

AGENDA ITEM

4

FALKIRK INTEGRATION JOINT BOARD

DRAFT Minute of Meeting of the Falkirk Integration Joint Board held in Rooms 1 and 2, the Learning Centre, Forth Valley Royal Hospital on Friday 16 June 2017 at 9.30am.

Voting Members:

Julia Swan (Chair)
Allyson Black (Vice Chair)
Alex Linkston
Michele McClung
Cecil Meiklejohn
David Alexander (substitute for Fiona Collie)

Non-voting Members:

Patricia Cassidy, Chief Officer
Fiona Ramsay, Interim Chief Executive, NHS Forth Valley
Mary Pitcaithly, Chief Executive, Falkirk Council
Ewan Murray, Chief Finance Officer
Kathy McCarroll, Chief Social Work Officer, Falkirk Council
Tom Hart, NHS Forth Valley Staff Representative
Martin Murray, Service User Representative
Angela Price, Third Sector Representative
Karen Herbert, Third Sector Interface
Angela Wallace, Nursing Representative
Leslie Cruickshank, GP Medical Representative
Andrew Murray, Medical Representative
Gordon Irvine substitute Falkirk Council Staff Representative

In Attendance:

Kathy O'Neill, General Manager Community Services Directorate, NHS Forth Valley
Suzanne Thomson, Programme Manager, Health and Social Care Integration
Elaine Vanhegan, Head of Performance and Governance, NHS Forth Valley
Joe McElholm, Head of Social Work Adult Services, Falkirk Council
Sonia Kavanagh, Corporate Governance Manager, NHS Forth Valley (minute)

Claire Pickthall, AHP Manager, NHS Forth Valley (IJB112)
Robert Stevenson, Senior Planning Manager, NHS Forth Valley (IJB111)
Gina Anderson, Team Manager (IJB101)
Rachel Sinclair, Community Care Worker (IJB101)
Heather Fraser, REACH (IJB101)
Deirdre Gallie, Delay Discharge Co-ordinator (IJB101)
Ross Lawrie, Senior Information Analyst, ISD (IJB101)

IJB99. APOLOGIES

Apologies for absence were intimated on behalf of Fiona Collie, Sandra Burt and Morven Mack.

IJB100. DECLARATIONS OF INTEREST

Karen Herbert declared an interest in IJB108 and IJB112 and would recuse herself from consideration of these items.

IJB101. DISCHARGE TO ASSESS PILOT

The Integration Joint Board received a demonstration of the Delayed Discharge Dashboard by Mr Ross Lawrie.

The Dashboard provided an interactive report which tracked discharge progress, identifying variation and understanding where improvements had occurred and could be made.

Ms Gina Anderson and her colleagues provided a presentation outlining the Discharge to Assess pilot and it's partnership approach to achieve timely discharge from hospital. The aim was to promote independence and ensure support requirements were assessment in the most appropriate setting, adjusting them when necessary. The positive impact of the discharge to assess pathway was highlighted through various case studies.

The Integration Joint Board noted the update provided and the ongoing work to put patients and carers at the centre of their pathway.

IJB102. MINUTE OF THE FALKIRK IJB MEETING HELD ON 30 MARCH 2017

Decision

The minute of meeting of the Integration Joint Board held on 30 March 2017 was approved.

IJB103. MINUTE OF JOINT STAFF FORUM MEETING HELD ON 24 MARCH 2017

Decision

The minute of meeting of the Joint Staff Forum held on 24 March 2017 was noted.

IJB104. MEMBERSHIP OF THE INTEGRATION JOINT BOARD

The Integration Joint Board considered a report presented by Mrs Suzanne Thomson, Programme Manager.

Mrs Thomson outlined the changes to representation on the IJB and the need to agree membership to the Audit Committee.

Decision

The Integration Joint Board:-

- 1. Noted the appointment to the IJB as detailed in section 4 of the report**

2. **Agreed that the two voting members of the Audit Committee would be Fiona Collie (Chair) and Alex Linkston.**

IJB105. CHIEF OFFICER REPORT

The Integration Joint Board considered a report presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy provided an update on developments within the Health and Social Care Partnership. Information was presented on the advocacy tender/timetable, IJB Annual Report and the Duty of Candour. Further updates were provided on a range of work including support service arrangements, Local Delivery Plan, staff engagement sessions, GP Fellows and Primary Care Transformation Fund. Mrs Cassidy also highlighted consultations/correspondence regarding the Safe and Effective Staffing in Health and Social Care and requirement for a Climate Change Report.

