

AGENDA ITEM

3

FALKIRK INTEGRATION JOINT BOARD

DRAFT Minute of the Falkirk Integration Joint Board held in the Committee Suites, Municipal Building, Falkirk on Friday 1 June 2018 at 9.30am.

Voting Members:

Julia Swan (Chairperson)
Allyson Black (Vice Chair)
Alex Linkston
Michele McClung
Cecil Meiklejohn
Fiona Collie

Non-voting Members:

Patricia Cassidy, Chief Officer
Amanda Templeman, Chief Finance Officer
Cathie Cowan Chief Executive, NHS Forth Valley
Mary Pitcaithly, Chief Executive, Falkirk Council
Sara Lacey, Chief Social Work Officer
Morven Mack, Carers Representative
Maureen Hill, Third Sector Representative
Margo Biggs, Service User Representative
Claire Bernard, Falkirk Third Sector Interface
Matt McGregor, Council Staff Representative
Robert Clark, NHS Staff Representative
Angela Wallace, NHS Nurse Director (Nursing Rep)

In Attendance:

Joe McElholm, Head of Social Work Adult Services
Suzanne Thomson, Programme Manager
Kathy O'Neill, General Manager
Vivienne Meldrum, Senior Information Analyst (for item IJB207)
Fiona Campbell, Chair of FADP (for item IJB223)
Stuart Cumming, Associate Medical Director (for item IJB224)
Deirdre Coyle, Head of Information Governance (for item IJB226)
Sonia Kavanagh, Corporate Governance Manager, (minute)

IJB210. APOLOGIES

Apologies were received on behalf of Karen Herbert and Andrew Murray.

Mrs Swan highlighted that this would have been Ms Herbert's last meeting and expressed the Integration Joint Board's thanks and acknowledgement for her contribution, wishing her all the best for the future.

A warm welcome was extended to Ms Maureen Hill who was attending for the first time in her role as the new Third Sector Representative, replacing Ms Herbert.

The Integration Joint Board also acknowledged Ms Pitcaithly's contribution to the IJB and the Partnership as she was due to retire at the end of June 2018. Julia wished the Chief Executive well with her future endeavours.

IJB211. DECLARATIONS OF INTEREST

There were no declarations of interest.

IJB212. MINUTE OF THE FALKIRK IJB MEETING HELD ON 6 APRIL 2018

Regarding IJB196 – Financial Report, Professor Wallace noted the impact of the extended use of additional winter beds into April 2018 on the community hospital overspend.

Decision

The Integration Joint Board:-

- 1. The minute of the Integration Joint Board meeting held on 6 April 2018 was approved.**

IJB213. ACTION LOG

The Integration Joint Board considered the Action Log presented by the Chair and noted the updates provided.

Ms Swan noted that following the completion of the Board's self evaluation a development session would be held after the meeting to discuss the results and outcomes.

Add Falkirk Carers Strategy update as an action.

It was agreed that Item 19 regarding the Intermediate Care Facility would remain on the Action Log to enable regular updates to be provided until details were finalised.

Action 25 update on transitions Joe & Sara

Action 26 CCG Development session in August

IJB214. CHIEF OFFICER REPORT

The Integration Joint Board considered a report by the 'Chief Officer.

The paper referred to the paper at agenda Item 10: Integration Arrangements, prepared by the NHS Chief Executive. She highlighted that although NHS Forth Valley outlined their ongoing commitment to integration and the further implementation of operational arrangements to the Partnership, there was no breakdown of the total Falkirk elements for the budget, staffing, administration resource or detail of the senior management structure.

There were a number of services which were provided on a Forth Valley wide or specialist basis that would require to be 'hosted'. A formal agreement for hosting arrangements would need to be agreed with partners.

Ms Cassidy provided further updates on developments within the Health and Social Care Partnership including an update on the redesign of Day Services for Younger Adults, the request to provide six monthly report on integration to Falkirk Council, and the development of an Information Bulletin to highlight relevant information to IJB members not necessarily covered within the IJB meetings.

A Believe and Achieve event had been held on 23 April 2018 and Councillor Collie congratulated Mr McElholm and his team on the event and the real opportunity to deliver better outcomes for people with disability and their carers in Falkirk. In response to a question from Ms Mack regarding whether the packages of care review had been completed, Mr McElholm advised that this was well advanced and agreed to bring an update to a future meeting.

