

**FALKIRK INTEGRATION JOINT BOARD**

**Minute of Meeting of the Falkirk Integration Joint Board held in the NHS Forth Valley Royal Hospital, Larbert on Friday 3 June 2016 at 10.30am.**

**Voting Members:**

Allyson Black (Chairperson)  
Graham Foster (substitute)  
Dennis Goldie  
James King (Vice-Chairperson)  
Alex Linkston  
Charles MacDonald (substitute)  
Pat Reid (substitute)  
Julia Swan

**Non-voting Members:**

Sandra Burt, Staff Representative, Falkirk Council  
Claire Bernard, Third Sector Interface (substitute)  
Patricia Cassidy, Chief Officer  
Rita Ciccu-Moore, Nursing Representative (substitute)  
Claire Crossan, Carer Representative  
Leslie Cruickshank, GP Medical Representative  
Tracey Gillies, Medical Representative  
Jane Grant, Chief Executive, NHS Forth Valley  
Sara Lacey, Chief Social Work Officer (substitute)  
Ewan Murray, Chief Finance Officer  
Martin Murray, Service User Representative  
Mary Pitcaithly, Chief Executive Falkirk Council  
Angela Price, Third Sector Representative

**Officers:**

Caroline Binnie, Communications & Participation Manager, Falkirk Council  
Nicholas Burgess, Service Manager, Falkirk Council  
Fiona Campbell, Head of Policy, Technology and Improvement, Falkirk Council  
Hugh Coyle, Corporate Risk Co-ordinator, Falkirk Council  
Jack Frawley, Committee Services Officer, Falkirk Council  
Jennifer Litts, Head of Housing, Falkirk Council  
Joe McElholm, Head of Social Work Adult Services, Falkirk Council  
Morag McLaren, Associate Director of HR; Organisational Development & Learning, NHS Forth Valley  
Colin Moodie, Depute Chief Governance Officer, Falkirk Council  
Kathy O'Neill, Community Services Directorate General Manager, NHS Forth Valley  
Bryan Smail, Chief Finance Officer, Falkirk Council

Robert Stevenson, Senior Planning Manager, NHS  
Forth Valley  
Suzanne Thomson, Programme Manager (Health &  
Social Care Integration)  
Dawn Wheildon, Project Manager, Falkirk Council

**IJB1. Apologies**

Apologies were received on behalf of Councillor Linda Gow, Tom Hart, Karen Herbert, Kathy McCarroll and Angela Wallace.

**IJB2. Declarations of Interest**

No declarations were made.

**IJB3. Minute**

**Decision**

**The minute of meeting of the Integration Joint Board held on 24 March 2016 was approved.**

Sandra Burt and Claire Crossan entered the meeting prior to consideration of the following item.

**IJB4. Strategic Plan**

The Integration Joint Board considered a report by the Chief Officer which provided an update on the progress with the strategic plan and arrangements required to support the developments. Patricia Cassidy provided an overview of the report.

**Decision**

**The Integration Joint Board:-**

- (1) requested a further update to a future meeting;**
- (2) noted the progress with the development of the local delivery plan;**
- (3) agreed that the Chief Officer develops a joint management structure across the partnership as detailed in section 5.1 of the report, and**
- (4) approved the pilot of locality arrangements in Denny / Bonnybridge / Larbert / Stenhousemuir as detailed in section 7 of the report.**

**IJB5. NHS Forth Valley Community Services Directorate**

The Integration Joint Board considered a report by the Community Services Directorate General Manager which confirmed to the board the operational arrangements for community health services following the disestablishment of the community health partnership on 1 April 2016. Kathy O'Neill provided an overview of the report.

### **Decision**

**The Integration Joint Board noted the report.**

## **IJB6. Budget Recovery Plan**

The Integration Joint Board considered a report by the Chief Finance Officer which provided an update of the progress of development of a budget recovery plan. Ewan Murray provided an overview of the report.

The board noted the information and the progress towards closure of the Oakbank and Summerford Care Homes and raised the need for mitigation measures to be in place in advance of winter pressures. The Chief Officer advised that bed modelling would be undertaken to mitigate concerns.

Mr Linkston raised the continued use of Ward 5 due to high demand and advised that this was an unfunded cost for the Heath Board and it was necessary to identify funding for it. The Chairperson noted that there was no information before the Board that would allow it to take a decision on the matter raised. The Chief Officer advised that the issue could be addressed through the Leadership Group with a view to identifying a proposal for the Board at its August meeting.

### **Decision**

**The Integration Joint Board noted:-**

- (1) the 2015/16 outturn;**
- (2) the 2016/17 pressures, projections and issues relating to savings delivery;**
- (3) the updated estimates of cost in relation to the National Care Home Contract and the living wage;**
- (4) the work underway to address the projected overspend in Adult Social Care Services and approved the provision of £1m from the balance of the integration fund to cover this risk contingent on efforts being continued to address the overspend;**
- (5) the terms of reference for the Leadership Group;**
- (6) the development of the financial sustainability elements of the strategic risk register,**

- (7) the ongoing development of assurance, controls and reporting arrangements;**
- (8) agreed that bed modelling work should be undertaken in relation to the closure of Oakbank and Summerford and that the Leadership Group be remitted to consider the funding of Ward 5 with a view to reporting back to the next meeting.**

Councillor Goldie entered the meeting and Councillor MacDonald left the meeting prior to consideration of the following item of business.

