

FALKIRK INTEGRATION JOINT BOARD

Minute of Meeting of the Falkirk Integration Joint Board held in the Municipal Buildings, Falkirk on Friday 6 November 2015 at 9.30am.

Voting Members:

Councillor Allyson Black, Falkirk Council (Chair)
John Ford, Non-Executive Member, NHS Forth Valley (substitute)
Councillor Dennis Goldie, Falkirk Council
Councillor Linda Gow, Falkirk Council
Alex Linkston, Chairman, NHS Forth Valley
Julia Swan, Non-Executive Member, NHS Forth Valley

Non-voting Members:

Sandra Burt, Staff Representative, Falkirk Council
Claire Crossan, Carer Representative
Leslie Cruickshank, GP Medical Representative
Jane Grant, Chief Executive, NHS Forth Valley
Tom Hart, Staff Representative, NHS Forth Valley
Karen Herbert, Third Sector Interface Representative
Tracey McKigen, Interim Chief Officer
Martin Murray, Service User Representative
Mary Pitcaithly, Chief Executive, Falkirk Council
Angela Price, Third Sector Representative

Officers:

Jack Frawley, Committee Officer, Falkirk Council
Calum MacDonald, Local Intelligence Support Team
Morag McLaren, Associate Director of HR, OD & Learning
Colin Moodie, Depute Chief Governance Officer, Falkirk Council
Kathy O'Neill, CHP General Manager, NHS Forth Valley
Suzanne Thomson, Programme Manager – Health and Social Care Integration, Falkirk Council
Elaine Vanhegan, Head of Performance and Governance, NHS Forth Valley

IJB1. Welcome and Apologies

The Chair welcomed those present to the first meeting of the Falkirk Integration Joint Board.

Apologies were received on behalf of Jim King, Tracey Gillies, Kathy McCarroll and Angela Wallace.

IJB2. Declarations of Interest

No declarations were made.

IJB3. Minute

Decision

The minute of meeting of the Falkirk Transitional Board held on 2 October 2015 was approved.

IJB4. Matters Arising

The board sought an update on the development of an action plan following the joint inspection of older people's services (TB57 refers). Kathy O'Neill advised that the action plan would be submitted to the November meeting of the Joint Management Group and that it would then be submitted to the Integration Joint Board (IJB). Further, the Care Inspectorate had not yet requested the action plan or provided a timescale for completion.

Councillor Gow entered the meeting during consideration of the previous item of business.

IJB5. Establishment of the Integration Joint Board

The Integration Joint Board considered a report by the Chief Governance Officer setting out the membership of the board and inviting the board to confirm the appointment of the Interim Chief Officer and Stakeholder representatives. The Depute Chief Governance Officer provided an overview of the report.

Decision

The Integration Joint Board:-

- (1) noted the contents of the report;**
- (2) agreed to appoint those members listed at section 4.4 of the report to the board, and**
- (3) agreed to confirm that the Interim Chief Officer is appointed to the board as Chief Officer for the remainder of her contract.**

IJB6. Standing Orders

The Integration Joint Board considered a report by the Chief Governance Officer providing, as an appendix, draft standing orders for adoption. The Depute Chief Governance Officer provided an overview of the report.

Decision

The Integration Joint Board agreed:-

- (1) to adopt the standing orders as appended to the report, and**
- (2) that the standing orders will be reviewed after one year.**

IJB7. Programme of Meetings 2016

The Integration Joint Board considered a report by the Chief Governance Officer providing a timetable of meetings for 2016. The Depute Chief Governance Officer provided an overview of the report.

The IJB discussed the frequency with which meetings should be held and considered a suggestion to continue on a monthly basis for six months and then move to bi-monthly cycle. An alternative proposal was suggested to remove the January meeting from the schedule and implement a bi-monthly timetable, highlighting the ability to call special meetings if needed. The IJB supported the bi-monthly proposal and members would keep the monthly dates in their diaries for IJB business such as organisational development days or visits to services.

Decision

The Integration Joint Board agreed that the dates of meetings for 2016 as:-

- **5 February 2016;**
- **1 April 2016;**
- **3 June 2016;**
- **5 August 2016;**
- **7 October 2016, and**
- **2 December 2016.**

IJB8. Strategic Plan

The Integration Joint Board considered a report by the Interim Chief Officer providing: information on the strategic planning group; development of the strategic plan; the strategic needs assessment, and consultation and engagement arrangements. The Interim Chief Officer provided an overview of the report. Copies of an updated version of the Falkirk Integrated Strategic Plan: 2016-2019 were tabled.

Members stated that they would require more time to look at the tabled version of the plan and would then send comments to the Interim Chief Officer. A breakdown of how many hospital emergency admissions were people who were representing following discharge was requested. Tracey McKigen advised that detailed work would be carried out by the LIST team. Further, members asked when all the statistics would be included in the plan. Calum MacDonald stated that most of the gaps had been filled in the second draft. Tracey McKigen advised that the information relating to workforce analysis was currently being worked on.