Mrs Swan made a statement that before opening the discussion as IJB chair she objected to the recommendations of the Chief Officer Report and members of the IJB discussed these in detail. Mr Linkston proposed that the report should be deferred to the September IJB to enable his Chief Executive to lead on urgent discussions regarding integration arrangements. Ms Pitcaithly seconded this motion and proposed that both Item 10 - Integration Arrangements and Item 11 - Support Services Arrangements on the agenda; should also be deferred to a special meeting of the IJB. As this needed to be progressed urgently the IJB agreed this should be arranged to take place before the end of June. Councillor Meiklejohn supported this approach to ensure constructive discussions could be held and a defined timetable established to enable Phase 1 to be completed by the September timeframe.

Mrs Cowan highlighted that she would direct and oversee the work in the lead up to delegation of phase 1 operational management arrangements would direct and oversee this work and would include both Chief Officers. She provided assurance that significant progress had been made building on work previously led by Professor Wallace. The work was supported by NHS Forth Valley's Area Partnership Forum.

Decision

The Board did not agree to the following recommendations in the Chief Officer Report:-

- 2.2 approve the definition and responsibilities of hosting as a starting point for discussions with Clackmannanshire & Stirling IJB as set out in section 4 of this report.**
- 2.3 request the Chief Officer continue the work with the Chief Officer from Clackmannanshire and Stirling IJB and the NHS Chief Executive to develop the terms of agreement for consideration at the IJB meeting in September.**
- 2.4 request the Chief Finance Officer to bring back a costed proposal for support services as outlined in section 5.**

The Integration Joint Board:-

- 2.1 Noted the content of the report**
- 2.5 Delegated the Chair, Vice-Chair, Chief Officer and Chief Executives to approve the final Annual Performance report as set out in section 11**
- 2.6 Considered a proposal to develop an IJB Information Bulletin as outlined in section 11**

IJB215. FINANCIAL POSITION 2017/18

The Integration Joint Board considered a paper 'Financial Position 2017/18' provided by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman advised that the Annual Accounts 2017/18 would go to the Audit Committee in June 2018 for consideration, prior to submission to the external auditors, Ernst and Young. The final outturn for 2017/18 would be reported back to the IJB once the accounts and audit process had been completed.

Details regarding the projected financial outturn position (excluding set aside) were provided including the risk sharing agreement for each partner to take responsibility for their overspend, Leadership Funding and Partnership Funding. Discussions were ongoing with colleagues in NHS Forth Valley and Falkirk Council to ensure earmarked reserves were reported in a consistent manner.

Ms Templeman highlighted the challenge to set an appropriate level of general reserves at the current stage of the Partnership. It had been recommended that it was set at £0.250m, however given the pressures faced by the Partnership going forward it was considered prudent to transfer £0.297m, the projected underspend for Adult Social Care, into general reserves.

The IJB discussed the need for medium term financial planning and link with the Scottish Government's 5 year projection for Health and Social Care, due to be published soon.

Decision

The Integration Joint Board:-

- 1. Noted the contents of the report**
- 2. Approved the transfer of £0.297m into general reserves**
- 3. Approved the issue of Final Directions to the Partners for 2017/18**

IJB216. 2018/19 BUDGET

The Integration Joint Board considered a paper '2018/19 Budget' provided by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman provided an update on the 2018/19 budget. It was proposed that while previous reports had set out the NHS and Adult Social Care spends separately, a joint report for the Partnership would be used, focussing on the actual services provided, with further work required to refine the figures with a view to eventually moving to a locality based reporting model where appropriate.

The savings tracker was outlined, including the resultant risk rating which would evolve and develop to provide narrative and detail for those rated as amber or red. Ms Templeman highlighted that allocation letters had now been received from the Scottish Government in relation to mental health and the Alcohol and Drug Partnership (ADP) budgets and provided a brief overview. However, she noted that these would need to be considered further to understand them fully and establish the budgets available and savings required. Briefing notes would be prepared and sent to members with further clarification.

Ms Templeman highlighted an emerging pressure due to the extended use of temporary additional winter contingencies into April 2018. Although the additional cost of the winter beds would sit as a pressure it was hoped these costs would be mitigated during the financial year.

Decision

The Integration Joint Board:-

- 1. Noted the contents of the report**
- 2. Approved the savings at Appendix 3, excluding those relating to mental health services**

- 3. Noted that further information on mental health budget would be presented to the IJB following confirmation of funding from the Scottish Government**

IJB217. PERFORMANCE REPORT

The Integration Joint Board considered a paper 'Performance Report' presented by Mrs Cathie Cowan, Chief Executive, NHS Forth Valley.

Mrs Cowan introduced Mrs Vivienne Meldrum, a member of the NHS Forth Valley Performance team. She reported that in future Ms Meldrum would provide support to the IJB, and would be presenting the performance reporting including details on the local indicators.

