

Agenda Item 3

Minute



Draft

Minute of meeting of the Integration Joint Board held remotely, on Friday 20 November 2020 at 9.30 a.m.

Voting Members: Allyson Black
Fiona Collie (Chair)
Gordon Johnston
Stephen McAllister
Michelle McClung (Vice Chair)
Cecil Meiklejohn

Non –voting Members: Margo Biggs, Service User Representative
Patricia Cassidy, Chief Officer
Robert Clark, NHS Forth Valley Staff Representative
David Herron, GP Medical Representative
Sara Lacey, Chief Social Work Officer
Kenneth Lawrie, Chief Executive, Falkirk Council
Morven Mack, Carers Representative
Roger Ridley, Falkirk Council Staff Representative
Jillian Thomson, Chief Finance Officer
Angela Wallace, Nurse Director

Also Attending: Karen Chambers, Committee Services Officer
Deirdre Coyle, Head of Information Governance, NHS Forth Valley
Nikki Harvey, Home First Manager (Items IJB31 to IJB37).
Colin Moodie, Chief Governance Officer
Lorraine Paterson, Head of Integration
Stephen Reid, Partner Ernst and Young
Antonia Sobieraj, Committee Services Officer
Martin Thom, Head of Integration
Suzanne Thomson, Senior Service Manager (Planning & Performance)

IJB31. Apologies

Apologies were intimated on behalf of Cathie Cowan, Chief Executive, NHS Forth Valley; Andrew Murray, Medical Director, NHS Forth Valley; and Victoria McRae, Chief Executive Officer ,CVS Falkirk.



IJB32. Declarations of Interest

There were no declarations of interest.

IJB33. Minute

Decision

The Integration Joint Board approved the minute of meeting held on 4 September 2020.

IJB34. Action Log

Decision

The Integration Joint Board noted the Rolling Action Log.

IJB35. Chief Officer Report

The Integration Joint Board considered a report by the Chief Officer providing an update on current developments within the Health and Social Care Partnership (HSCP) together with an associated update on the response to the Covid 19 pandemic.

The report provided detail on the undernoted issues:-

- Working in partnership with Clackmannanshire and Stirling Health and Social Care Partnership and NHS Forth Valley in relation to Covid 19 matters to remobilise, recover and redesign;
- Re-establishment of the Mobilisation Centre Covid 19 Huddle;
- Continuation of Covid 19 Mobilisation Plan including financial monthly returns to the Scottish Government;
- Service Update including day services during national and local restrictions;
- Public Health Scotland Report on discharges from NHS Scotland hospitals to care homes from 1 March to 21 April and 22 April to 31 May 2020;
- Care Homes and the Health and Safety Executive (HSE);
- Carers Wellbeing Campaign 2020;

- Winter planning including the flu vaccination programme 2020/21 and the Covid 19 vaccination arrangements for priority groups;
- Integrated Workforce Plan 2021 - 2024;
- Integrated Joint Board Governance;
- Climate Change Report 2019/2020;
- New Models of Care including a virtual workshop in October 2020 on community capacity modelling work; and
- Falkirk Community Hospital Masterplan.

Decision

The Integration Joint Board:-

- (1) noted the content of the report and the submission of the annual IJB Climate Change report 2019/2020; and**
- (2) agreed:-**
 - (a) to continue to delegate authority to the Chief Officer, to be reviewed at the Board meeting in March 2021; and**
 - (b) to support the ongoing implementation of the planned programmes of work.**

IJB36. Finance Report

The Integration Joint Board considered a report by the Chief Finance Officer providing a summary of the overall financial position during the first half of 2020/21, including consideration of the forecast outturn for the year.

An overspend of £0.833m was reported for the 6 month period ended 30 September 2020, largely due to ongoing demand led pressures within primary care (primarily relating to the cost of drugs prescribed by GP's) and social care (reflecting pressures within care at home services).

