

# AGENDA ITEM

3

## FALKIRK INTEGRATION JOINT BOARD

**Draft Minute of Meeting of the Falkirk Integration Joint Board held in the Municipal Buildings, Falkirk on Friday 6 April 2018 at 9.30am.**

### **Voting Members:**

Julia Swan (Chairperson)  
Councillor Allyson Black (Vice Chair)  
Councillor Fiona Collie  
Cathie Cowan (substitute)  
Michelle McClung  
Councillor Cecil Meiklejohn

### **Non-voting Members:**

Patricia Cassidy, Chief Officer  
Claire Crossan, Carers Representative (substitute)  
Karen Herbert, Falkirk Third Sector Representative  
Sara Lacey, Chief Social Work Officer  
Matt McGregor, Council Staff Representative  
Mary Pitcaithly, Chief Executive, Falkirk Council  
Amanda Templeman, Chief Finance Officer  
Angela Wallace NHS Nurse Director (Nursing Rep)

### **Officers:**

Joe McElholm, Head of Social Work Adult Services  
Colin Moodie, Chief Governance Officer  
Kathy O'Neill, General Manager  
Brian Pirie, Democratic Services Manager  
Antonia Sobieraj, Committee Services Officer  
Suzanne Thomson, Programme Manager  
Scott Urquhart, Assistant Director of Finance

### **In Attendance**

Lynette Denovan, Team Manager IJB Item 189  
Janette Fraser, Head of Planning IJB Item 200  
Margaret Petherbridge, Project Development Manager IJB Item 204  
William McQuillan, Procurement and Commissioning Manager IJB Item 207

### **IJB187 Apologies**

Apologies were received on behalf of Alex Linkston, Morven Mack, Andrew Murray, Margo Biggs, David Herron and Robert Clark

### **IJB188 Declarations of Interest**

Councillor Black declared an interest in item IJB207 and took no part in the discussion or decision making on this item.

Councillor Meiklejohn declared an interest as an executive member of the Scottish Ambulance Service but considered that this would not prevent her from taking part in the discussion and decision making having had regard to the objective test in the Code of Conduct.

**IJB189      Presentation – ADL Smartcare**

Joe McElholm, Head of Social Work Adult Services gave a presentation on ADL Smartcare, which has been branded as Living Well Falkirk.

Lynette Denovan gave an overview of the website and answered questions on personal information security and ease of access to use the site, and publicity arrangements.

It was agreed that Board members would receive a briefing note on the data protections and consent issues.

It was agreed that a briefing for Council Elected Members would be helpful and this will be arranged.

An evaluation of Living Well Falkirk would be provided to a future Board meeting.

**IJB190      Minutes of the Integration Joint Board Meetings**

**Decision**

- (1)    The minute of meeting of the Integration Joint Board held on 2 February 2018 was approved, and**
- (2)    The minute of the special meeting of the Integration Joint Board held on 16 March 2018 was approved.**

**IJB191      Draft Minute of the Audit Committee meeting held on 16 March 2018**

**Decision**

**The draft minute of meeting of the Audit Committee held on 16 March 2018 was noted.**

**IJB192      Minutes of Joint Staff Forum Meetings**

**Decision**

- (1)    The minute of meeting of the Joint Staff Forum held on 3 August 2017 was noted;**
- (2)    The minute of meeting of the Joint Staff Forum held on 5 October 2017 was noted, and**
- (3)    The minute of meeting of the Joint Staff Forum held on 7 December 2017 was noted.**

## **IJB194      Action Log**

The Integration Joint Board considered the Action Log presented by the Chair and noted the updates provided.

The Chief Executive, NHS Forth Valley provided an update on the Falkirk Community Hospital site. She advised that there was some further feasibility work underway. Members of the Board expressed concern that there was now some doubt about the feasibility of the Community Hospital site and the impact this would have of the plans for an intermediate care facility. This has been a long standing project with earmarked funding in the Council's capital programme for some time and that programme was under significant pressure. The Chief Officer reminded the Board of the position with the Summerford care facility and the risk arising from delaying the construction of the intermediate care facility. It was agreed that the Chief Executive of NHS Forth Valley would send a briefing note to Board members in advance of the next meeting.

## **IJB195      Chief Officer Report**

The Integration Joint Board considered a report by the Chief Officer which provided an update on developments within the Falkirk Health and Social Care Partnership.

