

FALKIRK INTEGRATION JOINT BOARD

Minute of Meeting of the Falkirk Integration Joint Board held in the Learning Centre, NHS Forth Valley Royal Hospital, Larbert on Friday 5 February 2016 at 9.30am.

Voting Members:

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

Non-voting Members:

Patricia Cassidy, Chief Officer
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
Kathy McCarroll, Chief Social Work Officer
Martin Murray, Service User Representative
Mary Pitcaithly, Chief Executive, Falkirk Council
Angela Price, Third Sector Representative
Kevin Robertson, Staff Representative, Falkirk Council (substitute)
Angela Wallace, Nursing Representative, NHS Forth Valley

Officers:

Fiona Campbell, Head of Policy, Technology and Improvement, Falkirk Council
Graham Foster, Director of Public Health & Strategic Planning, NHS Forth Valley
Jack Frawley, Committee Officer, Falkirk Council
Joe McElholm, Head of Social Work Adult Services, 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
Elaine Vanhegan, Head of Performance and Governance, NHS Forth Valley

IJB26. Opening Remarks

The Chair welcomed Patricia Cassidy, Chief Officer to her first meeting of the Integration Joint Board.

IJB27. Apologies

Apologies were received on behalf of Sandra Burt; Tracey Gillies; Councillor D Goldie, and James King.

IJB28. Declarations of Interest

No declarations were made.

IJB29. Minute

Decision

The minute of meeting of the Integration Joint Board held on 4 December 2015 was approved.

IJB30. Matters Arising

None.

IJB31. Membership of the Integration Joint Board

The Integration Joint Board considered a report by the Chief Officer providing information regarding a change of staff representation and invited the Board to confirm this appointment. The Programme Manager – Health and Social Care Integration provided an overview of the report.

Decision

The Integration Joint Board agreed to appoint Kevin Robertson as the substitute staff representative for Falkirk Council.

IJB32. Strategic Plan

The Integration Joint Board considered a report by the Chief Officer providing an update on progress made in relation to strategic planning arrangements including information on consultation and engagement arrangements. The Programme Manager – Health and Social Care Integration provided an overview of the report.

The board discussed the draft strategic plan which was appended to the report and raised potential amendments, that:

- reference to the Adult Support and Protection Committee to be made more explicit;
- reference to be made to the Clinical and Care Governance Framework as a key supporting document, and
- there should be increased clarity regarding the board's priorities.

There was discussion on the understanding of GP contracts and the board requested that a seminar was arranged on this.

The board agreed a suggestion that the meeting scheduled for 1 April 2016 is cancelled and replaced by a special meeting on 24 March 2016 to enable approval of the strategic plan prior to the 1 April 2016 deadline.

Decision

The Integration Joint Board agreed:-

- (1) that the following points are incorporated into the Strategic Plan, that:-**
 - (i) reference is made to the Adult Support and Protection Committee;**
 - (ii) reference is made in section 5.7 to the Clinical and Care Governance Framework as a key supporting document, and**
 - (iii) there is increased clarity regarding the Board's priorities;**
- (2) to request that a seminar for board members is organised on GP contracts;**
- (3) to hold a special meeting on 24 March 2016, and**
- (4) that the meeting scheduled for 1 April 2016 is cancelled.**

IJB33. Delayed Discharge

The Integration Joint Board considered a report by the CHP General Manager and Head of Social Work Adult Services which provided an update on progress with meeting the national target that no-one who is ready for discharge should be delayed by more than 2 weeks. An action plan was appended to the report. The CHP General Manager and the Head of Social Work Adult Services provided an overview of the report.

The board discussed the availability of care packages and challenges facing the sector. Joe McElholm advised that discharge was prevented by lack of a care package in a very small number of cases. He highlighted that a new electronic monitoring system would lead to more efficient use of home care staff time. He stated that there needed to be closer communication between partners regarding the best use of resources. Angela Wallace stated that as

pathways became integrated services would work more closely. Kathy O'Neill stated that the Closer to Home team could be used to bridge gaps in provision until care packages were in place but that this was only a short term measure.

Members highlighted concern over the use of interim placements and the impact of the policy on choice. Information was sought on how many people discharged to interim placements did not move on to their first choice and how long the average stay in an interim placement was before moving to a first choice placement. Kathy O'Neill advised that she would provide this information after the meeting. She stated that many people do not enter interim placements as a place in their first choice becomes available prior to their discharge from hospital.

The board commented that through reporting on the action plan it should be demonstrated what impact the actions had had and where differences had been made.

In relation to staffing, the board discussed societal perceptions and rates of pay. They highlighted the importance of effective communication and engagement with the social care staff group. Members also highlighted the need to retain current staff and limit turnover. The introduction of the living wage was discussed as a positive action. However, it was recognised that there were varying terms and conditions offered by providers across the independent sector and that staff in some organisations did not receive holiday or sick pay.

The board requested that future reports include comparator information, performance against the national average and examples of good practice from other areas. Kathy O'Neill confirmed that this information could be included and that Falkirk's performance was slightly better than the national average.

