

Agenda Item

3

Draft

Minute of meeting of the Integration Joint Board held within the Municipal Buildings, Falkirk on Friday 6 September 2019 at 9.30 a.m.

Voting Members:

Allyson Black
Fiona Collie (Chair)
Alex Linkston
Michelle McClung, (Vice Chair)
Cecil Meiklejohn
Julia Swan

**Non –voting
Members:**

Margo Biggs, Service User Representative
Patricia Cassidy, Chief Officer, IJB
Cathie Cowan, Chief Executive, NHS Forth Valley
David Herron, GP Medical Representative
Lesley James, Depute Chief Social Work Officer (substitute)
Jen Kerr, Third Sector Interface
Sara Lacey, Chief Social Work Officer
Kenneth Lawrie, Chief Executive, Falkirk Council
Morven Mack, Carers Representative
Andrew Murray, NHS Medical Director (Medical Rep)
Roger Ridley, Falkirk Council Staff Representative
Amanda Templeman, Chief Finance Officer

Also Attending:

Laura Byrne, Associate Director of Pharmacy (Primary Care),
NHS Forth Valley
Mark Fairlie, Senior Finance Manager, NHS Forth Valley
Jack Frawley, Committee Services Officer, Falkirk Council
Andrea Fyfe, Acute Services Director, NHS Forth Valley
Stuart Irwin, Democratic Services Graduate
Colin Moodie, Chief Governance Officer, Falkirk Council
Lorraine Patterson, Head of Integration
Martin Thom, Head of Integration
Suzanne Thomson, Senior Service Manager (Planning &
Performance)

IJB17. Apologies

An apology was intimated on behalf of Angela Wallace, Nurse Director.

IJB18. Declarations of Interest

There were no declarations of interest.

Prior to the consideration of further business, there was discussion on the issue of late papers (agenda items 6, 10 and 22). Concerns were raised with the Chief Officer that this could be viewed as a deliberate attempt to avoid scrutiny. Without sufficient time to digest report contents Members stated that effective scrutiny was rendered impossible.

More general comments also highlighted the need for reports to be more concise as they were overly long. The Convener advised that there had been discussions which sought to result in shorter agendas. The agenda for this meeting had listed those items for decision first and then those for noting. She committed to looking at how this area could be improved and raised the possibility of the information bulletin for reports which did not require decision.

Members stated that where there were exceptional circumstances it could be acceptable for reports to be issued late. It was noted that some reports, for example the Chief Officer report, are held until others are available, to ensure the Chief Officer report can pull all the relevant reports together and advise the Board where required. The Board agreed that in this scenario the report should be issued on time, indicating that this was the case and a verbal update could be provided.

The Chief Officer welcomed the call for shorter agendas. She advised that at the previous meeting the Board had requested a number of reports to come to this meeting. She also highlighted repetition such as the request for a performance monitoring report specifically on delayed discharge and unscheduled care. The Board noted that the presentation on delayed discharge had made the position much more clear than it was previously and supported the Chief Officer in having one performance monitoring report. The Chief Officer also noted the importance of scrutiny and timely issues of reports, and that this was dependent on partners' co-operation in meeting report deadlines.

The board agreed to change the order of business, the following items are recorded in the order they were considered at the meeting.

IJB19. Presentation - Prescribing

The Board was provided with a presentation on prescribing by David Herron, GP Clinical Lead and Laura Byrne, Associate Director of Pharmacy (Primary Care).

Decision

The Integration Joint Board noted the presentation on Prescribing.

IJB20. Minute

Decision

The minute of the meeting of the Integration Joint Board held on 7 June 2019 was approved, subject to the removal of Cathie Cowan from the list of those attending.

IJB21. Rolling Action Log

A rolling action log detailing ongoing and closed actions following the previous meeting on 7 June 2019 was provided.

Decision

The Integration Joint Board noted the rolling action log.

IJB22. Chief Officer Report

The Integration Joint Board considered a report by the Chief Officer presenting to update members on current developments within the Falkirk Health and Social Care Partnership (HSCP).