Mrs Meldrum provided an overview of the new report structure, focussing on performance against the baseline year 2015/16 which was the year before IJB was established.

Details were provided regarding unscheduled care indicators such as Emergency Department (ED) 4 hour target and attendance rates, readmissions and delayed discharge, as well as the Social Work Adult Services indicators including complaints, and sickness absence. Mr McElholm reported the focus the service has on absence and the level of absences is below other comparative authorities. The key actions required or taken to support and address these issues were also outlined.

Mrs Cowan agreed that NHS sickness absence and complaints would be incorporated into future reports.

The IJB considered the overall performance and discussed the need for contextual information around certain indicators to understand current challenges and the potential impact on other services and performance indicators. With regards to complaints, Ms Swan suggested this could be considered in detail through the Clinical and Care Governance Committee Development Day which was due to take place in August 2018.

Decision

The Integration Joint Board:-

- 1. Noted the content of the performance report**
- 2. Noted the new format of the performance report**
- 3. Noted that appropriate management action continued to be taken to assess the issues identified through the performance reports**

IJB 218. PARTNERSHIP FUNDING

The Integration Joint Board considered a paper 'Partnership Funding' presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman provided the bi-annual performance update regarding Partnership Funding including key areas of achievement and the need to ensure funding was used appropriately in line with a whole system approach.

A number of initiatives were subject to review with details provided of those currently underway including Closer to Home, Rapid Access Frailty Clinic and those which were allocated funds with the need for an implementation plan regarding the model of provision; Alcohol Related Brain Injury (ARBI), AHP resource and Summerford.

Decision

The Integration Joint Board:-

- 1. Noted the performance of initiatives, provided within Appendix 1, and that a full programme report would be provided with the Annual Report in September 2018**
- 2. Noted the review process regarding specific initiatives and that the outcome and recommendations would be reported in September 2018**

Items 10 & 11 should be noted as deferred as they appeared on the agenda

IJB221. STRATEGIC PLAN 2019-2022

The Integration Joint Board considered a paper 'Strategic Plan 2019-2022' presented by Ms Suzanne Thomson, Programme Manager.

Ms Thomson outlined the ongoing work to review the current Strategic Plan 2016-2019 and an indication of the timescales and resource required to achieve this.

A joint workshop had been held on 4 May 2018 with the IJB and Strategic Planning Group (SPG) to discuss and seek views on the options and opportunity. The initial work appeared to indicate there were some aspects to be updated including refinement to more focussed and measurable outcomes and consideration to a new outcome relating to the workforce.

The IJB agreed the workshop had been beneficial and emphasised the important piece of work.

Ms Black noted the importance of officers committing to their attendance at the Strategic Planning Group, as this was an emerging issue.

Decision

The Integration Joint Board:-

- 1. Noted a further joint workshop with the IJB and Strategic Planning Group would be organised for early August 2018**
- 2. Noted the Strategic Planning Group were reviewing their terms of reference and membership, and an update would be presented to the next Board meeting**

IJB222. RISK MANAGEMENT ARRANGEMENTS

The Integration Joint Board considered a paper 'Risk Management Arrangements' presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy highlighted the emerging issues around risk management arrangements and the actions to address this.

It was noted that due to changes in personnel there had been some capacity issues with providing assistance with risk management and the identification for appropriate resource would need to be agreed by NHS Forth Valley. It was important for both partners to continue to provide assurance to the IJB on their respective risk management arrangements and where appropriate, provide administration support to the IJB risk management arrangements.

It was noted that the IJB need to received a report on the Risk Register at a minimum once per year.

Decision

The Integration Joint Board:-

- 1. Noted the emerging issues and the steps outlined in section 4 and 5 of the report**
- 2. Noted the risk management arrangements were reported to the IJB Audit Committee on 16 March 2018**

IJB223. FALKIRK ALCOHOL AND DRUG PARTNERSHIP

The Integration Joint Board considered a paper 'Falkirk Alcohol and Drug Partnership' presented by Ms Fiona Campbell, Chair of FADP.

Ms Campbell outlined the activity and outcomes of the work covered within the FADP Annual Report 2016-2017 and the positive and constructive response received from the Scottish Government regarding the report.