The Partnership continued to work with i-Hub and TRIST to progress the work on whole systems mapping and reablement pathway. A workshop had been arranged for 23 June 2017 and a wide range of stakeholders had been invited to receive an update on Phase 1 and be involved with discussions regarding the next stages of work required.

In response to a question regarding priority given to people who required specialist equipment before they could be discharged, Joe McElholm confirmed that while some adaptations were not always possible they remained a number one priority, however, alternative housing requirements could cause delays.

Decision

The Integration Joint Board:-

1. **Noted the ongoing discussion on the Support Services requirements**
2. **Noted work to finalise the HSCP Local Delivery Plan would be overseen by the Leadership Group and Chief Finance Officer**
3. **Noted progress in the development of the GP Fellows role in strengthening community based services and the next stages**
4. **Noted that further reports on the Primary Care Transformation Fund would be provided**
5. **Remitted the Delayed Discharge Steering Group to present the revised Discharge Improvement Plan to a future IJB meeting**
6. **Remitted the Clinical and Care Governance Group to consider and forward recommendations to implement the Duty of Candour requirements**
7. **Noted the Chief Officer Group would submit a joint response on behalf of IJBs to the Safe and Effective Staffing in Health and Social Care consultation by the due date of 3 July 2017. The Chief Officer would report this to the Board for information**
8. **Noted the duties relating to the IJB and climate change to be progressed by the Leadership Team. An update would be presented to the IJB meeting in December 2017.**

IJB106. IJB FINANCIAL BUDGET REPORT

The Integration Joint Board considered a report presented by Mr Ewan Murray, Chief Finance Officer.

Mr Murray provided a summary of the financial position for year ended 31 March 2017 and the necessary actions required to deal with the overspend: including

budget recovery plan, implementation of savings and efficiency programmes and accounting treatments.

The Integration Joint Board discussed the detail of the net overspend position which consisted of underspend on budgets delegated to Falkirk Council and overspend on operational and universal services budgets delegated to NHS Forth Valley.

Following discussions on the financial position and the challenges faced, the Integration Joint Board agreed it would be beneficial to hold a dedicated OD session for Senior Managers, Chief Officers and Chief Finance Officers on the approach to directions and budget process. This would enable further consideration and review; aligning accountability, knowledge, planning and budget setting timeframes.

Decision

The Integration Joint Board:-

- 1. Noted the financial position reported for the year ended 31 March 2017 subject to audit, as per section 4**
- 2. Noted the resultant IJB reserves position and the position regarding use of the Integration Fund as set out at sections 5 and 6**
- 3. Approved the issuing of final 2016/17 directions to Falkirk Council and NHS Forth Valley, set out in Appendices III and IV of the report**
- 4. Noted the 2017/18 IJB Revenue Budget and Budget Recovery Update as per Section 7. This included the high risk of overspend in the current financial year and the costs associated with contingency beds at Falkirk Community Hospital remaining open until end of June 2017**
- 5. Noted the current assessment of financial risk in relation to Operational and Universal Services Element of in-scope NHS budgets detailed in Table 5 and the requirement to bring further savings proposals forward to the August IJB meeting**
- 6. Remitted the Leadership Group with bringing forward a robust and risk-assessed budget recovery plan to the August IJB meeting to address the level of financial risk outlined**

IJB107. NHS CASES FOR CHANGE

The Integration Joint Board considered a report presented by Mrs Kathy O'Neill, General Manager.

Mrs O'Neill highlighted that work had been undertaken to apportion savings against the in-scope services of the IJB, particularly where savings related to Forth Valley wide service provision. The proposals outlined would support the strategic and financial plans of the IJB and included those relating to change or redesign in the way services were delivered or where there was a level of savings expected.

