

Agenda Item 19

Minutes of Committees and Groups



Note of Meeting

Meeting: Strategic Planning Group

Date: 4 October 2019

Venue: Denny Town House

Present:	Patricia Cassidy (PC) Lorraine Paterson (LP) Martin Thom (MT) David Herron (DH) Agnes McMillan (AM) Irene McKie (IMK) Margaret McGowan (MMG) Roger Ridley (RR) Suzanne Thomson (ST) Fay Godfrey (FG) Fiona Collie (FC) Lesley MacArthur (LMA) Amanda Templeman (AT) Kenny Gillespie	Chief Officer Falkirk HSCP (Chair) Head of Integration Falkirk HSCP Head of Integration Falkirk HSCP GP Representative Central Carers Centre Strathcarron Hospice Independent Sector Staff Representative Unison Falkirk HSCP Alzheimer's Scotland Chair of Falkirk IJB Falkirk HSCP Chief Finance Officer Falkirk HSCP Head of Housing Falkirk Council
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Apologies:	Evelyn Crosbie (EC) Jen Kerr (JK) Marlyn Gardner (MG) Julia Swan (JS) Robert Clark (RC) David McGhee (DMG) Janette Fraser (JF) Sara Lacey (SL) Fiona Campbell (FCA)	Service User Representative CVS Falkirk Locality Manager Falkirk HSCP Falkirk IJB Member Staff Representative, NHS FV Corporate & Housing Falkirk Council NHS Forth Valley CSWO, Falkirk Council Corporate & Housing Falkirk Council
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In attendance:

Item 1	Ross Cheape (RC)	NHS Forth Valley
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Item	Action
1. PRESENTATIONS	
1.1 Development of a local Dementia Strategy Ross Cheape (RC), Service Development Manager for Mental Health Services, provided an overview to the group about the development of a local Dementia Strategy. RC provided background information, including the definition as a term for a group of symptoms associated with a decline in memory. The recognisable symptoms being a reduction of: <ul style="list-style-type: none"> ▪ Memory ▪ Communication and language ▪ Ability to focus and pay attention ▪ Reasoning and judgement ▪ Visual perception. 	

Item	Action
<p>RC presented statistics for Falkirk:</p> <ul style="list-style-type: none"> ▪ Prevalence estimate in 2017 were 2,598 people with a diagnosis ▪ Waiting time for Post Diagnostic Support (PDS): 8 months ▪ People waiting for PDS: 123 ▪ People receiving PDS: 201 ▪ 4 wte workers in Falkirk <p>RC informed the group that the National Strategy has 21 commitments including, support, prevention, living well, community focused and local. The emerging local priorities are in line with the national strategy and include:</p> <ul style="list-style-type: none"> ▪ Carer Support ▪ Preventing Crisis ▪ Technology ▪ Person centred care. <p>It was noted that the local priorities have informed the priorities of the Dementia Innovation Fund, which are:</p> <ul style="list-style-type: none"> ▪ Technology ▪ Flexible approaches to respite ▪ Community Assets (Small Grant Scheme) ▪ Awareness Raising & Education (inc. Power of Attorney) <p>The population of people with dementia is increasing therefore new ways of working are necessary and investment in sustainable services is essential. The need for collaboration between all services is paramount to redesign services to meet the needs of people and their carers.</p> <p>The SPG had the opportunity to discuss 2 key questions to seek views on the development of the local strategy:</p> <ul style="list-style-type: none"> ▪ Are the emerging themes for local dementia strategy correct? ▪ How should education and awareness raising be provided and who are the target groups? <p>A summary of the discussion is attached at Appendix 1.</p> <p>RC was thanked for his presentation and workshop discussion and will provide an update to a future meeting.</p>	
<p>1.2 Participation, Engagement and Communication LMA and ST presented to the group a workshop discussion on participation, engagement and communication.</p>	