The report provided information on:-

- Integrated Structures
- Phase 1 and Phase 2 Services
- Forth Valley Wide Services
- Support Services Agreement
- Unscheduled Care and Delayed Discharge
- Intermediate Care Facility
- Falkirk Community Hospital
- Housing Contribution Statement
- Publications and Correspondence

Members discussed best use of communal facilities in older peoples' housing and the possibility that these would be opened to communities who would be charged but concern was expressed that residents would also be charged to use the facilities. The Chief Officer advised that she would liaise with the Council's Head of Housing for an e-mail response on the point raised. However, she also advised that the work was only at an exploratory stage and that no decisions had been taken.

Decision

The Integration Joint Board:-

- 1) noted the content of the report;**

- 2) **noted the development of the draft Housing Contribution Statement, which will be presented to the IJB meeting in November 2019 for consideration and approval, and**
- 3) **agreed to reschedule the IJB meeting planned for 1 November 2019 to 22 November 2019.**

IJB23. 2019/20 Financial Projection

The Integration Joint Board considered a report by the Chief Finance Officer presenting an updated financial position, including the projected outturn for 2019/20. This report also provided an update on the recommendations agreed in the budget report presented to the June meeting.

The report set out the various elements of the IJB budget including:-

- Partnership Base Budget
- Partnership Funding
- Leadership Funding
- Integration Funding
- Financial Projection
- Savings Development
- Risk Sharing and Due Diligence
- Reserves
- Directions

Decision

The Integration Joint Board:-

- 1) **noted the contents of the report;**
- 2) **noted that where operational management of services had not transferred, financial accountability had also not transferred and assurance on financial matters was sought from the partner organisation;**
- 3) **noted that there was a high risk that the Partnership would not achieve financial balance in 2019/20;**
- 4) **sought confirmation from NHS Forth Valley that further measures to achieve financial balance would be developed for 2019/20;**
- 5) **requested that partners report back to the IJB in November 2019, setting out an agreed risk sharing proposal.**

IJB24. Partnership Funding

The Integration Joint Board considered a report by the Chief Finance Officer presenting:-

- an overview of recommendations made by the Partnership Funding Group (PFG) and Strategic Planning Group (SPG);
- a proposed spending strategy for the Dementia Innovation Fund; and
- an update on the implementation of strategic commissioning and proposed Partnership principles.

Decision

The Integration Joint Board:-

- 1) approved the recommendations relating to applications for Partnership Funding, set out within Appendix 1 to the report;**
- 2) approved recommendations arising from the review of initiatives currently supported by Partnership Funds, within Appendix 2 to the report;**
- 3) noted that a review of Partnership Funding governance, including the role of the PFG had been progressed and the outcome would be reported to a future meeting;**
- 4) approved the spending strategy and governance arrangements for the Dementia Innovation Fund, set out within section 5 and Appendix 3 to the report, and**
- 5) noted progress regarding strategic commissioning in section 6 of the report, in line with the implementation of the integrated structure and localities.**

Cathie Cowan left the meeting during consideration of the previous item.

The Board adjourned at 11.30am and reconvened at 11.45am with all members present as per the sederunt with the exception of Cathie Cowan.

IJB25. Falkirk Community Hospital

Decision

The Integration Joint Board agreed to continue the item to the next meeting.

IJB26. NHS Forth Valley, Annual Operational Plan

Decision

The Integration Joint Board agreed to continue this item to the next meeting.

IJB27. Falkirk HSCP Unscheduled Care Improvement Plan Home Care Inspection Update

The Integration Joint Board was provided with a presentation by Patricia Cassidy, Chief Officer and Andrea Fyfe, Acute Services Director. The Board then considered a report by the Head of Integration providing an update on the whole system work and plans for Unscheduled Care. This included the development of a specific Falkirk HSCP plan. The plan would be integral to the whole system approach to unscheduled care and support an improvement in performance against delivery targets, including delays in discharge. This would support better transfer of care, promote independence and improve outcomes.

There were 6 essential actions which the Unscheduled Care Plan was based on:-

- Action 1 - Clinically Focussed and Empowered Hospital Management.
- Action 2 - Hospital Capacity and Patient Flow Realignment
- Action 3 - Patient rather than bed Management Operational Performance
- Action 4 - Medical and Surgical Processes arranged for optimal care
- Action 5 - Seven Day Services
- Action 6 - Ensuring Patients are cared for in their own homes.