An overspend of £2.782m was currently forecast for the year which reflected the anticipated expenditure trends and likely savings delivery. Worthy of note was that this position assumed that all additional costs and unachieved savings, directly associated with Covid 19, were fully funded by the Scottish Government.

Decision

The Integration Joint Board:-

(1) noted:-

- (a) the year to date overspend of £0.833m reported as at 30 September 2020;**
- (b) the projected year end overspend of £2.782m and the ongoing requirement to generate savings to deliver a breakeven position by 31 March 2021; and**
- (c) the progress to develop a new Partnership Funding Investment Plan; and**

(2) agreed:-

- (a) to approve the allocation of Partnership funding as detailed in Appendix 2 of the report; and**
- (b) to approve the risk share arrangement for 2020/21 on the same basis as the previous year (i.e. where each Partner made an additional payment to the Integrated Joint Board (IJB) in order to deliver an overall breakeven position on the specific services delegated to them).**

IJB37. Business Case

The Integration Joint Board considered a report by the Chief Finance Officer presenting the business case summarising the Board's funding requirements and financial planning assumptions for the forthcoming financial year 2021/22.

The report advised that the business case aligned with the Board's strategic priorities and delivery plan actions, and formed the basis of initial negotiations with Falkirk Council and NHS Forth Valley on the level of payments for 2021/22.

Decision

The Integration Joint Board approved the business case to inform initial negotiations with Falkirk Council and NHS Forth Valley on the level of payments for the financial year 2021/22.

The Board agreed to a short adjournment at 11.00 a.m. and re-convened at 11.10 a.m., with all members present as per the sederunt.

IJB38. Falkirk IJB 2019/20 Audited Annual Accounts

The Integration Joint Board considered a report by the Chief Finance Officer presenting the audited accounts of the Board for the year to 31 March 2020.

Decision

The Integration Joint Board approved the Audited Annual Accounts of the Board (IJB) to 31 March 2020.

IJB39. Remobilisation, Recovery, Redesign

The Integration Joint Board considered a report by the Head of Integration providing an update on the Health and Social Care Partnership's (HSCP) plans for remobilisation, recovery and redesign during the period of the Covid 19 pandemic.

The plan was in line with national guidance relating to fluctuating patterns of the coronavirus Covid 19 in the local community. The report also provided a high level summary of current actions being undertaken.

Decision

The Integration Joint Board noted the current actions being undertaken by the Health and Social Care Partnership (HSCP) to support the recovery phase of the Covid 19 pandemic, whilst recognising and maintaining a level of preparedness due to the fluctuating nature of the pandemic.

IJB40. Redesign of Residential Care: Torwoodhall

The Integration Joint Board considered a report by the Head of Integration provided recommendations for Torwoodhall Residential Care Home.

In September 2020, the Board approved a review of Torwoodhall Residential Care Home to consider the current residents' needs and the provision of care in alternative settings. The Board also agreed that a wider review of in-house residential care homes be undertaken (a) to ensure they were fit to meet the residents' needs; and (B) that capacity for care home places matched the demand and supported community based care.

Torwoodhall Residential Care Home was one of the oldest residential care facilities. The report set out the difficulties to provide current and future care requirements for infection prevention and control, particularly in response to the Covid-19 pandemic.

Decision

The Integration Joint Board:-

- (1) noted that work was underway with staff, Trades Unions and Human Resources to ensure that each employee was matched to a suitable role within the Partnership; and**
- (2) agreed:-**
 - (a) to support the relocation of current residents to accommodation that meets their needs; and**
 - (b) to approve the closure of Torwoodhall Residential Care Home following the relocation of residents.**

IJB41. Review of Integration Scheme

The Integration Joint Board considered a report by the Chief Governance Officer reminding the Board of the requirement to review the Integration Scheme on a five yearly basis. It advises of the failure make much progress with the review and acknowledges that the work will need to be undertaken in 2021, emphasising the importance of making progress with a risk sharing agreement.

