

**MINUTES of MEETING of ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB) held  
BY MICROSOFT TEAMS  
on WEDNESDAY, 27 SEPTEMBER 2023**

**Present:**

Councillor Amanda Hampsey, Argyll and Bute Council (Chair)  
Councillor Dougie Philand, Argyll and Bute Council  
Graham Bell, NHS Highland Non-Executive Board Member (Vice Chair)  
Susan Ringwood, NHS Highland Non-Executive Board Member  
Gaener Rodger, NHS Highland Non-Executive Board Member

Gareth Adkins, Director of People and Culture, NHS Highland  
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  
Kristin Gillies, Head of Strategic Planning and Performance, Argyll and Bute HSCP  
James Gow, Head of Finance and Transformation, Argyll and Bute HSCP  
Rebecca Helliwell, Associate Medical Director, Argyll and Bute HSCP  
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  
Jillian Torrens, Head of Adult Care, Argyll and Bute HSCP

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Gary Mulvaney, Councillor Kieron Green, Sarah Compton Bishop, Elizabeth Higgins and Fiona Thomson.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest intimated.

**3. MINUTES**

The Minutes of the Meeting of the Argyll and Bute HSCP Integration Joint Board held on 30 August 2023 were approved as a correct record subject to amending the names of those present to remove Jean Boardman, NHS Highland Non-Executive Board Member who was not in attendance at the meeting.

#### **4. MINUTES OF COMMITTEES**

(a) **Argyll and Bute HSCP Strategic Planning Group held on 7 September 2023**

The Minutes of the Meeting of the Argyll and Bute HSCP Strategic Planning Group held on 7 September 2023 were noted.

The Chair of the Strategic Planning Group, Councillor Dougie Philand, highlighted items 6 and 7 of the Minute and the opportunity for nominations to the 2 Short Term Working Groups which should be forwarded to the Business Improvement Manager.

(b) **Argyll and Bute HSCP Audit and Risk Committee held on 19 September 2023**

The Minutes of the meeting of the Argyll and Bute HSCP Audit and Risk Committee held on 19 September 2023 were noted.

The Vice-Chair of the Committee, Susan Ringwood, highlighted that the meeting had received the financial analysis of the accounts at that time and had considered the extension of the current internal audit contract.

#### **5. CHIEF OFFICER REPORT**

The Board gave consideration to a report from the Chief Officer which included information on the following headlines – Living Well Programme; NHS Scotland Chief Executive Visit to Argyll and Bute; Winter Summit Event; Scottish Government Nursing and Midwifery Taskforce Group; NHS Highland Whistleblowing Champion Visit; Meeting with Scottish Government; Scottish Ambulance Services on Islay; Recruitment Marketing Campaign; Slight Rise in Alcohol Specific Deaths; COVID 19 Testing Guidance Update; Record Medical Trainee Recruitment Levels; Team Spotlight – Integrated Equipment Store; Occupational Therapy Student; New Public Health Intelligence Specialist; and Programme Development Manager – Learning Disability, Autism and Neurodiversity Strategy.

##### **Decision**

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

(Reference: Report by Chief Officer dated 27 September 2023, submitted)

#### **6. FINANCE**

(a) **Budget Monitoring - 5 months to 31 August 2023**

The Board gave consideration to a report providing a summary of the financial position of the Health and Social Care Partnership as at the end of month five. The report also provided information in respect of the year to date position, the forecast outturn, progress with the savings plan and reserves spend.

##### **Decision**

The Integration Joint Board –

1. noted that there was a relatively small forecast revenue overspend of £900k as

at the end of month 5;

2. noted confirmation that savings of £6.3m had been delivered, 70% of target;
3. noted that earmarked reserves of £5.3m had been committed to date; and
4. noted that additional formula funding had been allocated to Health Boards to improve financial sustainability.

(Reference: Report by Head of Finance and Transformation dated 27 September 2023, submitted)

(b) **Budget Outlook 2024-2027**

The Board gave consideration to a report providing an updated budget outlook and indicative medium term financial plan covering the period through to 2026/27. The report summarised the financial context facing the HSCP and aimed to assist planning to operate on a sustainable basis.

**Decision**

The Integration Joint Board –

1. noted the indicative financial plan for 2024-25 to 2026-27;
2. noted the high level of risk and uncertainty at this point in the planning cycle;
3. noted the forecast budget gap totalling £10.2m or 2.8%, and that this would form the basis for service planning;
4. noted that the budget outlook would next be updated following the December 2023 publication of the Draft Scottish Budget; and
5. noted that the budget consultation would commence in October 2023.