Decision

The Integration Joint Board:-

- (1) noted the report, and**
- (2) agreed to request that future reports include comparator information, performance against the national average and examples of good practice from other areas.**

IJB34. Health and Social Care Integration Programme Plan Update

The Integration Joint Board considered a report by the Chief Officer providing information on the programme of work to implement health and social care integration. A work stream update was appended to the report. The Programme Manager – Health and Social Care Integration provided an overview of the report.

Decision

The Integration Joint Board noted the report.

IJB35. Partnership Fund Update

The Integration Joint Board considered a report by the Chief Officer providing an update on partnership funding. The Chief Officer provided an overview of the report and highlighted that recruitment of a co-ordinator for the Integrated Care Fund had been successful and that this provided the board with a six month resource.

Members highlighted that in considering the use of interim funding for six months information needed to be gathered on the value of projects in order to allow long term decisions to be made. Fiona Ramsay noted that evaluation was critical as there were not sufficient funds available to continue all the current projects. Patricia Cassidy highlighted that it would be important to build in some capacity into long term planning so that new projects could be commissioned locally if they were identified as successful in other areas.

Decision

The Integration Joint Board agreed:-

- 1) to authorise the Chief Officer, in discussion with the Chair and Vice-chair and Chief Executives, to agree interim funding of up to 6 months beyond 31 March 2016, where funding ends at that date, within the existing available resources;**
- 2) to request that the Chief Officer completes a full evaluation and review of each project and reports back in detail to the meeting on 3 June 2016;**
- 3) to remit the Chief Officer, in conjunction with the Joint Management Group, to review local governance arrangements for the administration of the partnership funding;**
- 4) to remit the Chief Officer, in conjunction with the JMG, to bring forward to the June meeting a detailed Partnership Spending Plan for 16/17 that will support the implementation of the Strategic Plan priorities, and**
- 5) to remit the Chief Executives, in conjunction with the Chief Officer, to consider support arrangements for the IJB and bring forward proposals as part of the Financial Plan at the next meeting of the IJB.**

IJB36. Budget Position

The Integration Joint Board considered a report by the Chief Finance Officer and Director of Finance providing information on the Scottish Government Budget and Financial Settlement; Falkirk Council's budget position; Forth Valley Health Board's budget position; the first year payment to the IJB, and due diligence areas to be agreed. The Chief Finance Officer and Director of Finance provided an overview of the report.

Members discussed the budget setting timescales and budgetary pressures on Falkirk Council and NHS Forth Valley. Concern was expressed that the funding allocated nationally to alcohol and drug partnerships was being reduced as this area is associated with many issues within the scope of the IJB.

In considering financial pressures which the IJB would likely have to deal with, members commented that this gave added weight to the need to do things differently in service delivery and make improvements. Further, there would need to be better scrutiny and measurement of performance to ensure that value for money was being achieved.

Decision

The Integration Joint Board noted the report.

IJB37. Financial Governance

The Integration Joint Board considered a report by the Chief Finance Officer and Director of Finance providing an update on progress toward establishing a framework for financial governance for the IJB. The Chief Finance Officer provided an overview of the report.

Members highlighted that the IJB's Chief Finance Officer post was yet to be filled and that this was a priority for the board going forward.

Decision

The Integration Joint Board:-

- 1) noted the progress on establishing a framework for financial governance;**
- 2) agreed the arrangements for the provision of Internal Audit Services as set out at section 8 of the report, and**
- 3) agreed the Reserves Policy and Strategy.**

IJB38. Joint Staff Forum

The Integration Joint Board considered a report by the Chief Officer providing information on the establishment of the Joint Staff Forum. The Chief Officer provided an overview of the report and highlighted that the Forum was Forth Valley wide. The Forum's constitution and list of employee representatives were appended to the report.

The Forum had met toward the end of January 2016 and discussions had been positive. The board requested that update reports were provided to future meetings of the Board providing a summary of the key discussions at the Forum.

Decision

The Integration Joint Board noted the establishment of the Joint Staff Forum.

IJB39. Integrated Workforce Plan

The Integration Joint Board considered a report by the Chief Officer providing an Integrated Workforce Plan for approval, which was appended to the report. The Chief Officer provided an overview of the report and highlighted that the appended plan was a starting point which would be fine tuned and under constant review. The Joint Staff Forum had been involved in the development of the plan and would also be involved in the implementation.

The board discussed the pathways available to modern apprentices in social care as part of successful succession planning and highlighted the importance of recruiting well to the profession. Patricia Cassidy stated that the workforce was valued and given development pathways. There were links with schools and colleges. Modern apprentices were given meaningful opportunities.

Members discussed paragraph 1.2 of the Integrated Workforce Plan and recommended that this wording was used at the start of the Strategic Plan to highlight was the IJB is.

Decision

The Integration Joint Board agreed:-

- 1) the Integrated Workforce Plan, and**
- 2) to request that the wording in paragraph 1.2 of the Integrated Workforce Plan is incorporated at the beginning of the Strategic Plan.**