

Agenda Item 3

Minute

Draft

Minute of meeting of the Integration Joint Board held remotely, on Friday 4 June 2021 at 9.30 a.m.

Voting Members: Allyson Black
Fiona Collie (Vice-Chair)
Gordon Johnston
Stephen McAllister
Michelle McClung (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
Maureen Hill, Interim CEO Falkirk CVS, TSI Representative
Lesley James (substitute), 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: Jack Frawley, Team Leader, Committee Services
Laura McKenzie, Carers Centre
William Mcquillan, Procurement and Commissioning Manager
Calum Macdonald, Performance and Quality Assurance Manager
Lesley Macarthur, Partnership Funding Co-ordinator
Tricia Meldrum, Audit Scotland
Colin Moodie, Chief Governance Officer
Lorraine Paterson, Head of Integration
Martin Thom, Head of Integration
Grace Scanlin, EY
Lorraine Scott, Falkirk HSCP Support Officer
Suzanne Thomson, Senior Service Manager (Planning & Performance)

IJB1. Apologies

There were apologies from Cathie Cowan, Chief Executive NHS Forth Valley; Sara Lacey, Chief Social Work Officer, and Ania Sandland, Third Sector Representative.

IJB2. Valedictory Remarks

The Chair noted that this would be Lorraine Paterson, Head of Integration's final meeting of the Board as she was retiring. The Chair, on behalf of the Board thanked Lorraine for her contribution and wished her well for the future.

The Chair led the Board in thanks to Councillor Collie for her hard work during her term as Chair for the preceding two years and stated that it was very pleasing that Councillor Collie would continue to support the IJB from the position of Vice-Chair.

IJB3. Declarations of Interest

There were no declarations of interest.

IJB4. Minute

Decision

The Integration Joint Board approved the minute of meeting held on 19 March 2020.

IJB5. Action Log

Decision

The Integration Joint Board noted the Rolling Action Log.

IJB6. Chief Officer Report

The Integration Joint Board considered a report by the Chief Officer which provided information on current developments within the Partnership along with an update on the ongoing Covid-19 pandemic response. The report set out information on:-

- Delegated Authority;
- Covid-19 Remobilisation Plan;
- Day Service Update;
- Care Home Assurance;
- Covid Vaccination Programme;
- Strategy, Finance and Communications;
- Scheduling/Recording;
- Workforce, and

- IJB Governance.

Decision

The Integration Joint Board:-

- (1) agreed to continue to delegate authority to the Chief Officer subject to review at the next meeting;**
- (2) approved the Interim Workforce Plan 2021-2022;**
- (3) agreed to delay to the publication date for the annual performance report until 30 September 2021, and**
- (4) noted the plans for further self-evaluation work with the Board.**

IJB7. Finance Report

The Integration Joint Board considered a report by the Chief Finance Officer which provided an overview of the draft financial results for 2020-21, together with a high-level summary of the 2021/22 budget position, including development of efficiency savings plans.

A breakeven position was expected to be reported for 2020-21 subject to audit. In line with previous years, risk sharing arrangements were applied in order to arrive at the position. Closing reserve balances for 2020-21 were expected to be in the region of £18.069m (an increase of £11.482m compared to the closing position reported in the previous year). This reflected slippage in planned expenditure, receipt of late allocations and creation of a new earmarked reserve in relation to unused Covid funding. An interim budget remained in place for 2021/22 pending further work to identify additional efficiency savings and confirmation of a number of outstanding funding allocations.

Decision

The Integration Joint Board:-

- (1) noted the 2020/21 draft outturn and that the unaudited accounts would be considered by the Audit Committee on 18th June;**
- (2) noted the 2021/22 budget position and that further work was required to identify additional efficiency savings (particularly in relation to set aside service areas), and**
- (3) approved the breakdown of the payments to Falkirk Council and NHS Forth Valley as per the Directions summary provided at appendix 2 to the report.**

IJB8. Partnership Funding Investment Strategy 2021 – 2024

The Integration Joint Board considered a report by the Chief Finance Officer which presented a Partnership Funding Investment Strategy for the period 2021-2024.

Partnership Funding was the term used to describe ringfenced funds that were available to Falkirk Health & Social Care Partnership (HSCP). Each fund had a specific purpose, criteria and duration. In order to ensure that the IJB could maintain oversight of the allocation and impact of these funds across the whole system, a programme approach was proposed. In practice, a programme approach meant that all funds were cited within a single, high level investment strategy. The plan covered a three-year period 2021-2024. The purpose and criteria of the funds varied, however the single investment strategy intended to provide linkage between ringfenced funds to accelerate the delivery of the Strategic Plan by adding value to core provision, whilst also enabling service redesign and improvement.

