

FALKIRK TRANSITIONAL BOARD

Minute of Meeting of the Falkirk Transitional Board held in the Municipal Buildings, Falkirk on Friday 2 October 2015 at 9.30am.

Voting Members:

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

Non-voting Members:

Sandra Burt, UNISON Representative, Falkirk Council
Tracey Gilles, Medical Representative
Jane Grant, Chief Executive, NHS Forth Valley
Tom Hart, Employee Director, NHS Forth Valley
Kathy McCarroll, Chief Social Work Officer, Falkirk Council
Tracey McKigen, Interim Chief Officer
Mary Pitcaithly, Chief Executive, Falkirk Council
Angela Wallace, Nursing Representative, NHS Forth Valley

Officers:

Fiona Campbell, Head of Policy and ICT Improvement, Falkirk Council
Deirdre Cilliers, Head of Social Work Adult Services, Falkirk Council
Jack Frawley, Committee Officer, Falkirk Council
Colin Moodie, Depute Chief Governance Officer, Falkirk Council
Kathy O'Neill, CHP General Manager, NHS Forth Valley
Fiona Ramsay, Director of Finance, NHS Forth Valley
Bryan Smail, Chief Finance Officer, Falkirk Council
Suzanne Thomson, Programme Manager – Health and Social Care Integration, Falkirk Council
Elaine Vanhegan, Head of Performance and Governance, NHS Forth Valley

TB50. Apologies

No apologies were received.

TB51. Declarations of Interest

No declarations were made.

TB52. Minute

Decision

The minute of meeting of the Falkirk Transitional Board held on 4 September 2015 was approved.

TB53. Matters Arising

The board sought information on the operational responsibilities of the Chief Officer. The Chief Executive, Falkirk Council advised that initial discussions had taken place and that she anticipated that these would be progressed prior to the next meeting of the board.

Councillor Gow entered the meeting prior to consideration of the following item of business.

TB54. Standing Item: Delayed Discharge

The transitional board considered a report by the CHP General Manager and the Head of Social Work Adult Services 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 an update on current performance. The CHP General Manager provided an overview of the report.

Members discussed the provision of care home placements and were advised by Deirdre Cilliers that reablement beds at Summerford were available. Additional placements at Oakbank would not be available until after a meeting with the Care Inspectorate the following week to acquire a variation on registration. Kathy O'Neill advised that 10 hospital patients had been identified as appropriate to take up places in the additional capacity.

The board discussed the figures and pressures that already existed commenting that there would be additional pressure through winter. The board requested a report providing a statement of activities, their impact and timescales for the next meeting.

Members asked about partnership working with Housing Associations. Deirdre Cilliers stated that an agreement was in place to work with a housing association to utilise properties on a temporary basis to offer accommodation to people awaiting home adaptations. This would be used in cases where homes needed large scale adaptations such as tracking hoists.

Decision

The transitional board:-

- (1) note the report, and**
- (2) request a report providing a statement of activities, their impact and timescales for the next meeting.**

TB55. Standing Item: Strategic Plan

The transitional board considered a report by the Interim Chief Officer providing an update on strategic planning arrangements. The report provided background information, information on the strategic planning group and information on the requirement to undertake a strategic needs assessment. Appended to the report were the proposed membership of the strategic planning group and the membership of the strategic plan co-ordinating group. The Interim Chief Officer provided the board with an overview of the report and a presentation on strategic planning.

The board discussed consultation methods and how to obtain feedback on what issues mattered to people most. Suzanne Thomson advised that the approach was to build on what was already in the system such as the clinical services review feedback and meeting with the patient panel. There were plans for wider public events and a staff newsletter.

Decision

The transitional board noted the report.

TB56. Welfare Guardianships

The transitional board considered a report by the CHP General Manager and the Head of Social Work Adult Services providing an overview of the welfare guardianship process, highlighting some of the complex issues associated with it, and providing information on the process and factors which cause delays. The Head of Social Work Adult Services provided an overview of the report.

Members discussed the possibility of developing a strategy for people admitted without guardianship to minimise delays. The board also discussed the workload demands on mental health officers, Mary Pitcaithly advised that the Council had committed to providing additional resources for training mental health officers. Deirdre Cilliers stated that additional staff had been trained and accredited and that although they worked in other teams they would add overall capacity.

Decision

The transitional board noted the report.

TB57. Joint Inspection of Older People's Services

The transitional board considered a report by the CHP General Manager and the Head of Social Work Adult Services providing information on the outcome of the joint inspection of adult health and social care services in Falkirk. The report provided background, the key findings of the report, and evaluation and recommendations. The position statement was appended to the report. The CHP General Manager provided an overview of the report.

Members asked about the timescales to report back to the Care Inspectorate and the role of the IJB in future inspections. Kathy O'Neill stated that an action plan would be requested but that the timescale was not yet set. She advised that for future inspections of this kind the IJB would be the responsible body.

Decision

The transitional board agreed to receive a report with the finalised Improvement Action Plan at a future meeting.

TB58. Winter Planning

The transitional board considered a report by the Director of Public Health and Strategic Planning providing an update on the winter planning process. The report provided background information and progress against key actions. The Chief Executive, NHS Forth Valley provided an overview of the report.

Members asked about the role of district nurses in winter planning. Kathy O'Neill stated that for the festive period district nurse rotas are planned in advance to take account of additional demand. She advised that additional community nurses were being recruited to be in post by December.

Decision

The transitional board agreed that:-

- (1) the winter plan would be submitted to the Scottish Government by the end of October;**
- (2) a report would be submitted to the next meeting with the plan, as submitted to the Scottish Government, for consideration, and**
- (3) the plan would be electronically circulated to the voting members in advance of submission to the Scottish Government to comment on.**

TB59. Partnership Funding

The transitional board considered a report by the Director of Finance providing a summary of the financial resources available to the partnership and commitments previously agreed. The Director of Finance provided an overview of the report.

The board discussed financial risks and projects which had already been approved where costs ran through to 2016/17. Members requested that in subsequent reports more information is provided on individual projects, including their contribution to priorities. Fiona Ramsay stated that financial information could be provided and that work was ongoing to provide the additional information. Kathy O'Neill stated that some projects in receipt of bridging funding were extended in their duration to allow sufficient time to evaluate their effectiveness.

Decision

The transitional board noted the report.

TB60. ICF Plan

The transitional board considered a report by the Chief Executive, NHS Forth Valley and the Chief Executive, Falkirk Council providing further information on the Integrated Care Fund (ICF) Spending Plan. The Interim Chief Officer provided an overview of the report.

Members asked why the report had been received late, having previously agreed that reports would be provided five clear days ahead of the meeting. They highlighted that three reports on the agenda had been received late.

The board asked about the timescale for workforce organisational development work. Tracey McKigen advised that she would be meeting with organisational development leads and would advise the board at the next meeting.

Members asked for further information on the data analyst post and how it differed from that from the Scottish Government provided posts. Suzanne Thomson advised that the Scottish Government allocation was until March 2016 to assist with the strategic needs assessment but that work was still required on developing localities and profiles. Further work would be carried out to look into high resource individuals. Approximately 2% of people were using 50% of resources. The post holder would also carry out work to understand the collective impact of projects.

Decision

The transitional board noted the report.

TB61. Membership of the Integration Joint Board

The transitional board considered a report by the Interim Chief Officer providing information on the recruitment of non-voting members to the IJB. The Programme Manager – Health and Social Care Integration provided an overview of the report.

Decision

The transitional board agreed to appoint Karen Herbert and Angela Price as the third sector representatives.