#### **IJB7. Partnership Funding**

The Integration Joint Board considered a report by the Chief Officer which provided findings and recommendations regarding partnership funding including the: Integrated Care Fund, Delayed Discharge Fund and Bridging Fund. Suzanne Thomson provided an overview of the report.

##### **Decision**

##### **The Integration Joint Board:-**

- (1) noted the current financial position detailed in section 4 of the report;**
- (2) noted the approval of interim funding of up to 6 months by the Chief Officer, in discussion with the Chair and Vice-chair and Chief Executives, for projects with an end date of 30 March 2016;**
- (3) approved the draft Integrated Care Fund end of year report for submission to the Scottish Government;**
- (4) noted the findings of the review of partnership funding and remitted the Chief Officer to develop a strategic approach to intermediate care pathways, including frailty and reablement; and to review partnerships arrangements for commissioning services to Third Sector organisations;**
- (5) approved the revised governance and monitoring arrangements described in section 8 of the report and remitted the Chief Officer to immediately implement these;**
- (6) approved the allocation of partnership funds for initiatives with an end date of, or before, 30 September 2016, and**
- (7) remitted the Chief Officer to initiate commissioning discussions with a view to presentation of further commissioning proposals to the IJB in August 2016.**

#### **IJB8. Support Services, and Recruitment to the Post of Chief Finance Officer**

The Chair advised that these items had been deferred to the meeting of the next meeting of the board in August 2016.

#### **IJB9. Strategic Risk Register**

The Integration Joint Board considered a report by the Chief Officer which provided a draft strategic risk register for approval. Ewan Murray provided an overview of the report.

##### **Decision**

##### **The Integration Joint Board:-**

- (1) approved the strategic risk register appended to the report;**
- (2) agreed to review the strategic risk register as part of the Board's broader governance arrangements;**
- (3) noted that risk management training would be included within the Board's development programme, and**
- (4) noted that the risk landscape and governance structures are still developing and that there the strategic risk register will continue to evolve.**

#### **IJB10. IJB Audit Committee and Internal Audit Planning**

The Integration Joint Board considered a report by the Chief Finance Officer and the Chief Governance Officer which presented proposals for establishment of an audit committee. Ewan Murray provided an overview of the report.

## **Decision**

### **The Integration Joint Board:-**

- (1) agreed the remit for the audit committee as appended to the report;**
- (2) agreed that the Vice Chairperson would discuss the composition of the committee with the Chief Finance Officer and the Chief Governance Officer outwith the meeting and that detailed proposals would be made to the next meeting of the board;**
- (3) noted the internal audit planning work as detailed in section 4 of the report, and**
- (4) delegated authority to the audit committee to consider and approve the 2015/16 accounts to allow approval by 30 September 2016.**

### **IJB11. Audit Scotland Report**

The Integration Joint Board considered a report by the Chief Officer which advised the board of the publication of the Audit Scotland report “Changing Models of Health and Social Care” published March 2016. A copy of the Audit Scotland report was appended to the report. Patricia Cassidy provided an overview of the report.

## **Decision**

**The Integration Joint Board noted the report.**

### **IJB12. Health and Social Care Integration Programme Plan Update**

The Integration Joint Board considered a report by the Chief Officer which provided an update on the progress of the work to implement health and social care integration. Suzanne Thomson provided an overview of the report.

## **Decision**

**The Integration Joint Board noted the report.**

### **IJB13. Joint Inspection Improvement Report and Progress Update**

The Integration Joint Board considered a report by the Head of Social Work Adult Services and the Community Services Directorate General Manager which provided an update on the work undertaken to implement recommendations from the joint inspection of services for older people in Falkirk. Joe McElholm provided an overview of the report.

#### **Decision**

**The Integration Joint Board noted the report.**

### **IJB14. Delayed Discharge**

The Integration Joint Board considered a report by the Community Services Directorate General Manager and the Head of Social Work Adult Services which provided an update on the progress toward meeting the national target that no-one who is ready for discharge should be delayed by more than 2 weeks. Kathy O'Neill provided an overview of the report.

#### **Decision**

**The Integration Joint Board noted the report.**

### **IJB15. Code of Conduct**

The Integration Joint Board considered a report by the Chief Governance Officer which presented a code of conduct for consideration and provided advice on the implications of its approval by Scottish Ministers, particularly in relation to registration of interests. The report also proposed the appointment of a standards officer. Colin Moodie provided an overview of the report.

