

AGENDA ITEM

4

FALKIRK INTEGRATION JOINT BOARD

DRAFT Minute of Meeting of the Falkirk Integration Joint Board held in the Committee Suites, Municipal Buildings, Falkirk on Friday 6 October 2017 at 9.30am.

Voting Members:

Julia Swan (Chairperson)
Allyson Black (Vice Chair)
Michele McClung
John Ford (substitute for Alex Linkston)
Paul Garner (substitute for Cecil Meiklejohn)
Fiona Collie

Non-voting Members:

Patricia Cassidy, Chief Officer
Amanda Templeman, Chief Finance Officer
Mary Pitcaithly, CEO, Falkirk Council
Sara Lacey, Chief Social Work Officer
Sandra Burt, Council Staff Rep
Morven Mack, Carers Rep
Angela Price, Third Sector Rep
Angela Wallace, NHS Nurse Director (Nursing Rep)
Andrew Murray, NHS Medical Director (Medical Rep)

In Attendance:

Suzanne Thomson, Programme Manager
Joe McElholm, Head of Social Work Adult Services
Sonia Kavanagh, Corporate Governance Manager, NHS
Forth Valley (minute)

Fiona Campbell, Head of Policy, Technology and
Improvement (IJB131)
Elaine Lawlor, FV ADP Coordinator (IJB131)
William McQuillan, Procurement and Commissioning
Manager (IJB141)

IJB129. APOLOGIES

Apologies were received on behalf of Alex Linkston, Cecil Meiklejohn, Fiona Ramsay, Tom Hart, Martin Murray and Karen Herbert.

IJB130. DECLARATIONS OF INTEREST

Allyson Black declared an interest in IJB141 and would recuse herself from consideration of this item.

IJB131. ALCOHOL AND DRUG PARTNERSHIP

The Integration Joint Board received a presentation on Falkirk Alcohol and Drug Partnership (ADP) by Fiona Campbell, Head of Policy, Technology and Improvement and Elaine Lawlor, Forth Valley ADP Coordinator.

Ms Campbell and Ms Lawlor provided an overview of the purpose and responsibilities of the multi agency ADP, including the priorities to promote and support recovery from a range of substance use problems and the challenges they faced.

The Integration Joint Board thanked Ms Campbell and Ms Lawlor for the useful and informative presentation.

IJB132. MINUTE OF THE FALKIRK IJB MEETING HELD ON 4 AUGUST 2017

Decision

The minute of meeting of the Integration Joint Board held on 4 August was approved subject to the following amendments:

Page 1 - Attendance – Sandra Burt, Council Staff Rep was present at the meeting
Page 7 - 1st paragraph – ‘...engage with the successful organisations...’

IJB133. MINUTE OF JOINT STAFF FORUM MEETING HELD ON 1 JUNE 2017

Decision

The minute of the Joint Staff Forum meeting held on 1 June 2017 was noted.

IJB134. ACTION LOG

The Integration Joint Board considered the ‘Action Log’ presented by the Chair.

Relevant updates were provided and the Action Log would be amended accordingly.

The Integration Joint Board noted the update provided.

IJB135. CHIEF OFFICER REPORT

The Integration Joint Board considered a paper ‘Chief Officer Report’ presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy provided an update on developments within the Health and Social Care Partnership. The development of an integrated structure and the associated support services arrangements continued with further discussions required to ensure that operational and budget management of services were aligned.

Further details were provided on a range of work including the Independent Advocacy Contract which had been awarded to Forth Valley Advocacy, Locality Planning Arrangements, Falkirk Community Justice Partnership and the ongoing engagement regarding the eligibility criteria.

Updates were provided on the Primary Care Transformation Programme, the application to Healthcare Improvement Scotland (HIS) to take part in an 18 month improvement collaborative called the Frailty at the Front Door Collaborative, preparation of the Winter Plan 2017-18 and the ongoing engagement process and work with Regional Planning as part of the Health and Social Care Delivery Plan published in December 2016.