Item	Action
<p>The Public Bodies (Joint Working) (Scotland) Act 2014 requires each HSCP to produce a Participation and Engagement (P&E) Strategy. This was approved by the IJB in 2016. A recent Internal Audit report has considered the implementation of the Carers Act and the participation and engagement arrangements. This has identified the need to refresh the P&E Strategy.</p> <p>The presentation included a recap of the HSCP commitment as set out in the plan. A brief description of the differences between information; consultation, engagement and co-production was also provided.</p> <p>In order to provide an example of ongoing engagement with communities, LMA noted that Falkirk HSCP is currently working with the National Development Team for Inclusion (NDTi) to introduce Community Led Support (CLS). This will include people being involved in designing what, where and how they access information and services including social work and third sector organisations. There was discussion around these areas and what should be considered when reviewing and refreshing the P&E strategy.</p> <p>The group were asked to consider the following questions:</p> <p>Engagement</p> <ul style="list-style-type: none"> ▪ How do we embed good engagement into all practice across Partnership? ▪ How do we know that we are engaging well? <p>Communication</p> <ul style="list-style-type: none"> ▪ What are HSCP key communication messages? <p>A summary of the discussion is attached at Appendix 2.</p>	
<p>2. NOTE OF MEETING 9 AUGUST 2019</p> <p>The note of the meeting was approved with no amendments.</p>	
<p>3. PARTNERSHIP FUNDING</p> <p>3.1. LMA tabled a summary and recommendations from the Partnership Funding Group (PFG).</p> <p>Tackling Inequalities & Improving Outcomes (TIIO)</p> <p>Bid from Community Justice to assist those in the criminal justice system to help gain safety and stability in lifestyle, access to services, via intensive social support and contact with Keep Well Nurses.</p>	

Item	Action
<p>The ADP service is currently being reviewed and the outcome of the review should inform the service offer. The recommendation by the PFG is that funding be approved until March 2021 with the condition of ongoing evaluation of the model and consideration of the outcome of the ADP service review.</p> <p>The SPG approved this recommendation.</p>	
<p>3.2. FV Recovery Cafe</p> <p>This is continuation funding for a development worker currently funded by ADP. This position will be considered in the ADP review however the PFG recommend continuing the funding until June 2020 to allow continuity of service and to allow the growth of service to meet demand.</p> <p>The SPG approved this recommendation.</p>	
<p>3.3. Inclusion Officers</p> <p>Funding was requested from Falkirk Community Trust (FCT) for Health and Wellbeing Inclusion Officers to support older and young people access health and wellbeing activities.</p> <p>The funding was not recommended by the PFG however further discussions will continue with FCT about the most effective use of partnership funds to support activities in line with HSCP priorities.</p> <p>The SPG supported this recommendation.</p>	
<p>3.4. Social Inclusion Project (SIP)</p> <p>The SIP delivers 1:1 intensive work to vulnerable people with chaotic lifestyles. The caseload has increased dramatically (61%) since the beginning of the project in 2015. As a result, staff are now unable to respond to the increased demand. The proposal was for 2 additional project workers however the PFG agreed to support 1 post. There is ongoing discussion with Housing Services about the use of the SIP model in the implementation of Housing First and possibility of funding the second post.</p> <p>Further details will be reported back to the PFG and SPG with final recommendation made to the IJB in December.</p> <p>The SPG supported this recommendation.</p>	

3.5. **NHS Discharge Hub**

The PFG agreed to funding for overspend due to pay awards. The team has not changed therefore supported these costs. However there is a recommendation that the Hub is reviewed in line with the Home First model.

The SPG supported this recommendation.

4. **CHIEF OFFICER UPDATE**

- 4.1 PC updated the group on the requests made by the Scottish Government over the summer period to produce reports.

MSG Progress with Integration

As a result of the MSG self-evaluation report to Scottish Government in May, a facilitated session for IJB members was held on 1 August. An outcome from this meeting was that voting members have a further facilitated session which is scheduled on 20 November. There will be a follow up session with the wider Board membership.

Head of Integration posts were filled in July and Martin Thom and Lorraine Paterson are in attendance. Locality Manager posts have been filled for East and Central and West is currently re-advertised.

External Audit Report

The external audit report was recently received on the financial management and the scope of the IJB performance was rated red in 3 areas:

- Financial sustainability
- Integrated workforce plan
- No risk sharing agreement.

These areas have been highlighted to the IJB over the past year and an improvement plan will be agreed and implemented.