#### **Decision**

**The Integration Joint Board agreed:-**

- (1) the code of conduct appended to the report for submission to Scottish Ministers, and**
- (2) that the senior officer providing governance support to the Board will act as the standards officer.**

## **IJB16. Equality Outcomes and Mainstreaming Report**

The Integration Joint Board considered a report by the Chief Officer which provided information on the Equality Outcomes and Mainstreaming Report which all Integration Joint Boards were required to publish by 30 April 2016. Colin Moodie provided an overview of the report.

### **Decision**

**The Integration Joint Board noted the report.**

## **IJB17. IJB Communications Action Plan**

The Integration Joint Board considered a report by the Chief Officer which provided a framework and protocol for internal and external communication by the IJB. Caroline Binnie provided an overview of the report.

### **Decision**

**The Integration Joint Board agreed the action plan for internal and external communications.**

## **IJB18. Development of IJB Visual Identity**

The Integration Joint Board considered a report by the Chief Officer which provided background to the development of a consistent visual identity for the Falkirk Health and Social Care Partnership and the benefits this would bring. Caroline Binnie provided an overview of the report.

### **Decision**

**The Integration Joint Board:-**

- (1) agreed that a visual identity should be developed for the Falkirk Health and Social Care Partnership;**
- (2) agreed that the development process set out at section 4 of the report should be followed, and**
- (3) noted that a presentation on the visual identity will be brought forward to the December IJB for approval.**



## **IJB19. Integration Joint Board Development Programme**

The Integration Joint Board considered a report by the Chief Officer which provided a summary of the outputs from the Board development session held on 3 December 2015 and considered the future development needs of the Board. Morag McLaren provided an overview of the report.

### **Decision**

#### **The Integration Joint Board:-**

- (1) agreed the production of a development plan for the Board as detailed in section 4.3 of the report which would include a set of priority activities and sessions designed to ensure the Board's effectiveness in its duties over the duration of 2016 – 2018, and**
- (2) requested that a further report was submitted to the next meeting.**

## **IJB20. Implementation of the Carers Act 2016**

The Integration Joint Board considered a report by the Senior Planning Manager which provided an update on the main provisions of the Carers (Scotland) Act 2016 and the implications arising from its enactment from April 2017. Robert Stevenson provided an overview of the report.

### **Decision**

#### **The Integration Joint Board:-**

- (1) noted the passing of the Carers (Scotland) Act on 4 February 2016;**
- (2) noted the main provisions and implications of implementing the Carers (Scotland) Act 2016, in particular the potential cost pressures, and**
- (3) agreed to establish a short life working group to take forward the actions required to meet the duties as described in the Act.**

## **IJB21. Draft Strategic Outcomes & Local Delivery Plan**

The Integration Joint Board considered a report by the Head of Policy, Technology & Improvement which provided an update on the development of the Strategic Outcomes & Local Delivery Plan (SOLD) 2016 - 2020. Fiona Campbell provided an overview of the report.

## **Decision**

### **The Integration Joint Board:-**

- (1) noted the draft Strategic Outcomes & Local Delivery Plan as appended to the report;**
- (2) noted the role which the IJB will have in supporting the attainment of strategic priorities and local outcomes, particularly in terms of the provision of progress and performance reports to the Community Planning Leadership Board;**
- (3) noted the draft delivery structure appended to the report, and**
- (4) agreed to integrate as much as possible locality work associated with health and social care integration with work being progressed by the Community Planning Partnership to progress a Locality Planning Framework.**

Alex Linkston left the meeting during consideration of the previous item. Graham Foster acted as substitute for the remainder of the meeting.

### **IJB22. NHS Forth Valley Local Delivery Plan 2016/17**

The Integration Joint Board considered a report by the Director of Public Health and Strategic Planning which presented the NHS Forth Valley Local Delivery Plan 2016/17 following its approval by the NHS Forth Valley Board on 31 May 2016. Graham Foster provided an overview of the report.

## **Decision**

**The Integration Joint Board noted the NHS Forth Valley Local Delivery Plan 2016/17.**

### **IJB23. Housing Contribution Statement**

The Integration Joint Board considered a report by the Director of Corporate and Housing Services which provided an update on the Housing Services contribution to the Strategic Plan through the Housing Contribution Statement. Jennifer Litts provided an overview of the report.

## **Decision**

### **The Integration Joint Board:-**

- (1) noted the report;**
- (2) agreed to extend the remit of the Housing Contribution Statement sub group to include representatives from NHS Forth Valley and those Registered Social Landlords providing specialist housing for older or disabled people, and**
- (3) agreed that the opportunities identified at section 6.4 of the report are taken forward through the Housing Contribution sub group and that progress is reported back to the IJB.**

### **IJB24. Community Justice Transition Plan**

The Integration Joint Board considered a report by the Chief Officer which provided an update on the progress of the transition from the Fife and Forth Valley Community Justice Authority to the Falkirk Community Justice Partnership. Nick Burgess provided an overview of the report.

## **Decision**

**The Integration Joint Board noted the transition arrangements including the new statutory duties placed upon the Integration Joint Board within the Community Justice (Scotland) Act 2016.**