The Chief Executives had developed an initial outline for the transfer of operational management of some in-scope community based health services. A shared strategic vision required to be developed and would need to align with the Strategic Plan. Integrated services would be delivered through locality multi-disciplinary teams with the capacity to innovate and develop responsive joined up models of care and support.

Support services in place as a permanent resource that the IJB funded consisted of the Chief Officer, Chief Finance Officer and Programme Manager. There was no dedicated staff resource for areas including planning, performance and risk management. These areas were provided by partners, in addition to their substantive roles. The report advised that there was evidence that these resources were under sustained pressure which had a detrimental impact on work being taken forward. This had been highlighted to the Audit Committee in terms of risk management. Further work would be undertaken to identify what management capacity, professional, clinical and business support incorporating requests for new posts is required.

Following the decision of Bield Housing to close two local care homes all residents had been moved to new placements. Social work services would undertake further reviews with the service users after six weeks in the new placement to ensure the resident was settled and that their needs were being met.

### **Decision**

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

- (1)    noted the report;**

- (2) agreed to establish a project team, led by the Chief Officer, to develop and implement the integrated team structures;**
- (3) noted that a full report would be presented at the next meeting outlining the programme for integrated structures;**
- (4) requested that a corporate support agreement be developed by the Chief Executives and Chief Officer for consideration at the next meeting;**
- (5) noted that a progress report would be presented to Falkirk Council's Scrutiny Committee (External) on 17 May 2018 as part of the ongoing governance arrangements, and**
- (6) noted that all former Bield residents had been successfully placed in new care homes of their choice and that a report on the impact would be presented after 6 months.**

## **IJB196 Financial Report**

The Integration Joint Board considered a paper by the Chief Finance Officer which provided a provisional financial position for 2017/18, subject to year end processes. A revised reserves policy and strategy document was appended to the report for approval. An overspend of £1.605m was projected, which was an improvement on the position reported to the Board in December 2017.

The position on the NHS arm of the budget had improved, with a forecast overspend of £1.690m. This was mainly due to improved forecasts for complex care and learning disability package costs as well as the impact of the savings identified through the recovery plan. The remaining areas of overspend were due to prescribing and community hospitals. Budgets delegated to Falkirk Council on the general fund side were expected to underspend by £0.273m. £0.088m of this underspend was due to the transfer to reserves for Services for Survivors. In addition the funds set aside for the Dementia Innovation Fund of £0.100m had not been spent in year and it was proposed to transfer this into an earmarked reserve. It was proposed that the remaining underspend of £0.085m was transferred into General Reserves. The Reserves Strategy, set out at appendix 3 to the report, set out options for reserves on a percentage of budget basis. Given affordability issues, it was recommended that the target level for general reserves be set at c£0.250m (0.125% of the 2017/18 budget).

### **Decision**

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

- (1) noted the projected outturn for 2017/18 for the Partnership;**
- (2) approved the transfer of £0.100m to earmarked reserves for the Dementia Innovation Fund;**
- (3) noted the risk sharing agreement agreed by both Partners;**
- (4) approved the revised reserves strategy as set out in appendix 3, and**

- (5) agreed the transfer of the adult social care general fund underspend, estimated to be £0.085m, into general reserves in line with the reserves strategy.**

## **IJB197 2018/19 Budget Report**

The Integration Joint Board considered a paper by the Chief Finance Officer which provided an update on the following areas:-

- NHS elements of the 2018/19 budget
- savings options for the NHS arm of the budget
- mental health services investment
- proposals for the investment of the additional £0.050m for Younger Adult Day Services
- Support at Home contract
- Externally funded organisations

The report also set out Directions to both constituent partners for financial year 2018/19.

The Board discussed savings options for 2018/19 and in particular savings which could be achieved by reviewing over-ordering and waste in Primary Care prescribing and options for service redesign. The Chief Finance Officer confirmed that a tracker would be developed to better manage budget savings. This would be submitted at the next meeting in June 2018.