Over the coming months the **Integration Scheme** shall be reviewed and discussions will be led by Falkirk Council and NHS Forth Valley. The Scottish Government will also provide guidance on this.

Scottish Government

The annual HSCP visit from Scottish Government was held on 26 September. This was an opportunity to showcase work the HSCP has undertaken and was a positive meeting. The visit included the Chief Executives from Falkirk Council and NHS Forth Valley and key members of staff.

PC reported a recent meeting with David Williams, Scottish Government. He is working with 10 partnerships to support integration and share learning across all 31 HSCP's.

5. CHIEF FINANCE OFFICER UPDATE

- 5.1. AT discussed the September IJB Budget 2019/20 report which suggests an overspend of £3.2M for 2019-20. This includes over £1.8M set-aside including £1.4M for prescribing and community hospital and this position is reflective of the last few years.

Further points to note:

- Winter Plan funding will impact on the budget.
- SWAS anticipate to break even, although there is risk around savings being delivered particularly around demand
- Not managed to identified savings to balance budget for 2019/20
- Step changes going forward for 2021 needs to be in a more integrated way
- Integration Scheme shall review budget sharing agreement.

6. AOCB

- 6.1. There were no further business items.

7. DATE OF FUTURE MEETINGS

Details of meetings for 2020 shall be aligned with IJB and PFG for 2020 and details confirmed when available.



Minute of meeting of the Audit Committee held within the Board Room, Denny Town House on Monday 16 December 2019 at 9.30 a.m.

Voting Members: Allyson Black (Vice-Chair)
Alex Linkston (Chair)

Non – voting Members: Jen Kerr, Third Sector Interface
Robert Clark, NHS Staff Representative

Also Attending: Patricia Cassidy, Chief Officer
Karen Chambers, Committee Services Officer
Sara Lacey, Chief Social Work Officer
Brian Pirie, Democratic Services Manager
Gordon O'Connor, Internal Audit Manager, Falkirk Council
Amanda Templeman, Chief Finance Officer

AC20. Apologies

There were no apologies.

AC21. Declarations of Interest

There were no declarations of interest.

AC22. Minute

There was discussion regarding the action plan discussed at the previous Audit meeting and it was noted this had been circulated to the IJB. The Chair stated that the action plan needs to be considered seriously and wants to see a detailed action plan with someone taking responsibility for it.

Decision

The minute of the meeting of the Audit Committee held on 23 September 2019 was approved.

AC23. National Audit Report and Inspection Report Overview

The committee considered a report by the Chief Finance Officer providing an overview of the national reports published since the September update to the Audit Committee.



A summary of the following recent reports was provided:-

- Mental Welfare Commission for Scotland – Announced visit to Wards 4 & 5 FVRH.
- Mental Welfare Commission for Scotland – Announced visit to Lochview
- NHS in Scotland 2019
- Health and Social Care Delivery Plan: Progress Report
- Mental Welfare Commission- Autism and Complex Care.

It was noted that the Clinical and Care Governance Committee had yet to consider the first two of these reports and would do so in due course.

The committee noted the report of Audit Scotland - NHS in Scotland 2019 and considered the National trends in demands and activity for acute services (with IJB link) in 2018/19.

Decision

The committee noted the report.

AC24. Internal Audit Progress Report

The committee considered a report by the Internal Audit Manager providing an update on progress in completing the 2018/19 and 2019/20 Internal Audit Plans. Falkirk Council's Internal Audit Manager had taken over the role for the Falkirk IJB on 1 April 2019.

Work on Medium term Financial Planning would be undertaken in January/February 2020 and a report would be brought to the June 2020 Audit Committee.

The review of the Carers (Scotland) Act 2016 and Participation and Engagement Strategy Arrangements was complete and the report included in Appendix 1 to the report.

For 2019/20 internal audit work, overall assurance on each area reviewed would be provided in line with the definitions set out in Appendix 2 to the report. It was confirmed that the Medium term financial planning report would come back to the Audit committee in June 2020.

Decision

The committee noted the progress being made with completing the 2018/19 and 2019/20 Internal Audit Plans.

AC25. Strategic Risk Register

The committee considered a report by the Chief Finance Officer presenting the committee with an updated Strategic Risk Register. An updated strategic risk register was provided to the committee as a quarterly report however it was anticipated as the register was embedded this might be able to be moved to six monthly.

