



MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) FRIDAY 2 FEBRUARY 2023 AT 10.00 AM

Present	Arlene Wood (AW) (Chair) Graeme Downie (GD) (Vice-Chair) Fife Council – David Alexander (DA), Dave Dempsey (DD), Margaret Kennedy (MK), Rosemary Liewald (RLie), Mary Lockhart (ML), Lynn Mowatt (LM) and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK), Sinead Braiden (SB) Janette Keenan (JK), Director of Nursing, NHS Fife Lynne Parsons (LP), Employee Director, NHS Fife Amanda Wong (AW), Associate Director, AHP's, NHS Fife Debbie Fyfe (DF), Joint TU Secretary, Fife Council Kenny Murphy (KM), Third Sector Representative Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector Representative Wilma Brown (WB), Interim Staff Representative, NHS Fife
Professional Advisers	Nicky Connor (NC), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Deputy Medical Director Lynn Barker (LB), Associate Director of Nursing Christine Moir (CMo), Chief Social Work Officer, Fife Council
Attending	Lynne Garvey (LG), Head of Community Care Services Rona Laskowski (RLAs), Head of Complex & Critical Care Services Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Vanessa Salmond (VS), Head of Corporate Services Hazel Williamson (HW), Communications Adviser Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO	TITLE	ACTION
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1	CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES	
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Arlene Wood, IJB Chair welcomed everyone to the first Integration Joint Board meeting of 2024.

Apologies had been received from Chris McKenna, Ian Dall, Eleanor Haggett and Jackie Drummond.

Those present were reminded that they should mute their mobile phones for the duration of the meeting and also mute their microphone when not talking and that, in an effort to keep to our timings for this meeting, all questions and responses should be as succinct as possible.

A recording pen was in use at the meeting to assist with Minute taking and the media have been invited to listen in to proceedings.

NO	TITLE	ACTION
2	DECLARATION OF MEMBERS' INTERESTS	
	There were no declarations of interest.	
3	MINUTES OF PREVIOUS MEETING & ACTION NOTE 24 NOVEMBER 2023	
	The Minute and Action Note were both approved as accurate records.	
4	CHIEF OFFICER UPDATE	
	Arlene Wood handed over to Nicky Connor who provided the Chief Officer update	
	Nicky Connor began her update by advising that following a rigorous recruitment process Jillian Torrens will join the Partnership in the next few months as Head of Complex & Critical Care Services, replacing Rona Laskowski who retires in June 2024.	
	At the Development Session on Friday 15 December 2023 IJB members received updates from Kenny Murphy and Morna Fleming on the 3 rd Sector and Carers respectively. The Ministerial Steering Group (MSG) Indicators were also discussed and these will be brought back to the IJB in a future meeting cycle.	
	A briefing was circulated yesterday to IJB members to keep them updated on various aspects of the partnership including much to celebrate around the great work of our teams. A number of new Nurses and Allied Health Professionals have recently joined the Partnership and the Care Academy continues to grow.	
	Morna Fleming, Carers Representative now contributes to the monthly IJB briefing alongside Kenny Murphy and Paul Dundas.	
	The year ahead will be challenging balancing the delivery of service, performance, quality of care, pace of transformation, the financial position and supporting our workforce. The Senior Leadership Team are actively considering this quadruple aim as we bring forward plans and this is also reflected on the Board's agenda.	
5	STRATEGIC PLANNING & DELIVERY	
	5.1 Transformation – Transforming Overnight Care	
	This report was most recently discussed at the Quality & Communities Committee on 17 January 2024, the Finance, Performance & Scrutiny Committee on 18 January 2024 and the Local Partnership Forum on 16 January 2024. Arlene Wood introduced Rona Laskowski who presented this report which is part of the transformation programme agreed in March 2023. Feedback from all meetings where this has been discussed has been included in this updated report. It has been agreed that the Finance, Performance & Scrutiny Committee will receive 6-monthly updates as this project progresses.	
	Arlene Wood then invited in turn Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities), Alastair Grant, Chair of Finance, Performance & Scrutiny and Wilma Brown, Co-Chair of the Local Partnership Forum to comment on discussions at that meeting before questions from Board members. All three confirmed that the report had been discussed in detail at their meetings and welcomed the progress to date.	