### **Decision**

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

- (1) noted the savings requirements for 2018/19 for the NHS Board and for the NHS arm of the Partnership budget;**
- (2) noted that the NHS Board approved a funding settlement of £149.793m to the Falkirk Partnership;**
- (3) noted that the financial risk for the Set Aside budget remains with the NHS Board;**
- (4) noted that savings of £1.436m have been identified for Operational and Universal services and that a further £0.238m is required;**
- (5) noted the risk profile of the savings identified to date and that this combined with the savings still to be identified represents a significant financial risk to the Partnership;**
- (6) noted the savings in appendix 1;**
- (7) requested that the budget holders work with the Leadership Group to develop a plan to mitigate the current short fall;**

- (8) noted that work is required to understand the impact of potential savings on the Scottish Government conditions in respect of Mental Health Services and this will be reported back to the IJB;
- (9) noted the proposals for the additional investment in day services for younger adults and the additional funding requirement;
- (10) noted the financial risk associated with the Support at Home contract and that updates will be brought to future meetings of the IJB;
- (11) noted the further work required to ensure all externally funded organisations are subject to a consistent commissioning, governance and monitoring regime;
- (12) approved the Directions for 2018/19 to constituent partners as set out in appendix 3 of the report, and
- (13) noted that the Directions may be amended following further guidance from the Scottish Government.

#### **IJB198      Performance Report**

The Integration Joint Board considered a report by the Head of Performance & Governance, NHS Forth Valley which presented performance information for the period April 2017 to January 2018.

The Board received information on the performance for Adult Service against the local government benchmarking governance.

A summary of performance in key areas was provided. This included:

- emergency department performance against the 4 hour standard
- rate of emergency department attendance
- delayed discharges.

The Board received information on the MSG integration indicators for unscheduled care, which had been submitted following approval by the Unscheduled Care Programme Board.

The Board requested an update from the Chief Executive NHS Forth Valley on readmission rates.

#### **Decision**

**The Integration Joint Board noted:-**

- (1) the content of the performance report;
- (2) the Performance and Measurement Group would bring forward a themed timetable of reporting to the IJB at its June meeting;

- (3) the submission to the MSG with agreed trajectories against the integration indicators for unscheduled care as laid out in appendix 3 to the report, and
- (4) that appropriate management actions continued to be taken to assess the issues identified through these performance reports.

## **IJB199 Strategic Plan and Strategic Planning Group**

The Integration Joint Board considered a report by the Programme Manager which provided information on the requirement to review the Strategic Plan 2016-19, the role of the Strategic Planning Group, an overview of the activities required to review the plan, and an indication of the resource requirement. The Board had approved its first Strategic Plan in March 2016.

The Public Bodies (Joint Working) (Scotland) Act 2014 required the IJB to review its Strategic Plan prior to expiry. In completing the review the authority must:

- have regard to the integration principles and national health and well-being outcomes
- seek and have regard to the views of the Strategic Planning Group on both the effectiveness of the arrangements for carrying out integration and whether a replacement Strategic Plan should be prepared.

It was proposed that a joint workshop was held with the IJB and Strategic Planning Group as part of the Board development session on 4 May 2018.

### **Decision**

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

- (1) noted the requirement to the Public Bodies (Joint Working) (Scotland) Act 2014 to review the Strategic Plan, a minimum of once every 3 years;
- (2) agreed to hold a workshop with the Strategic Planning Group to consider the review of the Strategic Plan;
- (3) noted the role of the Strategic Planning Group in the review of the Strategic Plan;
- (4) agreed the Strategic Planning Group would consider their terms of reference and membership, and provide an update to the next Board meeting, and
- (5) agreed that the partners would identify and make available the resources required to complete the work, including the production of the Annual Performance Report 2017-18.



## **IJB200      Regional Planning**

The Integration Joint Board considered a paper by the Head of Planning, NHS Forth Valley which provided an update on progress with regional planning for the West of Scotland Region. The report outlined the background and context to regional planning in the Forth Valley area, the Scottish Government's expectations as set out in the Health and Social Care Delivery Plan and progress made to date in the West of Scotland Region with developing a Regional Plan.

### **Decision**

**The Integration Joint Board noted:-**

- (1)      the progress with regional planning for the West of Scotland Region, and**
- (2)      that the draft Regional Delivery Plan would be prepared by the West of Scotland Regional Planning Team and submitted to the Scottish Government on 31 March 2018.**

## **IJB201      Integration Arrangements**

The Chief Executive, NHS Forth Valley gave a verbal update on progress towards integration. Mrs Cowan had reported in March 2018 to the NHS Forth Valley Board in which she re-affirmed her commitment to integration.

