillor Amanda Hampsey and advised that she would temporarily provide support to her until a replacement Vice-Chair was found, due to her recent appointment as Chair of NHS Highland Board.