Work continued with improving access to services and earlier interventions, as set out in the Mental Health Strategy 2017-2027 and the programme of work necessary as part of the Allied Health Professions (AHP) Strategy.

The IJB discussed the crucial work being undertaken and the challenges faced both with capacity and timescales. Pharmacy First was highlighted and how this would build capacity in Primary Care by extending the scope of local community pharmacists. A presentation would be provided at a future IJB meeting to highlight the positive work undertaken.

Decision

The Integration Joint Board:-

- 1. Noted the initial progress in the development of a draft structure and the outlined timeline for the implementation of an integrated management and locality structure, including the required support services**
- 2. Requested the Director of Nursing and Chief Officer brought a more detailed plan for consideration at the next Board meeting in December**
- 3. Noted a Board Development session would be held on 3 November 2017 to provide an overview of the Priority Setting Framework Project**
- 4. Noted the Advocacy Award of Contract had been issued by Stirling Council of behalf of the partnership**
- 5. Noted the work to establish the Locality Development Groups and that an update would be provided to a future Board meeting.**
- 6. Noted the contract extension to the Discharge to Assess provider until the end of October 2017 and that the tender process was underway for the provision of the Discharge to Access model from end of October 2017 to end of March 2018**
- 7. Remitted the Chief Officer to approve the Winter Plan 2017-2018 for submission to the Scottish Government**
- 8. Noted the AHP Strategy and the establishment of a Delivery Group to implement the strategy**
- 9. Noted the update on Regional Planning**
- 10. Remitted the Audit Committee to consider the Audit Scotland Self Directed Support progress Report 2017 and self-assessment as detailed in section 10.4**
- 11. Noted the HSCP consultation response to the Carers Draft Regulations and that a response to the Carers Charter would be submitted by the Chief Officer**

IJB136. BUDGET RECOVERY PLAN

The Integration Joint Board considered a paper 'Budget Recovery Plan' presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman provided an update on the financial projection for 2017/18 including the Partnership Base Budget and the options available as part of the financial recovery package.

There continued to be significant financial risks and the main areas of pressure within Adult Social Care and NHS Forth Valley were provided.

In accordance with the Falkirk IJB's Integration Scheme a budget recovery plan would be developed and owned collaboratively. Discussions had taken place between the Chief Finance Officer and the Assistant Directors of Finance and at the Leadership Team meetings.

The IJB discussed the challenges faced and the need for accountability and ownership of the financial risks involved to ensure appropriate action was taken. It was agreed that sourcing saving options would be complex and working collaboratively and in partnership was imperative due to the timescales involved.

Decision

The Integration Joint Board:-

- 1. Noted the changes to the Partnership Base Budget as set out in section 4**
- 2. Noted the financial projection for 2017/18 as set out in section 5**
- 3. Approved the action set out at paragraphs 6.7 to 6.10 of the report, remitting a subgroup of the Leadership Team to review the recovery plan and report back to the IJB in December**
- 4. Noted progress on the development of the Falkirk IJB business plan for 2018/19**

IJB137. FALKIRK IJB AUDITED ANNUAL ACCOUNTS 2016/17

The Integration Joint Board considered a paper 'Falkirk IJB Audited Annual Accounts 2016/17' presented by Ms Amanda Templeman, Chief Finance Officer.

The Annual Accounts of the IJB for the year to 31 March 2017 had been submitted to Ernst and Young, External Auditor, within the statutory timescales and the auditor's certificate was free from qualification.

Decision

The Integration Joint Board:-

- 1. Considered and approved the Audited Annual Accounts of the Falkirk IJB to 31 March 2017**

IJB138. PARTNERSHIP FUNDING

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

Ms Templeman outlined the financial position as at June 2017 for the Partnership Funding and details regarding the Leadership Group allocation.

As previously highlighted to the IJB, financial principles had been implemented to provide a framework for the consistent internal financial management of Partnership Funds. To support this, a change request process had also been developed and a brief update was provided regarding three change requests which had been received and reviewed by the Partnership Funding Group (PFG).