Mrs Cowan stated that work was progressing well towards the deadline of September 2018. She noted however, there may need to be some flexibility with the timescales to ensure adequate staff consultation took place.

This would involve discussion and agreement with Clackmannanshire and Stirling IJB.

The Chief Executive, Falkirk Council, confirmed that work was progressing, however further work was required in particular on hosting, management structure and costs.

### **Decision**

**The Integration Joint Board requested that a report was submitted to the next meeting.**

## **IJB202      Clinical and Care Governance**

The Integration Joint Board considered a paper by the Chief Social Work Officer, Falkirk Council and Medical Director, NHS Forth Valley. This provided an update on the arrangements for Clinical and Care Governance as previously requested by the Board. Draft terms of reference and proposed membership for the Clinical Care and Governance Committee were included.

### **Decision**

**The Integration Joint Board:-**

- (1) agreed the draft terms of reference and membership of the Clinical and Care Governance Committee as set out in appendix 1 to the report;**
- (2) agreed that Mrs Julia Swan would serve as Chair and Councillor Fiona Collie would serve as Vice Chair of the Clinical and Care Governance Committee;**
- (3) agreed nominations for the proposed membership as set out in section 4.3 of the report;**
- (4) noted the Internal Audit Action Plan attached at appendix 2 to the report, and**
- (5) agreed the revised draft Clinical and Governance Committee (CGC) framework at appendix 3 to the report and noted that this may be revised as the integrated operational management and locality teams develop.**

**IJB203 National Health and Social Care Standards**

The Integration Joint Board considered a paper by the Head of Social Work Adult Services which advised the Board of the adoption of new national standards for inspection, registration and quality assurance of health and social care services. It was expected that all care providers, Integration Joint Boards, Local Authorities, Community Planning Partnerships and Community Justice partners would use the new standards from April 2018.

The report set out the local arrangements to implement these standards.

**Decision**

**The Integration Joint Board noted:-**

- (1) development and the adoption of the new Standards from April 2018;**
- (2) actions being taken as set out in paragraphs 4.10 to 4.17, in preparation for the introduction of the new Standards, and**
- (3) the intention to provide further reports to the IJB following receipt of further guidance from the Care Inspectorate and Healthcare Improvement Scotland and the local experience of the implementation of the new Standards.**

**IJB204 Carers Act: Implementation Report**

The Integration Joint Board considered a paper by the Head of Social Work Adult Services which provided an update on progress regarding the implementation of the Carers Act. A multiagency Falkirk Carers Act Implementation Group was established to oversee the preparation required for the commencement of the Act by 1 April 2018.

Key elements of local implementation which had been completed were:-

- production of a Carers Strategic Needs Assessment
- development of a Falkirk HSCP Framework for Local Eligibility Criteria for Unpaid Carers. This included the Adult Carers Support Plan and Review documents and the Adult Carers Pathway
- Young Carers Statement
- Identification of priorities for implementation during 2018/19 and inclusion in the Carers Strategy development process.

### **Decision**

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

- (1) noted the statutory guidance and regulations issued in relation to the Carers Act;**
- (2) noted the production of the Carers Strategic Needs Assessment;**
- (3) approved the Falkirk Health and Social Care Partnership (HSCP) Framework for Local Eligibility Criteria for Unpaid Carers for implementation from 1 April 2018;**
- (4) noted the priorities identified from the national programme and stakeholder engagement process for implementation during 2018/19 and inclusion in the Falkirk Carers Strategy 2019/2023 development process.**

#### **IJB205 Eligibility Criteria and Resource Allocation Framework**

The Integration Joint Board considered a paper by the Head of Social Work Adult Services which provided an update on progress on the implementation of the revised Eligibility Criteria and Resource Allocation Framework which had been approved in June 2017.

### **Decision**

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

- (1) the ongoing work to fully implement outcomes focussed assessment and eligibility criteria in line with the Framework launched on 30 October 2017;**
- (2) that the improvement of outcomes made possible by the review of eligibility criteria is illustrated in a number of case examples as detailed in appendix 1, and**
- (3) that the testing of the Individual Budget Calculator (IBC) is ongoing and the results will be reported to a future Board meeting.**

## **IJB206      Good Transitions – Improving Transitions Planning**

The Integration Joint Board considered a paper by the Head of Social Work Adult Services and the Chief Social Work Officer. This report provided an update on the findings of the consultation with young people and their families. This focussed on how improvements could be made to the way young people with additional support needs were supported as they moved from children's to adult services.