Decision

The Integration Joint Board noted and supported the development and delivery of the HSCP Unscheduled Care Plan which would be presented to a future meeting of the Board.

IJB28. Unscheduled Care Programme and Delayed Discharge Performance Monitoring Report

The Integration Joint Board considered a report by the Medical Director, NHS Forth Valley which provided an update on selected Key Performance Indicators (KPI) in respect of unscheduled care performance. Three KPIs from the current data set, Delayed Discharge, performance against the 4 hour Emergency Access Standard and Unscheduled Occupied Bed Days, were included in run chart format. The report was intended to support the Board's oversight of the challenges and aid scrutiny by focusing on these KPIs. The report provided the Board with updated information on

performance and practice development in relation to continuous improvement on delayed discharge.

Decision

The Integration Joint Board noted the:-

- 1) current position in relation to unscheduled care and delayed discharge, and**
- 2) ongoing improvement work.**

IJB29. Intermediate Care Facility

The Integration Joint Board considered a report by the Head of Planning & Economic Development which provided an update on the consideration of options and recommendations to progress the delivery of an intermediate care home facility.

Intermediate care services were being provided at the Summerford Care Home, and a recent upgrade of the property had allowed the care to continue to be provided in the short term. However, to provide a longer term sustainable intermediate care solution, it had been confirmed that a new build facility was required. Based on a previous feasibility study, the Council had allocated capital funds of circa £3.7m for a new build intermediate care facility.

Following a site option appraisal and taking account of factors such as transport, access, size, development potential for the facility, it remained the view that that the optimal site was located at the Falkirk Community Hospital.

Decision

The Integration Joint Board agreed:-

- 1) that the intermediate care facility be located within a site in the western half of the Falkirk Community Hospital site;**
- 2) to undertake the next stages of appraisal in conjunction with NHS Forth Valley linked to the Falkirk Community Hospital master planning process, and**
- 3) to request a report back to a future meeting with finalised proposals.**

IJB30. Mental Health Strategy: Action 15 Funding Proposal

The Integration Joint Board considered a report by the Chief Finance Officer which presented the Action 15 Planning and Monitoring Group recommendation for funding for Community Mental Health Nurses attached to the Justice Service.

Decision

The Integration Joint Board approved the use of Action 15 funds to appoint two Community Mental Health Nurses and delegated decision making for future funding proposals to the HSCP Leadership Group for the remaining balance of funding.

IJB31 MSG Progress with Integration Improvement Plan

The Integration Joint Board considered a report by the Chief Officer presenting the draft Ministerial Strategic Group (MSG) Progress with Integration Improvement Plan for consideration and approval. The Plan had been submitted to the Scottish Government on 28 August 2019. The draft improvement plan had been developed to reflect the views set out in the self evaluation template previously approved by the Board.

Decision

The Integration Joint Board approved the draft MSG Progress with Integration Improvement Plan.

David Herron left the meeting during consideration of the previous item.

IJB32. Review of Falkirk Alcohol and Drug Partnership Governance

The Integration Joint Board considered a report by the Head of Policy, Technology & Improvement which provided an update on the work being undertaken by the Falkirk Alcohol and Drugs Partnership (ADP) and a review of its governance.

Decision

The Integration Joint Board:-

- 1) noted the new national delivery framework for Alcohol and Drug Partnerships;**
- 2) agreed that the IJB take over the responsibility for the ADP;**
- 2) agreed to appoint Martin Thom, Head of Integration as chair of the Falkirk ADP, and**

- 4) **noted that this report was presented to the Falkirk Community Planning Partnership on 15 August 2019 to advise them of the changes to the Falkirk ADP Governance.**

Margo Biggs and Morven Mack left the meeting during consideration of the previous item.

IJB33. Membership of the Integration Joint Board

The Integration Joint Board considered a report by the Senior Service Manager presenting proposed changes to the Third Sector membership on the Board.

Following a suggestion from Members it was confirmed that the Board could expand its membership as it saw fit. A proposal was made that discussions were held with the Scottish Ambulance Service (SAS) in order to explore adding a category of membership to include a representative of SAS.