Decision

The Integration Joint Board noted the contents of the report.

IJB42. Performance Monitoring Report

The Integration Joint Board considered a report by the Senior Service Manager advising the Performance Monitoring Report for September 2019 - September 2020 to support the Board to fulfil its ongoing responsibility to ensure effective monitoring and reporting of service delivery.

The report provided a summary of key performance issues and draws on a basic balanced scorecard approach with a focus on exception reporting and included information from the National Local Government Benchmarking Framework (LGBF) Overview Report 2018/19.

Decision

The Integration Joint Board noted:-

- (1) the content of the Performance Monitoring Report; and**

- (2) that appropriate management actions would continue to be taken to address the issues identified within the report through the identified Performance Monitoring Reports.

IJB43. Falkirk HSCP Annual Performance Report 2019/20

The Integration Joint Board considered a report by the Senior Service Manager providing the Health and Social Care Partnership's (HSCP) Annual Performance Report 2019 -2020 and outlining how the Partnership was working towards delivering the Strategic Plan and the nine national health and wellbeing outcomes.

Decision

The Integration Joint Board noted:-

- (1) the publication of the Annual Performance Report 2019/2020; and
- (2) the revision to published local performance against the national indicators once the necessary completeness issues had been resolved.

IJB44. IJB Revised Model Complaints Handling Procedure

The Integration Joint Board considered a report by the Senior Service Manager providing a draft updated Board Complaints Handling Procedure for approval and which was in response to correspondence received from the Scottish Public Services Ombudsman (SPSO) and the requirement to adopt a revised model Complaints Handling Procedure (CHP).

Decision

The Integration Joint Board approved the draft IJB Complaints Handling Procedure for immediate implementation.

IJB45. IJB Programme of Meetings 2021

The Integration Joint Board considered a report by the Senior Service Manager proposing a timetable of meetings for the Board during 2021.

Decision

The Integration Joint Board agreed the proposed timetable of meetings on Fridays at 9.30 a.m. for 2021 as undernoted:-

Full Board:-

- 19 March;
- 4 June;
- 3 September; and
- 19 November.

Board Development:-

- 5 February;
- 2 July; and
- 1 October.

IJB46. Audit Committee Annual Assurance Statement

The Integration Joint Board considered a report by the Chief Finance Officer providing the Board's Audit Committee's 2019/20 Annual Assurance Statement which was the first Annual Assurance Statement prepared by that Committee in response to the recommendations arising from the Internal Audit report entitled "IJB's Assurance Framework - Governance Mapping, Report No. FK05/19".

Decision

The Integration Joint Board noted the 2019/20 Audit Committee Annual Assurance Statement.

IJB47. Falkirk HSCP Joint Staff Forum Annual Assurance

The Integration Joint Board considered a report by the Senior Service Manager providing the first annual assurance statement of the work of the Health and Social Care Partnership (HSCP) Joint Staff Forum (Forum). This is in response to the Internal Audit report of the IJB's Assurance Framework – Governance Mapping, Report No. FK05/19.

Decision

The Integration Joint Board noted the Health and Social Care Partnership (HSCP) Joint Staff Forum Annual Assurance Statement.

IJB48. Information Governance Annual Assurance Report 2019/20

The Integration Joint Board considered a joint report by the Head of Information Governance and Information Governance Manager providing details of the Information Governance Annual Assurance Report 2019/20 which detailed arrangements for information governance within Falkirk

Council and NHS Forth Valley in their service delivery on behalf of the Board.

Decision

The Integration Joint Board noted the Information Governance Annual Assurance Report 2019/20 and activity for the year 2019/2020.

IJB49. Minutes of Committees and Groups

The Integration Joint Board considered the minutes of the committees and groups during 2020 as follows:-

Audit Committee	6 March;
Clinical Care and Governance Committee	26 June; and
Joint Staff Forum	8 July.

Decision

The Integration Joint Board noted the minutes of committees and groups during 2020.