NO	TITLE	ACTION
5	STRATEGIC PLANNING & DELIVERY (CONT)	
	5.1 Transformation – Transforming Overnight Care (Cont)	
	<p>Discussion took place around changes to the proposal, which included the impact on carers and their involvement in the assessment process, unintended consequences of proposed changes and communications with staff, both internal and external. Debbie Fyfe raised the need for parallel communications with staff and concern that this had not happened ahead of the board. Rona Laskowski confirmed that a formal communications campaign, including a series of roadshows, are planned to communicate key messages to staff.</p> <p>The Board discussed the proposed Transformation of Overnight Care, were assured of the work done to develop the model and the scrutiny applied through the various governance routes to date and agreed the proposed model and support the Senior Leadership Team to operationalise the model with partners and provide an update to the Finance, Performance and Scrutiny Committee through the reports on transformation and regular financial reporting.</p>	
	5.2 Local - Locality Planning Outcomes Progress Report	
	<p>This report was discussed at the Quality & Communities Committee on 17 January 2024. Arlene Wood introduced Fiona McKay who presented this report. The Public Bodies Act gives clear guidance on the role of partnerships within localities and this report is a look back over the last year across the 7 localities of Fife. Some projects will continue into this year. One of the recommendations in the paper is to bring this to a future Development Session for further discussion.</p>	FM/VS
	<p>Arlene Wood then invited Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities) to comment on discussions at that meeting before questions from Board members. The committee welcomed the good quality work which is taking place in localities.</p>	
	<p>Discussion took place on encouraging wider stakeholder involvement, communications around new Wells opening and the frequency of meetings of the core groups involved in this. Fiona McKay updated on additional staffing and also advised that a new Well is being supported by Fife Council's West Fife Area Committee for one year initially.</p> <p>The Board took assurance on the work undertaken to deliver on the Locality Action Plans 2023 and to carry over incomplete actions into 2024 and agreed that locality planning undertakes a two-year planning cycle (currently one year).</p>	
6	LIVED EXPERIENCE & WELLBEING	
	6.1 People Story – Our People	
	<p>Arlene Wood handed over to Nicky Connor who introduced this item. A video was shared entitled Celebrating Our Staff – A Reflection of 2023 which featured staff from all areas of the partnership. Nicky highlighted that presenting person stories to the IJB reminds us of our collective purpose for the People of Fife. We could not deliver care if it was not for the fantastic teams and staff we have working across the whole</p>	

NO	TITLE	ACTION
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6 LIVED EXPERIENCE & WELLBEING (CONT)

6.1 People Story – Our People (Cont)

partnership in primary and preventative care, community care, complex and critical care, business enabling, professional standards, third and independent sector and our close working with NHS Fife and Fife Council. For that reason our first story of 2024 is dedicated to our staff and the outstanding job they do each and every day. The board reported that the video was inspiring and the Arlene Wood, on behalf of the Board, thanked all those who were involved in producing it and thanked all staff working across all sectors in Fife every day.

7 INTEGRATED PERFORMANCE & QUALITY

7.1 Finance Update

This report was discussed at Finance, Performance & Scrutiny on 18 January 2024 and the Local Partnership Forum on 16 January 2024. Arlene Wood introduced Audrey Valente who presented this report which detailed the financial position (provisional outturn) of the delegated and managed services based on 30 November 2023. The forecast is currently a deficit £4.171m, mainly due to a recent Fife Council pay award and increased locum costs. There had been rich discussion at the recent IJB drop-in session on the report and reserves.

Arlene Wood then invited in turn Alastair Grant, Chair of Finance, Performance & Scrutiny and Wilma Brown, Co-Chair of the Local Partnership Forum to comment on discussions at their meeting before questions from Board members. Alastair Grant confirmed his committee had an in-depth discussion and one of the issues raised was timescales for the reporting of financial information, which are reliant on NHS Fife and Fife Council providing information.

Discussion around achieving a balanced budget, delivering efficiency savings, covid-19 funding and the key areas of work being undertaken by the Senior Leadership Team to ensure due diligence is in place.