Ms Templeman reported on the progress with strategic commissioning and the engagement process undertaken. A number of risks were outlined which had been identified by the Strategic Commissioning Working Group as having the potential to impact the efficient delivery of the new approach within the anticipated timescales.

Decision

The Integration Joint Board:-

- 1. Approved recommendations regarding Partnership Funding, as presented in section 4**

2. **Noted the progress made with regard to the Strategic Commissioning Review and risks identified with regard to the process, as presented in section 5**

IJB139. STRATEGIC RISK MANAGEMENT REPORT

The Integration Joint Board considered a paper 'Strategic Risk Management Report' presented by Ms Amanda Templeman, Chief Finance Officer.

Ms Templeman reported that the Strategic Risk Register reflected the IJB's current risk profile and further work would be undertaken to ensure that the risks identified reflected each partner's corporate and operational risks and evolving responsibilities. It was anticipated that the Strategic Risk Register would be integrated with the performance reporting arrangements where appropriate.

Details of the risks were provided and in response to Mr Ford's question regarding the high risk rating for financial stability and commissioning, Mr Coyle replied that this remained high due to ongoing risks outwith IJB control. Mr Ford requested the register was updated to ensure clarity around the control mechanisms in place to achieve stability.

Decision

The Integration Joint Board:-

1. **Approved the revised Strategic Risk Register as noted in Appendix 1 and 2**
2. **Noted that IJB Risk Management Strategy and Risk Register would be reviewed during 2017/18 to ensure it aligned with corporate risk, performance and budget setting arrangements and took cognisance of the IJB and Forth Valley arrangements**
3. **Noted an improvement plan would be developed following this review**
4. **Noted the work that was being undertaken to benchmark and develop good risk management practices in conjunction with risk advisors and other IJBs**

IJB140. PERFORMANCE REPORT

The Integration Joint Board considered a paper 'Performance Report' presented by Ms Patricia Cassidy, Chief Officer.

Ms Cassidy provided a performance update on the delivery of relevant targets and measures within the in-scope services of the IJB. Detail in relation to unscheduled care, including delayed discharges was also provided as part of a more targeted approach to performance reporting on thematic areas.

Decision

The Integration Joint Board:-

1. **Noted the content of the performance report to the IJB**
2. **Noted that appropriate management actions continued to be taken to address issues identified through the performance reports**

IJB141. HOMECARE AND COMMUNITY CARE CONTRACT STRATEGY

The Integration Joint Board considered a paper 'Homecare and Community Care Contract Strategy' presented by Mr William McQuillan, Procurement and Performance Manager.

Mr McQuillan outlined the draft contract strategy including the requirements, the process and associated timescales which reflected best practice procurement guidance in terms of structure and content.

Robust and extensive engagement with stakeholders was an important element of the procurement process. In addition to the alignment with locality planning this would ensure person centred, flexible outcomes were delivered and promote independence and wellbeing.

It was proposed that a two stage open procedure was conducted, outlining key criteria, to offer the maximum choice of services and providers. This would enable greater transparency and provide improved value for money and partnership working. The process and necessary timeline were outlined to ensure the new contract was in place by April 2018.

The IJB discussed the draft contract strategy, impressed with the progress made and stakeholder engagement undertaken to meet the necessary requirements.

Decision

The Integration Joint Board:-

- 1. Approved the Homecare and Community Care Contract Strategy, detailed in Appendix 1**

IJB142. CARERS ACT: IMPLEMENTATION PROGRESS REPORT

The Integration Joint Board considered a paper 'Carers Act: Implementation Progress Report' presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm provided an update on preparation for the implementation of the Carers (Scotland) Act 2016 from April 2018. Key elements of the implementation process were underway with a focus on co-production with carers and the development of an engagement and communication plan.

Further clarity was required from the Scottish Government regarding the overall additional funding level available to partnerships to enable implementation. An update would be provided when this information was available.