Decision

The Integration Joint Board agreed:-

- 1) **the appointment of Ania Sandland as Third sector representative, and**
- 2) **to recruit to the vacant substitute positions for the service user and carer representatives.**

IJB34. Clinical and Care Governance Committee – Terms of Reference

The Integration Joint Board considered a report by the Chief Governance Officer presenting for approval draft Terms of Reference for the Clinical and Care Governance Committee. The report sought agreement to expand the committee's membership through inclusion of a Third Sector Representative and invited the Board to consider the terms of appointment to the committee.

Decision

The Integration Joint Board:-

- 1) **agreed the Clinical and Care Governance Committee Terms of Reference;**
- 2) **agreed to expand the committee's membership to include a Third Sector Representative;**

- 3) **agreed to appoint Jen Kerr as the Third Sector Representative on the committee, subject to agreement between the Third Sector Representatives, if there was not agreement the matter would be considered at the next meeting of the Board;**
- 4) **agreed that the term of appointment to the Clinical and Care Governance Committee align with that of the Chair of the Board from 1 May 2021 and agrees that the current appointments will continue until 30 April 2021, and**
- 5) **authorised the Chief Governance Officer to make any consequential changes to the Terms of Reference as a result of the Board's decision.**

Following consideration of the previous item Andrew Murray, Medical Director left the meeting.

IJB35. Performance Monitoring Report

The Integration Joint Board considered a report by the Senior Service Manager presenting a review of local performance indicators. This was based on the most up to date position against the previously reported timeframe where applicable, giving a year on year comparison. Progress against the suite of national integration indicators was reported as reflected in the Falkirk HSCP Annual Performance Report, which was the subject of a separate report on the agenda. A summary of Falkirk's performance was reported in the Insights into Social Care 2017 – 18 report.

The Performance Monitoring Report June 2018 – June 2019 was provided as an appendix to the report.

Decision

The Integration Joint Board noted:-

- 1) **the content of the performance monitoring report;**
- 2) **that appropriate management actions would continue to be taken to address the issues identified through these performance monitoring reports.**

IJB36. Falkirk Health & Social Care Partnership Annual Performance Report 2018-19

The Integration Joint Board considered a report by the Senior Service Manager presenting the Falkirk HSCP Annual Performance Report 2018 – 2019 which outlined how the Partnership was working towards delivering the Strategic Plan and the nine national Health and Wellbeing Outcomes.

The Board had agreed at its June meeting that to meet publication timescales the draft report would be circulated to members for comments in July, with the final agreement to publish delegated to the Chair, Vice-Chair, Chief Officer and Chief Finance Officer.

The Falkirk Health and Social Care Partnership Annual Performance Report 2018 – 2019 was provided as an appendix to the report.

Decision

The Integration Joint Board noted:-

- 1) the publication of the Annual Performance Report 2018 – 2019; and**
- 2) that there would be a revision published to local performance against the national indicators once completeness issues had been resolved.**

IJB37. Forth Valley NHS Board Scheme of Delegation

The Integration Joint Board considered a report by the Director of Finance, NHS Forth Valley which sought to provide assurance on the NHS Forth Valley Scheme of Delegation. A review of NHS Standing Orders, including Scheme of Delegation, was part of a wider NHS governance review led by John Brown, Chair of Greater Glasgow & Clyde NHS Board.

The updated Scheme of Delegation reflected changes to operational management/delivery arrangements being delegated to the Chief Officer in their Director of Health & Social Care role. This built on arrangements already in place (e.g. Community Mental Health and Learning Disability services). The report set out the financial governance arrangements in place to ensure that there was appropriate and effective management control of resources in line with the Forth Valley NHS Board Standing Financial Instructions and Scheme of Delegation.

The Chief Officer stated that staff managing integrated teams needed to be clear on the policies and delegated authority within each organisation. She commented it would be good to have this information as it was not available on the intranet. The Senior Finance Manager stated that he would circulate the information.

Decision

The Integration Joint Board noted the assurance provided that appropriate processes and systems were in place to enable the Chief Officer in her Director of Health & Social Care service management and delivery role to exercise the effective management control of resources within the framework of Forth Valley NHS Board Standing Financial Instructions.

IJB38. Minutes of Committees and Groups

Decision

The Integration Joint Board noted the minutes of Committees and Groups.