The Board were assured that there is robust financial monitoring in place and approved the financial monitoring position and the use of Reserves as at November 2023.

7.2 Performance Report – Executive Summary

The full Performance Report was discussed at Finance, Performance & Scrutiny on 18 January 2024. Arlene Wood introduced Fiona McKay who presented this report which highlighted areas for improvement. A Planning and Performance Board has been set up to help provide assurance to the IJB.

Arlene Wood then invited Alastair Grant, Chair of Finance, Performance & Scrutiny to comment on discussions at that meeting before questions from Board members. Alastair wood advised that the Committee were happy to see reductions in waiting times for care packages and to see further analysis of the available data.

NO	TITLE	ACTION
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7	INTEGRATED PERFORMANCE & QUALITY (CONT)	
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7.2 Performance Report – Executive Summary (Cont)

Discussions then took place around CAMHS and Psychological Therapy waiting times, which had been the subject of a deeper report at the most recent governance committee, and these challenges these presented.

The report had been submitted to assure the Board that the full report has been discussed at the relevant committee, the areas which require improvement are highlighted in the appendix and are subject to continual scrutiny by Head of Service. The board recognised the progress being made in relation to performance and asked that as well as a summary of performance the board requires the assurance on how performance is being addressed. It was agreed to bring a Summary Assurance Report to the IJB meeting on 28 March 2024.

FM

7.3 IJB Strategic Risk Register

This report was discussed at the Audit & Assurance Committee on 19 January 2024. Arlene Wood introduced Audrey Valente who presented this report which features the Risk Register which was reviewed in December 2023. Four risks are currently showing high residual risk scores – Finance, Primary Care Services, Workforce and Demographic/ Changing Landscape Impacts and to date three of them have been subject to a deeper dive report at committee. Workforce will be looked at in depth during the March committee cycle.

Arlene Wood then invited Dave Dempsey, Chair of Audit & Assurance Committee to comment on discussions at Committee before questions from Board members. Dave Dempsey advised the Audit and Assurance committee do not own the individual risks, they oversee the committee processes and receive assurance that the relevant committees are monitoring dealing with them and this is well managed.

The Board took assurance that risks continue to be managed by the relevant risk owners, discussed the IJB Risk Register and approved the Risk Register.

8	GOVERNANCE & OUTCOMES	
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8.1 Self-Assessment Checklist

This report was discussed at previous Audit & Assurance Committee meetings. Arlene Wood introduced Vanessa Salmond who presented this report which is a high-level analysis produced as a result of an online questionnaire sent to Board members in October 2023. There was a 50% response rate and these were positive overall although there is room for improvement. An Action Plan has been produced.

Arlene Wood then invited Dave Dempsey, Chair of Audit & Assurance Committee to comment on discussions at the Committee before questions from Board members. Dave Dempsey advised the committee were happy to recommend the action plan be implemented.

Discussion took place around receipt of meeting papers and input from stakeholder members into induction materials.

NO	TITLE	ACTION
8	GOVERNANCE & OUTCOMES (CONT)	
	8.1 Self-Assessment Checklist (Cont)	
	<p>The Board discussed and agreed the draft action plan and agreed to work with Corporate Services to implement the suggested improvements and review progress/impact in September 2024.</p>	
	8.2 Inspection Oversight Report	
	<p>This report was discussed at the Quality & Communities Committee on 17 January 2024. Arlene Wood introduced Fiona McKay who presented this report which highlights a number of external inspections from the Care Inspectorate and the Mental Welfare Commission and is brought to provide assurance on progress and discussion in relation to actions and next steps.</p>	
	<p>Arlene Wood invited Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities) to comment on discussions at that meeting before questions from Board members. The reports had been discussed in detail by committee.</p>	
	<p>Discussion took place around how important it is that inspections are being monitored and appropriate actions are in place, ongoing covid recovery and how information may be presented differently in future. The board discussed an annual report on routine planned inspections, and exception reports for any unplanned inspections.</p>	
	<p>The Board took assurance that inspections and reporting is monitored on a regular basis.</p>	
9	LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS	
	9.1 Chief Social Work Officer Report 2022-2023	
	<p>This report was shared at Fife Council's People and Communities Scrutiny Committee on 16 November 2023 and was also presented for noting at Quality & Communities Committee on 17 January 2024 and Finance, Performance & Scrutiny Committee on 18 January 2024. Arlene Wood introduced Chris Moir who presented this report which highlighted common themes, which include ongoing concerns regarding recruitment and retention of staff and staff health and wellbeing. The 2023-2024 report will be brought to the IJB in September 2024.</p>	
	<p>Arlene Wood then invited in turn Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities) and Alastair Grant, Chair of Finance, Performance & Scrutiny to comment on discussions at that meeting before questions from Board members. The report was discussed in detail at both meeting and members looked forward to seeing the next report later in the year.</p>	
	<p>The report had been submitted to the Scottish Government as part of the statutory responsibilities of the role of the Chief Social Work Officer and provided members with an overview of key aspects of social work provision in Fife.</p>	
	<p>Board member noted the role and range of functions covered by the Chief Social Work Officer including social work and social care services provided by both the authority and by the Health and Social Care Partnership.</p>	