Decision

The Integration Joint Board:-

- (1) approved the Partnership Fund Investment Strategy 2021–2024;**
- (2) delegated funding decisions to the Falkirk HSCP Senior Leadership Team, as set out within 4.3 in the report, and**
- (3) approved movement of funds (£1.42m) from the Main Programme to the Heads of Integration as set out within 4.6 in the report.**

IJB9. Falkirk Community Hospital Update

The Integration Joint Board considered a report by the Head of Integration which provided an update on: upgrading works to Block 9; relocation of Musculo-Skeletal Outpatient Physiotherapy, and development of the Intermediate Care Facility and the master planning exercise for the site.

There was an opportunity to consider the whole Falkirk Community Hospital site as part of the Master Planning exercise, to refresh the community bed base model and develop a vision for 21st century health and social care in line with the Feeley review. This presented an opportunity for a full review of services that could be delivered from the site and to develop a robust business case to secure NHS capital funding. A considered approach to capital expenditure could then be reached. A strategic outcome would be available for supporting any Scottish Government capital opportunities.

Decision

The Integration Joint Board:-

- (1) noted the upgrading work carried out to date to modernise and upgrade FCH Block 9 and further improve fire safety measures within the inpatient units;**
- (2) noted the work to redeploy a number of staff to appropriate alternative positions within NHS Forth Valley on a temporary basis ahead of further planned building and development work;**
- (3) supported the NHS Forth Valley Board decision to pause further upgrading and structural work at FCH Block 9 whilst NHS Forth Valley and stakeholders undertook a wider Master Planning exercise for the FCH site, and**
- (4) agreed to incorporate the development of a new build intermediate care facility into the Master Planning review of the entire site.**

IJB10. HSCP Remobilisation Plan Update

The Integration Joint Board considered a report by the Head of Integration which provided an update on the 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 virus in our community. The report provided a high-level summary of current actions being undertaken.

Decision

The Integration Joint Board noted the actions being undertaken by the HSCP to support the recovery phase of the Covid 19 pandemic, while recognising and maintaining a level of preparedness due to the fluctuating nature of the pandemic.

IJB11. Performance Monitoring Report

The Integration Joint Board considered a report by the Senior Service Manager which presented the Performance Monitoring Report March 2020 – March 2021 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 drew on a basic balanced scorecard approach with a focus on exception reporting.

Decision

The Integration Joint Board noted that appropriate management actions continued to be taken to address the issues identified through the Performance Monitoring Report.

IJB12. Review of the Strategic Plan 2019 - 2022

The Integration Joint Board considered a report by the Senior Service Manager which provided information on the requirement to review the Strategic Plan and the role of the Strategic Planning Group in reviewing the plan.

The Strategic Planning Group supported a review process to consider if the current Plan remained 'fit for purpose'. It was proposed the process would include a survey to IJB, SPG, HSCP Senior Leadership Team and HSCP Management Team members for their initial views on the continued relevance of the Strategic Plan vision, outcomes and priorities.

A joint workshop would then be held with the IJB and the SPG to discuss the findings of the survey. This would be held as part of the Board development session on 2 July 2021. A report to the IJB would then set out the options for the Plan and a proposed process and timescales would be developed, recognising the statutory process.

Decision

The Integration Joint Board:-

- (1) noted the requirement to review the Strategic Plan, a minimum of once every 3 years, and**
- (2) agreed the proposals to review of the Strategic Plan.**

The Integration Joint Board adjourned at 10.55am and reconvened at 11.10am with all members present as per the sederunt.

IJB13. Falkirk Carers Strategy Report

The Integration Joint Board considered a report by the Head of Integration which outlined the progress of the work of the Carers Strategy Implementation Group towards the implementation of the Carers (Scotland) Act 2016 and the Carers Strategy Action Plan. It outlined ongoing priority work streams, outlining how support had been offered to carers during the Covid-19 pandemic. Recent performance information was provided, including activity for completion of Adult Carer Support Plans, Young Carer Statements and 2020/21 performance of the Carers Fund Projects.

Decision

The Integration Joint Board noted:-

- (1) progress made to date, including the flexibility applied to support carers during the pandemic response period, and**
- (2) the ongoing work, including evaluation of flexible respite approaches to support and learning from the activity of the last year.**

IJB14. Primary Care Improvement Plan Update

The Integration Joint Board considered a report by the Primary Care Improvement Programme Manager on the PCIP programme and its progress through the previous year. Information was included on:-

- Progress Update to end March 2021;
- Key Learning;
- Pharmacotherapy;
- Primary Care Mental Health;
- Advanced Practice Physiotherapy, and
- GMS Contract Implementation: Extension of timescales.

Decision

The Integration Joint Board noted:-

- (1) the progress of the Primary Care Improvement Plan;**
- (2) that there was no substantive change to the actions, cost or deliverables previously outlined in PCIP Iteration 3;**
- (3) the revised timeline and anticipated revised memorandum of understanding which would guide GMS contract implementation to 2023/24, and**
- (4) that the funding gap between PCIP and Scottish Government allocation remained, however, delivery of the plan through 2021/22 could be managed through slippage from previous years, assisted by NHS board led vaccination service funding.**

IJB15. Home Support and Supported Living Contract

The Integration Joint Board considered a report by the Head of Procurement and Housing Property which provided an update on the proposed contract strategy principles and contract timetables, to facilitate

the delivery of the new Support at Home Service framework contract from 1 April 2022.