The key changes highlighted in the Register were to item 8 - Whole Systems Transformation to include more information on whole systems transformation and delayed discharge. There was also a change to item 11 - Primary Care Sustainability. Work was being undertaken on the Primary Care Improvement Plan.

A development session with IJB members and key officers would be organised to cover the review of the risk process. There would be more focus in 2020 as operational services were transferred over regarding who was accountable and responsible for each risk.

It was noted that the Directions in the Plan were very broad and the Government considered Directions should not be so broad. Changes to the Strategic Risk Register were to be issued fairly imminently.

Decision

The committee:-

- (1) noted the Strategic Risk Register.**

AC26. Governance Monitoring and Tracking Arrangements

The committee considered a report by the Chief Finance Officer confirming arrangements for monitoring and tracking recommendations from various oversight and scrutiny processes.

The volume of recommendations and improvement work had resulted in a mix of approaches being taken to track and monitor progress. It was proposed that three broad approaches were taken moving forward:-

1. MSG – the importance of this work, and the requirement for IJB leadership, buy-in and ownership of the work, suggested that this piece of work sat most appropriately with the IJB itself.
2. The remaining recommendations would be monitored and reviewed by the Audit Committee. It was proposed that the Audit Committee receive a 6 monthly report on progress. This work would be cross referenced to MSG proposals where appropriate.

3. A terms of reference had been agreed for the Clinical & Care Governance Committee. Reports to be considered by that committee would continue to be monitored through that committee.

Recruitment was underway for the post of Business Management Co-ordinator and once recruited the appointed person would be tasked with setting up a process for regular review of progress and for preparing reports for the committees.

Decision

The committee:-

- (1) noted that MSG proposals would be monitored directly by the IJB;**
- (2) agreed that all other recommendations were tracked and monitored by the Audit Committee, with appropriate links to the MSG work as required, and**
- (3) noted that the Business Management Co-ordinator post was being recruited to and would develop a system to track and monitor audit recommendations.**

Prior to conclusion of the meeting, Patricia Cassidy led a vote of thanks to the Chair for his support and contribution to the IJB and to the Audit Committee.

**Minute of meeting of the Integration Joint Board Clinical and Care Governance
Committee held within the Boardroom, Denny Town House on Thursday 7
November 2019 at 9.30 a.m.**

Voting Members: Fiona Collie (Vice-Chair)
Julia Swan (Chair)

**Non –voting
Members:** Margo Biggs, Service User Representative
Roger Ridley, Staff Representative, Falkirk Council

Also Attending: Lynda Bennie, Head of Clinical Governance
Patricia Cassidy, Chief Officer, Integration Joint Board
Jack Frawley, Team Leader - Committee Services
Kirsten Hainey, Specialty Registrar in Public Health
Oliver Harding, Consultant in Public Health
Ellen Hudson, Deputy Nurse Director
Stuart Irwin, Graduate – Democratic Services
Sara Lacey, Chief Social Work Officer
Bette Locke, AHP Strategic Lead
Martin Thom, Head of Integration
Angela Wallace, Nurse Director

CCG21. Apologies

An apology was intimated on behalf of Jen Kerr, Third Sector Representative.

CCG22. Declarations of Interest

There were no declarations of interest.

The committee agreed to vary the order of business. The following items are recorded in the order they were considered at the meeting.

CCG23. Presentation on Public Health Profile of Falkirk IJB Population

The committee was provided with a presentation by the Speciality Registrar in Public Health which covered:-

- the population of Falkirk and trends over time;
- deprivation;
- mortality;
- morbidity;
- the Scottish Public Health Priorities;
- mental health, and
- alcohol, drugs and tobacco.

The committee thanked Dr Hailey for her presentation.

Decision

The committee noted the presentation.

CCG24. Minute

Decision

Minute of the Meeting of the Integration Joint Board Clinical and Care Governance Committee held on 22 August 2019 was approved.

CCG25. Action Log

An action log detailing ongoing and closed actions following the previous meeting on 22 August 2019 was provided.

Decision

The IJB Clinical and Care Governance Committee noted the action log.