(Reference: Report by Head of Finance and Transformation dated 27 September 2023, submitted)

**7. STRATEGIC RISK REGISTER REVIEW**

The Board gave consideration to a report providing the opportunity to review the Strategic Risk Register and endorse 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 Audit & Risk Committee in June 2023 and the Contingency, Risk and Resilience Committee in May 2023;

2. reviewed and approved the Strategic Risk Register; and
3. noted that a Board Development session was planned for the 25 October to facilitate a more detailed review of the Risk Register and Risk Appetite.

(Reference: Report by Head of Finance and Transformation dated 27 September 2023, submitted)

At this point in proceedings, the Chair ruled and the Board agreed to re-order the items of business on the agenda and to consider item 12 of the agenda (Chief Social Work Officer Report 2022/23) before item 8 of the agenda (Health and Social Care Partnership – Performance Report FQ1 2023/24) to allow the Chief Social Work Officer to leave the meeting and attend other Business.

## **8. CHIEF SOCIAL WORK OFFICER REPORT 2022/23**

The Board gave consideration to a report presenting the Chief Social Work Officer Report for the financial year 2022/23.

### **Decision**

The Integration Joint Board noted the content of the Chief Social Work Officer Report for 2022/23.

(Reference: Report by Chief Social Work Officer dated 27 September 2022, submitted)

## **9. HEALTH & SOCIAL CARE PARTNERSHIP- PERFORMANCE REPORT- FQ1 (APRIL - JUNE 2023/24)**

The Board gave consideration to a report detailing performance for FQ1 (April – June) 2023/24 with the performance outputs having been taken from the new Integrated Performance Management Framework (IPMF) reporting Dashboard with the focus on the eight key service areas. The report detailed performance against each of the service areas and the 93 supporting Key Performance Indicators.

### **Decision**

The Integration Joint Board –

1. acknowledged the performance for FQ1 (April - June 2023/24);
2. acknowledged the summary overview of the Heads of Service Performance update for Clinical Care Governance Group;
3. acknowledged the performance update on the National Health & Wellbeing Outcomes and Ministerial Steering Group Integration Indicators (Appendix 1);
4. noted the System Pressure Report for August 2023 (Appendix 2); and
5. noted the Delayed Discharge Sitrep for August 2023 (Appendix 3).

(Reference: Report by Head of Strategic Planning, Performance and Technology dated 27 September 2023, submitted)

## **10. SPOTLIGHT ON PRIMARY CARE**

The Board received an informative presentation from the Head of Primary Care on the Services provided under Primary Care.

The Board were given the opportunity for questions and comments on the presentation.

### **Decision**

The Integration Joint Board noted the content of the presentation.

(Reference: Presentation by Head of Primary Care)

## **11. CULTURE AND WELLBEING UPDATE**

The Board gave consideration to a report outlining the progress of the Culture and Wellbeing environment for Argyll and Bute Health and Social Care Partnership and providing assurance of the positive developments being made and the direction of travel for the coming year.

### **Decision**

The Integration Joint Board –

1. noted the content of the report and the progress being made in the Culture and Wellbeing environment; and
2. took the opportunity to discuss and ask questions on any element of the paper.

(Reference: Report by People Partner dated 27 September 2023, submitted)

## **12. WHISTLEBLOWING**

### **(a) Whistleblowing Annual Report 2022/23**

The Board gave consideration to a report presenting the Annual Whistleblowing Report for the period April 2022 to March 2023. It was the second annual report since the launch of the Whistleblowing Standards in April 2021 and set out the mandatory information required by the Independent National Whistleblowing Officer (INWO), including the 10 mandatory KPI's, along with additional context where appropriate.

### **Decision**

The Integration Joint Board noted the content of the report.

(Reference: Report by Director of People and Culture dated 26 September 2023, submitted)

### **(b) Q1 Whistleblowing Report**

The Board gave consideration to a report presenting the Whistleblowing Standards

Report for Quarter 1 covering the period April to June 2023. The report was presenting to provide 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 submitted report.

(Reference: Report by Director of People and Culture dated 26 September 2023, submitted)

## **13. ENGAGEMENT FRAMEWORK REFRESH**

The Board gave consideration to a report outlining the steps taken to refresh and update Argyll and Bute HSCP's Engagement Framework first published in 2019.

### **Decision**

The Integration Joint Board –

1. noted the new HSCP's Engagement Framework and strategic approach; and
2. agreed sign-off and ratification so the Framework and supporting documents could be published on-line.

(Reference: Report by Associate Director of Public Health dated 27 September 2023, submitted)

## **14. DATE OF NEXT MEETING**

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