In response to a question on the use of plain English, Tracey McKigen stated that the second draft would be in plain English and that an easy read version would be issued with the consultation document.

Decision

The Integration Joint Board agreed:-

- (1) that the membership of the strategic planning group be extended to include GP representation, and**
- (2) the draft strategic plan for consultation.**

IJB9. Delayed Discharge

The Integration Joint Board considered a report by the CHP General Manager providing an update on progress toward meeting the national target that no-one who is ready for discharge should be delayed by more than two weeks. The report provided background information and appended an action plan. The CHP General Manager provided an overview of the report.

Members commented that the action plan was useful and requested that more detail be included, particularly in relation to the impact of specified actions. They also highlighted that it was important to keep Code 9s and 100s under review. Members asked if work had been undertaken to ensure that the availability of residential care home beds was maximised. Mary Pitcaithly advised that care homes were operating at maximum capacity but stated that she would liaise with the service to ensure that there were no other spaces which could be reassigned for use as bedrooms. Kathy O'Neill stated that there were vacancies in the short term assessment beds at Oakbank and reablement beds at Summerford with work ongoing to increase the use of those beds.

The information reported showed improvement on the previous set of figures and the board asked what actions had caused the shift in position. The board discussed the moratoriums which had been affecting the delayed discharge position. Mary Pitcaithly advised that the provision of beds was helping to improve the position and highlighted that there was no cap in Falkirk on spending which enabled packages of support to be put in place quickly. Jane Grant noted that while there had been some improvement in the figures, the overall position remained concerning. It was important to continue to act on the decisions already taken particularly the 'Closer to Home' provision.

Decision

The Integration Joint Board noted the report.

IJB10. Forth Valley Winter Plan

The Integration Joint Board considered a report by the Director of Public Health and Strategic Planning providing information on the winter planning process. Appended to the report were the membership of the Forth Valley Winter Planning Group and the Forth Valley Winter Plan 2015/2016. The

Director of Public Health and Strategic Planning provided an overview of the report.

The board discussed the Advice Line For You (ALFY) project. Members asked if it would be ready for the middle of December and if the required infrastructure would be in place to meet expected demand. Kathy O'Neill advised that services were working hard to ensure that the roll out to the public would be successful and that they were on track to be operational from 1 December. She stated that further information would be brought to the board at a future meeting.

There was discussion on the importance of the Rapid Access Frailty Clinic and members sought clarification that the service was available every day. Jane Grant stated that there had been a staffing challenge in relation to the provision of the clinic. NHS Forth Valley were focussed on ensuring that the service was staffed every day and confirmed that this would be prioritised over winter. By maintaining a consistent level of service, GPs would have more confidence to refer people to the clinic. Members asked why, if the clinic could be kept open daily during the time of most significant pressure on services, it could not maintain a consistent service at other periods. Jane Grant stated that work was ongoing to try and achieve this but that there was a finite resource of consultant man-power. The service had been given a higher staffing priority at all times.

The board asked for information on the role of volunteer drivers. Jane Grant stated that the service was still operational. There had been enhanced engagement with the Scottish Ambulance Service looking at the utilisation of the ambulance fleet across Forth Valley to focus on being more reactive to need and the use of independent providers had been discussed. Kathy O'Neill stated that volunteer drivers were used most frequently for outpatients rather than for discharges from hospital. Information on the use of volunteer drivers would be confirmed after the meeting.

The board then discussed the Safe Base initiative and asked if this had a positive impact on the number of admissions. Graham Foster advised that there was a positive impact on admissions. He stated that most Councils were looking to use a Safe Base in conjunction with the local Health Board. The service was highly effective as it helped to get people the most appropriate treatment.

Decision

The transitional board noted the report.

IJB11. Organisational Development Update

The Integration Joint Board considered a report by the Interim Chief Officer providing an update on the range of organisational and workforce development activity underway to support the IJB. The Associate Director of HR, OD & Learning provided an overview of the report highlighting that there would be an OD session for the board on 3 December at 12.30pm at Callendar House.

Decision

The transitional board noted the report.

| IJB12. Scottish Government Consultations

The Integration Joint Board considered a report by the Chief Governance Officer appending two consultations for consideration by the board. The first consultation was from the Scottish Government regarding a proposal to make IJBs listed bodies for the purpose of the Scottish Public Services Ombudsman Act 2002. The second consultation was from the Scottish Government regarding a modification to the IJB Order. The Depute Chief Governance Officer provided an overview of the report.

The board discussed complaints handling and the need for guidance for members on what to do if they are given complaints directly. Tracey McKigen stated that there was work ongoing at a Forth Valley level on this and that information would be presented to a future meeting of the board.

Decision

The transitional board agreed to respond to the consultation on:-

- (1) the Scottish Public Services Ombudsman Act 2002 with ‘yes’, and**
- (2) the modification of the Integration Joint Board Order with ‘yes’ and that no mandatory provision is required in the IJB Order in relation to conflict of interest as it is a matter that will be dealt with within the board’s own Code of Conduct.**