CCG26. Programme of Meetings and Membership

The committee considered a report by the Chief Governance Officer detailing a programme of meetings for the committee for 2020 and providing an update on membership following the Board's consideration of the Terms of Reference. The Board agreed the committee's Terms of Reference at its meeting of 6 September 2019 and also agreed to expand the membership to include a third sector representative. Jen Kerr had been appointed to the position.

Decision

The Clinical and Care Governance Committee:-

- (1) agreed the programme of meetings set out at section 3.1 of the report, and**
- (2) noted the appointment of Jen Kerr as Third Sector Representative on the committee.**

**CCG27. Referral from Clinical Governance Committee:
Adverse Events Management: NHS Self - Evaluation Report**

The committee considered a report by the Medical Director which provided the Adverse Events Management: NHS Board self-evaluation Report which was referred to the committee by the Clinical Governance Committee at its meeting on 11 October 2019. The report set out the:-

- key messages from the self-evaluation
- detailed findings from the self-evaluation
- experience of implementing the national framework
- key priorities described by NHS Boards.

Decision

The Clinical and Care Governance Committee noted the report.

CCG28. Unannounced Healthcare Environment Inspection

The committee considered a report by the Nurse Director summarising the Healthcare Environment Inspectorate unannounced inspection to Falkirk Community Hospital that took place on 19 June 2019. The inspection was evaluated against the Healthcare Associated Infection Standards 2015, in particular:-

Standard 2 – Education to support the prevention and control of infection
Standard 6 – Infection prevention and control policies, procedures and guidance
Standard 8 – Decontamination

Decision

The Clinical and Care Governance Committee noted the report.

CCG29. H&SCP Complaints Performance April – August 2019

The committee considered a report by the Nurse Director providing a review of complaints activity across the Falkirk Health and Social Care Partnership during the period of April – August 2019. The report took into account the number of complaints received, local resolution, compliance with the 20 day national target, SPSO referrals and the themes raised within complaints. Discussion highlighted that if information on the number of complaints upheld was available this should be included.

Decision

The Clinical and Care Governance Committee noted the current position of the complaints performance within the Health & Social Care Partnership.

CCG30. Quality & Safety of Care in Falkirk Community Hospital

The committee considered a report by the Deputy Nurse Director providing an update on the actions and improvement activities being undertaken across the four Units/Wards of Falkirk Community Hospital (FCH) which were monitored by an oversight group, the data within the report illustrated performance against key care indicators and determined the focus for ongoing improvement activities. The report was a means of providing evidence and assurance on the safety and quality of care across the four Units as part of governance reporting mechanisms.

Decision

The Clinical and Care Governance Committee:-

- (1) noted the contents of the Quality and Safety Report for Falkirk Community Hospital – Units 1 to 4 up to August 2019, and**
- (2) requested that future reports also include information for Bo'ness.**

CCG31. Exclusion of Public

The Integration Joint Board – Clinical and Care Governance agreed in terms of section 50A(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for the following item of business on the grounds that it would involve the likely disclosure of exempt information as defined in paragraph 3 of part 1 of schedule 7A to the said Act.

CCG32. Outcome of Complaint

The committee received a verbal update by the Deputy Nurse Director.

Decision

The Clinical and Care Governance Committee noted the update.



Note of Meeting

Meeting: Falkirk HSCP Joint Staff Forum
Chaired by Linda Davidson, NHS Forth Valley

Date: Friday 27 September 2019 at 2.00 pm

Venue: Denny Town House Boardroom

Present: Linda Davidson, Associate HR Director NHS Forth Valley(Chair)
Patricia Cassidy, Chief Officer, Falkirk HSCP
Martin Thom, Head of Integration, Falkirk HSCP
Lorraine Paterson, Head of Integration, Falkirk HSCP
Tracey Gillespie, HR Manager, Falkirk Council
Roger Ridley, Unison Staff Representative, Falkirk Council
Matthew Jenkins, Unite Staff Representative, Falkirk Council
Michelle Campbell PA, Falkirk HSCP (Minutes)