The proposals included:

- Redesign of services – There was an opportunity with Day Services for Older Adults with Mental Health Problems to move away from traditional day hospital and community mental health team model and establish an integrated Resource model.
- Income Generation – The proposal was to make one bed available in Hope House for patients from other Health Boards.

- Review of Commissioned Services - This case for change involved a review of Health Improvement Fund (HIF) Projects to confirm their ongoing contribution to Health Board and IJB Strategic Plans.
- Service Efficiencies – There was an opportunity for technical switches of medicines within the Mental Health Services and review of the provision of continence products and services.

The proposed savings were calculated on achieving a full year effect, clarity was required regarding what was deliverable in which financial year. Additional proposals may be required. Some proposals required further development or scoping and it was proposed that this process would be overseen by the Leadership Group.

The Integration Joint Board discussed the proposals provided. In response to a question regarding switching from more expensive to less expensive drugs Dr Cruickshank confirmed that patients would be consulted and following assessment, clinical staff would ensure a change was clinically appropriate, monitoring any possible effects throughout the process.

Decision

The Integration Joint Board:-

1. **Noted the progress made in developing the Cases for Change proposals and remitted the General Manager to bring back a report that linked to the budget recovery plan in August**
2. **Approved the Income Generation proposal for Hope House – Low Secure Unit as set out in section 4.2**
3. **Approved the Service Efficiencies proposal for Prescribing – Primary Care and Mental Health Services as detailed in section 4.4.1**

IJB108. PARTNERSHIP FUNDING

The Integration Joint Board considered a report presented by Mrs Suzanne Thomson, Programme Manager.

Mrs Thomson provided detail regarding the end of year financial position for Partnership Funds, based on actual expenditure against the approved allocations for 2016/17.

In line with Partnership Funding due governance process, all recommendations presented to the IJB for investment had been scrutinised by the Partnership Funding Group and endorsed by the Strategic Planning Group. There were a number of projects which required additional consideration and further updates or recommendations would be provided.

A performance overview of each initiative for the financial period 1 April 2016 – 31 March 2017 was also provided.

The Integration Joint Board discussed the various projects and the need to ensure their value and alignment with strategic commissioning priorities.

Decision

The Integration Joint Board:-

1. **Approved the allocations of Partnership Funding as presented in Appendix 1**
2. **Noted the performance information relating to all initiatives funded via**

**Integrated Care and Delayed Discharge Funds for the period 2016/17,
contained in Appendix 2**

IJB109. PERFORMANCE REPORT

The Integration Joint Board considered a report presented by Ms Elaine Vanhegan, Head of Performance and Governance.

Ms Vanhegan provided a performance update on the delivery of relevant targets and measures within the in-scope services of the IJB. The main content of the report focussed on capacity indicators across the system with key exceptions provided for further focus. These included delayed discharges, unplanned admissions and occupied bed days for unscheduled care. There were ongoing challenges in respect of the Emergency Department 4 hour wait and attendances. As a consequence Forth Valley had been requested by the Scottish Government to provide thrice daily monitoring from May to June 2017.

Feedback was sought on the format for the performance report, highlighting that complaints would also be incorporated following the introduction of the new Complaints Handling Procedure as per Item 17 in the agenda. Future focus would ensure linkage to the Delivery Plan.

Decision

The Integration Joint Board:-

- 1. Noted the content of the IJB Performance Report**
- 2. Noted the exceptions highlighted and that appropriate action would be taken forward by the relevant NHS General Managers, in conjunction with the Chief Officer**

IJB110. ELIBIBILITY CRITERIA AND RAS

The Integration Joint Board considered a report presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm reported that Public Consultation period for the revised Eligibility Criteria Framework had commenced in February 2017. It was scheduled to run for 6 weeks, however, this had been extended to 16 April 2017.

Details were provided regarding the public engagement process with a breakdown and analysis of the output outlined. The consultation process and implications of changes were discussed. There was a need for appropriate resources to provide the signposting required and ensure that suitable mechanisms were in place to trigger any additional support necessary.

Mr McElholm confirmed that benchmarking across West of Scotland had taken place regarding the impact/trigger of varying levels of informal support on the Resource Allocation System (RAS) and eligibility.