Decision

The Integration Joint Board noted:-

- (1) the contract principles, as outlined in paragraph 3 of the report;**
- (2) that some of the proposed changes to the contract required to be consulted upon as outlined in paragraph 4 of the report;**
- (3) the contract timetable and associated stakeholder consultations, and**
- (4) that a further report would be submitted to the IJB meeting on 3 September 2021, prior to the contract strategy being finalised.**

Maureen Hill and Angela Wallace left the meeting during consideration of the previous item.

IJB16. Communications, Participation and Engagement, and Volunteer Expenses

The Integration Joint Board considered a report by the Senior Service Manager which sought to establish a framework for the Partnership's activities, covering:-

- Participation and Engagement;
- Communications, and
- Volunteer Expenses Policy.

Decision

The Integration Joint Board approved the:-

- (1) refreshed Participation and Engagement Strategy 2021 – 2024;**
- (2) Communication Strategy 2021 – 2024, and**
- (3) Volunteer Expenses Policy.**

IJB17. Review of Integration Scheme

The Integration Joint Board considered a report by the Chief Governance Officer which provided an update on progress of the review of the Integration Scheme.

Work on the review had commenced and a number of productive meetings had taken place. There was agreement that there were no changes proposed at this stage to the functions delegated to the Board. The proposed revisions were likely to be in the following areas:-

- (1) Governance - the Council sought an increase in the number of voting members from 3 to 4;
- (2) Operational Delivery Arrangements and the Role of the Chief Officer - to better describe the position in the scheme and reflect the progress that had been made in this area, and
- (3) Finance - focus in this section would be on risk sharing but the opportunity would also be taken to clarify that section of the scheme more generally.

The opportunity would also be taken to tidy up the drafting in the scheme as a whole. It was anticipated that the result of the discussions would be reported to the Board in September. If there was agreement on the proposed changes to the scheme between the Board and the constituent authorities, there would need to be consultation prior to submission of the revised scheme to the Scottish Ministers.

The Act required two stages of consultation. The first stage of this was consideration of whether any changes to the scheme were necessary or desirable. It was suggested that this first stage of consultation was undertaken following the meeting.

Decision

The Integration Joint Board agreed to the first stage consultation on the review of the scheme.

Margo Biggs left the meeting during consideration of the previous item.

IJB18. IJB Governance

The Integration Joint Board considered a report by the Senior Service Manager which set out revised Standing Orders for adoption and invited the Board to note changes to Board membership.

The Standing Orders (and Integration Scheme) note that the Chair and Vice Chair would alternate every 2 years between the Council and NHS Forth Valley Board members. The term of office of the current Chair and Vice Chair ended on 30 April 2021. The constituent authorities had indicated their appointments to these posts and the Board was asked to note Michele McClung as the Chair, and Fiona Collie as Vice Chair effective from 1 May 2021.

The Board was invited to note that Maureen Hill, Interim CEO of CVS Falkirk and District, would become a member as one of the Third Sector representatives. This was a temporary change from Victoria McRae, CEO.

The Standing Orders had not been reviewed since their initial adoption in 2016 and a review had been undertaken to ensure they remained fit for purpose. The proposed changes were minor and the revised Standing Orders were provided at appendix 1 to the report.

Since inception arrangements to support the IJB had alternated between the Council and NHS Forth Valley. This in the main has comprised provision of expert clerking support and legal advice to the Board. Over the same period, there had been emerging statutory requirements on the IJB as a public body that had not been adequately resourced. This needed to be addressed to ensure compliance with legislation and good practice.

The Chief Officer, in agreement with the Chair and Vice-Chair, and the Council, had agreed that clerking and democratic support would continue to be provided by the Council. This would be supported by a fixed term post that would directly support the work of the Board; Chief Officer and the HSCP to discharge its duties as a public body. The post would also support the local response to the Scottish Government response to the Feely review and implementation of the report recommendations.

Leadership Funding had been approved for 2 years to test the approach of a dedicated officer supporting a range of work. The post would be directly line managed by the Democratic Service Manager with an indirect line to the HSCP Senior Service Manager. This would provide the postholder with access to the Council's expertise in governance matters and link them with the Chief Governance Officer as the person ultimately responsible for the post. A draft job description had been agreed and discussions were progressing with the grading and recruitment processes

Decision

The Integration Joint Board:-

- (1) noted the appointment of Michele McClung as the Chair and Fiona Collie as Vice Chair effective from 1 May 2021;**
- (2) noted the appointment of Maureen Hill, Interim CEO of CVS Falkirk and District, as one of the Third Sector representatives;**
- (3) approved the adoption of the draft Standing Orders as appended to the report, and**
- (4) noted the Public Sector Bodies (Website and Mobile Applications) (No.2) Accessibility Regulations 2018 statutory requirements on the IJB.**