Decision

The Integration Joint Board:-

- 1. Noted the progress being made by the FADP as acknowledged by the Scottish Government**
- 2. Noted the broad range of activity which was taking place to address the challenges in the communities related to substance misuse**
- 3. Noted that where there were areas of particular concern, such as Drug Related Deaths and every effort was being made at a multi-agency level to address this**
- 4. Noted Drug Related Deaths had reduced significantly in 2017 and in-depth analysis of this was currently taking place**

IJB224. PRIMARY CARE IMPROVEMENT PLAN

The Integration Joint Board considered a paper 'Primary Care Improvement Plan' presented by Dr Stuart Cumming, Associate Medical Director.

Dr Cumming outlined the work led by the Chief Executive of NHS Forth Valley in preparing the Primary Care Improvement Plan for Forth Valley in response to the new 2018 General Medical Services contract (GMS) which was introduced in January 2018.

The benefits of the new GMS contract for patients were outlined and would help them access the right person, at the right place, at the right time in line with the Scottish Government's Primary Care Vision and Outcomes. There would also be professional benefits, with a refocusing of the GP role as an Expert Medical Generalist and the introduction of a wider range of assistance through financial, infrastructure and workforce support to enable GP practices to be robust and sustainable. The NHS Programme Board would oversee implementation of the Plan.

The finalised draft Primary Care Improvement Plan would be submitted to the Scottish Government in July 2018.

The IJB discussed the impact of the new GMS contract with communication and education required to ensure people understood and trusted the new approach. The impact on support provided by professionals including nurses and pharmacists was noted, with the need for appropriate development of enhanced skills.

Mrs Cowan thanked Dr Cumming and highlighted that the work to develop the Plan for both IJBs was a good example of how corporate support could deliver better ways of working and was delighted to be leading this important work.

It was noted that an EPIA would be required and Dr Cumming noted this would be circulated.

Decision

The Integration Joint Board:-

- 1. Noted the Primary Care Improvement Fund element of the wider primary care fund was being used by Integration Authorities to commission primary care services and was allocated on an NRAC basis through Health Boards to Integration Authorities**
- 2. Agreed a Forth Valley approach to develop a single plan and that this should clearly set out the use of the Falkirk allocation**
- 3. Delegated authority to the Chief Officer, Chief Finance Officer and IJB Chair to sign-off the draft plan and noted that the NHS Chief Executive would sign-off on behalf of the NHS Forth Valley Board**
- 4. Noted that the Board would receive the submitted plan at the September IJB meeting**

IJB225. REDESIGN OF MENTAL HEALTH SERVICES UPDATE

The Integration Joint Board considered a paper 'Redesign of Mental Health Services Update' presented by Mrs Kathy O'Neill, General Manager.

Mrs O'Neill outlined the progress made with the redesign of Specialist Adult Mental Health Services and Specialist Dementia Services, following the publication of Scotland's Mental Health Strategy 2017-2027 and the third Dementia Strategy for Scotland.

Strategic commissioning work in relation to community based mental health services aligned with the changes to be implemented within Adult Mental Health services and provided a cohesive approach for adult and older adult services based on need.

It was noted the Strategic Commissioning work was in target to have new arrangements in place from April 2019.

The Post Diagnostic Support (PDS) Dementia project had been awarded funding through the Primary Care Mental Health Transformation Fund for 2 years. Information regarding the proposed PDS pathway and staffing requirements were outlined and while both the Partnership and Health Board supported this plan in principle a further detailed implementation plan would be required.

Mrs Cowan highlighted that the paper reflected good partnership working and what integration can deliver with support.

Decision

The Integration Joint Board:-

- 1. Noted the content of the report**

2. Noted the planned activities

IJB226. GENERAL DATA PROTECTION REGULATION (GDPR)

The Integration Joint Board considered a paper 'General Data Protection Regulation (GDPR)' presented by Ms Deirdre Coyle, Head of Information Governance.

Ms Coyle highlighted the key features of the new GDPR and noted that although the new legislation would have a greater impact on Falkirk Council and NHS Forth Valley there would be certain requirements for the IJB including the responsibility to have a nominated Data Protection Officer to ensure compliance. The corporate support from NHS Forth Valley and Falkirk Council was noted.

Decision

The Integration Joint Board:-

- 1. Noted the requirements of new Data Protection legislation, and its significance for the work of the IJB**
- 2. Approved Deirdre Coyle, Head of Information Governance, NHS Forth Valley as the Data Protection Officer (DPO) for the Falkirk IJB**
- 3. Noted that further work would be required by the IJB to review arrangements for processing of personal data by the IJB, to check that processes were compliant with GDPR**
- 4. Noted that the IJB must document its arrangements for processing personal data, and have a privacy notice in place for the public, in line with the requirement of GDPR in relation to transparency and accountability**