Decision

The Integration Joint Board:-

- 1. Noted the content of the report**
- 2. Approved the implementation of the revised Eligibility Criteria Framework from October 2017, noting that an implementation plan would be developed to support the process**

IJB111. CARERS ACT PROGRESS REPORT

The Integration Joint Board considered a report presented by Mr Robert Stevenson, Senior Planning Manager.

Mr Stevenson highlighted that the Carers (Scotland) Act 2016 was due to commence in April 2018 and discussions had been underway at a national level to address

issues identified during the legislative programme. The Act had a range of new provisions to identify, assess and support carers and a summary of the main areas was provided.

There had been significant progress since the report had been prepared and Mr Stevenson provided a verbal update on the situation.

Angela Price reported that funding for carers in Forth Valley had been reduced and highlighted the impact this caused. Mr Stevenson confirmed that this risk had been identified and was dependent on a national review of funding.

Decision

The Integration Joint Board:-

- 1. Noted the progress made with planning for the implementation of the Carers Act 2016**

IJB112. PODIATRY SERVICES REDESIGN

The Integration Joint Board considered a report presented by Ms Claire Pickthall, AHP Manager.

Ms Pickthall reported that to fully implement the Scottish Government's Personal Footcare Guidance, NHS Forth Valley had developed plans to redesign local podiatry services. This would ensure clinical podiatry resources were focussed on patients with more serious foot problems while those assessed as requiring basic footcare could be re-directed.

The details of the proposal were outlined with further information provided regarding the basic footcare alternatives available for new low risk patient referrals. The Integration Joint Board discussed the proposed service redesign and were reassured that patients with complex cases would not be at risk and services and resources would be targeted at those most vulnerable.

Decision

The Integration Joint Board:-

- 1. Agreed the proposed service redesign as detailed, subject to the outcome of the proposed pilot and patient feedback**

IJB113. Review of Day Services (Younger Adults)

The Integration Joint Board considered a report presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm set out the main legislative, policy and demographic drivers for change which required the development and provision of future day services for people with learning and physical disabilities in Falkirk.

The vision would need to involve the people affected by its implementation and consultations were key to achieving the personal outcomes required to be more independent, active and contributing members of their communities.

Details of the consultation undertaken, current services provided and guidelines/principles to enable disabled people to live the life they chose were outlined.

The Integration Joint Board discussed the need for continuity of service delivery. It was important for the change to be taken forward through review and assessments ensuring individuals and care providers were engaged with and responding to young people's requirements. Mr McElholm confirmed the commitment to the review process and any changes would take place following necessary assessment.

Mrs Black highlighted the need to provide adults in supported living accommodation similar opportunities to achieve their goals and personal outcomes.

Decision

The Integration Joint Board:-

- 1. Approved the development of a vision for future day services for people with learning and physical disabilities in Falkirk, following the guidelines and principles set out in section 4 of the report.**
- 2. Noted that a further report would be presented at a future IJB meeting detailing progress and implementation planning**

IJB114. Equality Outcomes and Mainstreaming Report

The Integration Joint Board considered a report presented by Mrs Suzanne Thomson, Programme Manager.

Mrs Thomson provided information on the refreshed Equality Outcomes and Mainstreaming Report which was published in April 2017 and highlighted the revised IJB Equality Outcomes.

The report had been prepared in line with the Partnership's Integration Scheme, Strategic Plan and with consistency to the existing equality outcomes of NHS Forth Valley and Falkirk Council.

Decision

The Integration Joint Board:-

- 1. Noted the content of the report**

IJB115. IJB Model Complaints Handling Procedure

The Integration Joint Board considered a report presented by Mrs Suzanne Thomson, Programme Manager.

Mrs Thomson provided a brief outline of the requirement to adopt a model Complaints Handling Procedure (CHP) which also aligned with NHS Forth Valley's.

Details of the draft procedure were included within the report, with emphasis on frontline resolution where possible and a person centred approach.

Decision

The Integration Joint Board:-

- 1. Approved the draft IJB Complaints Handling Procedure for implementation, effective from 16 June 2017**
- 2. Approved the compliance statement and self-assessment return and remitted the Chief Officer to submit this as noted at Section 5.1**