Decision

The Integration Joint Board:-

- 1. Noted the actions already taken or planned locally in relation to preparation for the Carer's Act's commencement at Appendix 1**
- 2. Noted the proposed stakeholder engagement approach described in Appendix 2**
- 3. Remitted the Leadership Team to consider proposals for allocation against the additional resources to support preparation for the Act as noted at 4.5**
- 4. Requested that regular reports were presented to the IJB**

IJB143 REVIEW OF DAY SERVICES (YOUNGER ADULTS) UPDATE

The Integration Joint Board considered a paper 'Review of Day Services (Younger Adults) Update' presented by Mr Joe McElholm, Head of Social Work Adult Services.

Mr McElholm provided details of the consultation programme, highlighting the different demands and expectations in how younger people wished to be supported. Those who did not currently use the existing services wanted flexible services which were tailored to their needs and related to their hobbies or particular interests. However, it was necessary for services to continue to meet the needs and aspirations of current service users who were familiar with and appreciated the existing approach and provisions.

Current packages of care would be reviewed and assessed in line with the Eligibility Criteria and it was anticipated that the shape of existing services would evolve as they responded to individual choices and expectations.

A summary of engagement events was provided which would further support the modernisation of day services. Staff engagement and participation would also continue to ensure they understood and were supported throughout the review.

The IJB discussed the anxieties which existing service users may face and the importance of supporting them and their carers throughout this period of change.

Decision

The Integration Joint Board:-

- 1. Noted the contents of the report**
- 2. Noted that a further report would be presented to a future meeting of the IJB detailing progress and implementation planning of the day services review**
- 3. Requested that a separate report be submitted to the IJB at a future date concerning improvement actions around transitions planning arrangements**

IJB144 ANNUAL REPORT OF THE CHIEF SOCIAL WORK OFFICER 2016/17

The Integration Joint Board considered a paper 'Annual Report of the Chief Social Work Officer 2016/17' presented by Ms Sara Lacey, Chief Social Work Officer.

Following the retirement of Ms Kathy McCarroll in August 2017, Ms Lacey had been appointed as her successor. She provided an overview of the comprehensive report which detailed how the statutory responsibilities had been fulfilled by the Chief Social Work Officer during 2016/17.

These were outlined under 6 main sections:

- Summary of Performance with the key challenges and developments
- Partnership Working – governance and accountability arrangements
- Social Services Delivery Landscape - how the provision of social services was delivered
- Finance and Resources - including constraints and challenges
- Service Quality and Performance - including delivery of statutory function
- Workforce - planning and development activity

The Integration Joint Board:-

- 1. Noted the contents of the Chief Social Work Officer's Annual Report**
- 2. Acknowledged the commitment, skills and experience of social work staff in continuing to deliver high quality services to Falkirk citizens**

IJB145 IJB MEMBERSHIP BY GROUPS

The Integration Joint Board considered a paper 'IJB Membership by Groups' presented by Ms Suzanne Thomson, Programme Manager.

Ms Thomson outlined the proposals to identify and recruit carers, service users, Third sector and staff representatives to the IJB following the end of their term of office on 30 April 2018. The approach would be similar to the previous process and details of the timescales involved to recruit would be developed.

Membership on the IJB was discussed and whether it was necessary to widen the representation. In response to Ms McClung's question regarding inclusion of the Equality Network, it was agreed that a review of the IJB would be undertaken to establish whether there were any potential gaps in representation.

Decision

The Integration Joint Board:-

- 1. Considered the paper and agreed the proposal should be approved**

IJB146 IJB PROGRAMME OF MEETINGS 2018

The Integration Joint Board considered a paper 'IJB Programme of Meetings 2018' presented by Ms Suzanne Thomson, Programme Manager.

Mrs Swan highlighted the proposed timetable for the IJB meetings, Board Development Sessions and Audit Committee meetings in 2018.

Decision

The Integration Joint Board:-

- 1. Agreed the proposed timetable of meetings for 2018**