Item	Action
<p>1. APOLOGIES Linda Donaldson, Director of HR, NHS Forth Valley Raymond Smith, GMB Staff Representative, Falkirk Council Karen Algie, Head of HR, Falkirk Council Yvonne Myler, RCN Staff Representative, NHS Forth Valley David Hume, GMB Staff Representative Falkirk Council Robert Clark, Unison Staff Representative, NHS Forth Valley</p>	
<p>2. MINUTES AND MATTERS ARISING FROM MEETING 24 JULY 2019 Minutes were accepted as accurate.</p>	
<p>3. DEBRIEF & LESSONS LEARNED FROM STIRLING CARE VILLAGE LD provided an update, the report is being finalised and will be circulated. Agenda item for the next meeting.</p>	MC/RC
<p>4. UNISON'S ETHICAL CHARTER MT presented a report which gave an update on progress of implementing the Charter. MT has looked at the work previously undertaken in Falkirk. Most of the recommendations have been implemented.</p> <p>The Homecare Group are undertaking work looking at current care provided. Work will include looking at the Ethical Care Charter against National Care Standards. A final report will be presented to Falkirk Council in December outlining what has been implemented from the Charter. This will provide better outcomes for service users and staff.</p> <p>We are also developing skills for staff to deliver services which will upskill the workforce. MT encouraged TU's on the Homecare group to engage in the process. RR queried how many 10 minutes visits are carried out, MT will find out. This issue would also be useful to consider at the Homecare Review Group.</p> <p>Group discussed the issue of rising travel times. MT highlighted that the locality model is still embedding in and travel time will reduce when this is</p>	MT



Item	Action
fully embedded.	
MJ enquired what the reasons for absence were. Discussed the issues with holiday cover which is an outstanding action for Homecare Review Group.	MT
5. STANDING ITEMS	
5.1. Integration/Locality Structures PC updated the group. The Partnership has recently had confirmation from Health side to finalise the structure. Work will begin to look at Service Manager roles and a slotting and matching process will begin and recruit to posts if required. PC updated the position for the third locality manager post which is still to be recruited to. This will be advertised again without it being social work specific. We would want as an organisation to build staff development of leadership skills. Disappointment at the lack of applications for a social work specific role. PC informed the group of the various reporting undertaken this week. <ul style="list-style-type: none">• IJB Audit Committee• Health Board Meeting to present Performance Report.• Falkirk Council for an update on HSCP• Annual visit from the Scottish Government. The External Auditors Ernest and Young have highlighted 3 red risks as part of the wider scope of their Annual Report including the pace of integration and financial sustainability. The Audit action plan will be updated and presented to the next Audit Committee and IJB.	
5.2. Health & Social Care Partnership MT provided an update. Staff forums are being held with social work staff to look at assessment and care management as well as the structure. The agreement from TU's on the structure will enable the partnership to move forward with locality planning. Future forums will be held to include NHS staff. Elected members were extremely positive about the work in the partnership. The leader of each political party made positive comments. Members are receiving positive feedback from constituents in relation to: <ul style="list-style-type: none">• Learning Disabilities• Homecare• Power of Attorney• Dementia HRH Princess Anne, Patron of RNIB visited the Sensory Centre. Living Well Falkirk is based at the Sensory Centre and officially launched on 4 October 2019.	
5.3. NHS Forth Valley LD provided an update. Currently looking at the Acute structure and recruiting to posts. NHS has recruited to the Chief Nurse post. Interviews for Heads of Integration for Clacks and Stirling HSCP are scheduled. Forth Valley have been working with the Golden Jubilee to attract consultants.	



Item	Action
<p>5.4. Trade Unions Feedback MJ is meeting with Homecare Workers and will raise any issues at the Homecare Review meeting.</p> <p>The group discussed the communication and anxieties RR highlighted from the Hospital Team regarding the test of change to address delayed discharges.</p> <p>MT has met with the team. The team are not being disbanded but will be reviewed and look to provide the work in the community. The current Team Manager is undertaking a specific project task, therefore an expression of interest will be sought to act up in the interim.</p> <p>This is the first test of change which is a relatively small pilot, and lessons will be learned. MT to meet the Hospital Team again.</p>	
<p>6. AOCB None</p>	
<p>7. DATE OF NEXT MEETING Wednesday 13 November 2019 at 2.00 pm, Chair Robert Clark</p>	