The Closer to Home Strategy being developed by Children & Families Social Work would provide communities with the opportunity to participate in the delivery and design of services. Transition planning involved coordination within and across large services including education; children's social work; adult social work; health; housing; employment services, and the third sector. The 2016 Joint Inspection of Services for Children reinforced the need for improved transitions between Children's and Adult Social Work Services.

Those responsible for planning and delivering support for children and young people with additional support needs included:-

- Women and Children's Directorate and adult health
- Children and families, justice and adult social work services
- Education – secondary, further and higher
- Housing Services
- Employment and Training services
- Third Sector organisations
- Public sector services
- Scottish Government

### **Decision**

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

- (1) noted that a range of consultation events have been held with young people who have additional support needs and their family carers;**
- (2) adopted the framework of Principles of Good Transitions, and**
- (3) remitted the Chief Officer and officers to identify resources to create a strategic role to co-ordinate transition planning, implement the improvement actions and to create a Transitions Steering Group.**

## **IJB207      Support at Home (Home Support and Supported Living) Contract**

In accordance with her declaration of interest, Councillor Black left the meeting at this point.

The Integration Joint Board considered a paper by the Head of Procurement and Housing Property which provided an update on the outcome of the Support at Home contract.

A tender was advertised via the Public Contracts Scotland Portal on 31 October 2017. The weighting of the tender evaluation was 60% for quality and 40% for

price. All bidders confirmed that they would pay care staff the Scottish Living Wage.

The tenders were accepted in accordance with Falkirk Council's Contract Standing Orders.

The contract commenced on 1 April 2018 for two years to 31 March 2020, with an option to extend for up to a further 24 months. The framework would provide all new support at home and supported living services commissioned by homecare and community care teams. It was intended that all existing support arrangements would remain in place and would not be affected by the framework. This would ensure continuity of care for service users.

### **Decision**

**The Integration Joint Board noted the outcome of the tendering process for the Support at Home (Home Support and Supported Living) contract and contract operating principles.**

## **IJB208 Amendment to Integration Scheme**

The Integration Joint Board considered a paper by the Chief Governance Officer, Falkirk Council which advised the Board of amendments proposed to the Integration Scheme.

The Integration Scheme, which was agreed between the Council and the Health Board and subsequently approved by the Scottish Ministers, was the core document that established the IJB. It governed the range of functions that were delegated to the IJB by the Council and the Health Board.

The group of functions that required to be delegated to an IJB was set out in the Public Bodies (Joint Working) (Prescribed Local Authority Functions) (Scotland) Regulations 2014. The expansion of the mandatory lists to include functions under the Carers' Act left only one function in relation to the Act where there was a decision to be made in relation to delegation.

At its December meeting, Council agreed that it was not appropriate to delegate the function in relation to young carers' statements as it would not be helpful to isolate one strand of provision within Children and Social Work Services and delegate it to the IJB. Following consultation, the Council maintained this position at its meeting on 7 March 2018.

At its meeting on 30 January, the Health Board took a similar view in relation to young carers' statements. It decided, however, that it would be appropriate to delegate the function in relation to the preparation of the local carers' strategy to the IJB in the same way as the Council had done. At its meeting on 27 March 2018 it maintained that position.

### **Decision**

**The Integration Joint Board noted the proposed amendments to the scheme.**

**The revised scheme will be submitted to Scottish Government as required.**

## **IJB209     IJB Membership**

The Integration Joint Board considered a report by the Programme Manager which sought approval of changes to the membership of the Board.

The Board had previously agreed the process to identify and recruit carer, service user, Third sector and staff representatives. The Board agreed the process would aim to recruit a substitute for the service users and carers representatives. In addition one representative would be recruited from a local Third Sector organisation that provided health and/or social care. CVS Falkirk would continue to represent the local Third Sector on the Board. The staff representatives would be agreed by the respective staff forums.

### **Decision**

**The Integration Joint Board agreed the appointments as set out in sections 4.5 and 4.7 of the report.**