9 LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS (CONT)

9.2 Director of Public Health Report 2023: Children and Young People in Fife: the Building Blocks for Health

This report was discussed at the Quality & Communities Committee on 17 January 2024. Arlene Wood introduced Joy Tomlinson who presented this report which gives an overview of the health and wellbeing of the population of Fife. This year's focus is on Children's Health and how this has been affected by covid, the ongoing cost of living crisis and poverty.

Arlene Wood invited Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities) to comment on discussions at that meeting before questions from Board members. The committee had a robust conversation on the content of the report.

Discussion took place around the priorities and pressures within the report, the elements which can be contributed to which will make a difference and the changing demographics of the local population.

Morna Fleming commended the team behind the report for the clarity and readability provided.

The Board noted the detail within the report and that much of the work is covered within the Children's Services Plan 2023-26 with further reporting coming through the agreed governance routes. The IJB were assured re progress and priorities.

9.3 Fife Child Protection Committee Annual Reports - 2021/22 & 2022/23

This report was discussed at the Quality and Communities Committee on 17 January 2024. Arlene Wood introduced Dougie Dunlop who presented this report which covered two annual reports following a period of transition for the Child Protection Committee. There is a significant developmental agenda ongoing and new national Child Protection procedures are in place.

Arlene Wood invited Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities) to comment on discussions at that meeting before questions from Board members. The Committee discussed the reports in detail and no concerns were raised.

Discussion took place around increasing child poverty, emerging priorities and key measures being taken locally to respond to these.

The Board took assurance from the past work of the Committee and their future direction.

10 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED

Arlene Wood handed over to Nicky Connor who invited each of the Chairs in turn to provide an update from their meetings and on items to be escalated to the Board.

Audit & Assurance Committee

Dave Dempsey had nothing to escalate from the meeting held on 19 January 2024.

Finance, Performance & Scrutiny Committee

Alastair Grant had nothing to escalate and advised that members had had good discussions on agenda items.

NO	TITLE	ACTION
10	<p>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED (Cont)</p> <p>Quality & Communities Committee</p> <p>Sinead Braiden and Rosemary Liewald had nothing to escalate. The committee had been keen for the report on Inspections to be discussed at the IJB meeting.</p> <p>Local Partnership Forum</p> <p>Nicky Connor and Wilma Brown advised that there had been a full discussion on all agenda items including service pressures and staff wellbeing.</p> <p>Strategic Planning Group</p> <p>Graeme Downie had nothing to escalate from the meeting held on 13 November 2023.</p>	
11	<p>AOCB</p> <p>As Arlene Wood had not been alerted prior to the meeting of any other business to be raised under this item the meeting, she thanked those present for their contribution to the meeting and updated on the dates of the next meetings.</p>	
12	<p>DATES OF NEXT MEETINGS</p> <p>IJB DEVELOPMENT SESSION – FRIDAY 23 FEBRUARY 2024</p> <p>INTEGRATION JOINT BOARD – THURSDAY 28 MARCH 2024 – 2.00 PM (FRIDAY 29 MARCH – NHS PUBLIC HOLIDAY)</p>	