



Fife Health & Social Care Partnership

Supporting the people of Fife together

MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 26 NOVEMBER 2021 AT 10.00 AM

Present	Christina Cooper (CC) (Chair) Rosemary Liewald (RLi) (Vice-Chair) Fife Council – David Alexander (DA), Tim Brett (TB), Dave Dempsey (DD), David Graham (DG), Fiona Grant (FM), David J Ross (DJR), Jan Wincott (JW) NHS Fife Board Members (Non-Executive) – Martin Black (MB), Sinead Braiden (SB), Alistair Morris (AM), Arlene Wood (AW) Janette Owens (JO), NHS Fife Board Member (Executive Director), Director of Nursing, NHS Fife Wilma Brown (WB), Employee Director, NHS Fife Amanda Wong (AW), Associate Director, AHP's, NHS Fife Ian Dall (ID), Service User Representative Morna Fleming (MF), Carer Representative Simon Fevre (SF), 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), Associate Medical Director
Attending	Bryan Davies (B), Head of Primary & Preventative Care Services Rona Laskowski (RLAs), Head of Complex & Critical Care Services Lynne Garvey (LG), Head of Community Care Services Joy Tomlinson (JT), Director of Public Health Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Norma Aitken (NA), Head of Corporate Services Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO HEADING

ACTION

1 CHAIRPERSON'S HANDOVER

Rosemary Liewald welcomed everyone to the meeting and thanked those present for their support over the past three years whilst she has been Chair of the partnership. It has been a privilege to serve as Chair over this time and this has been helped by the commitment and professionalism of our staff who are our most valuable asset. The partnership is on a good footing to continue to improve the lives of Fife residents. Rosemary also thanked Nicky Connor and the Senior Leadership Team and was assured the Board are on the correct path to carry out the vast amount of work to be taken forward. She then handed the meeting over to the new Chair, Christina Cooper.

2 CHAIRPERSON'S WELCOME

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board (IJB). She looked forward to working with the Board and partnership staff, finding balanced ways of working and looking forward to the challenges of the new Strategic Plan and the National Care Service.

Members were reminded of the protocol for the meeting which had been circulated previously.

The Chair advised those present that the British Dietetic Association Awards event was held online on 4 November 2021 and Scotland won four awards. Fife's Media Group won the **Social Media Influencer Award**. Congratulations to the whole team.

Members were advised that a recording pen was in use at the meeting to assist with Minute taking.

3 CONFIRMATION OF ATTENDANCE / APOLOGIES

Apologies had been received from Chris McKenna, Paul Dundas, Eleanor Haggett, Kenny Murphy, Lynn Barker, Katherine Paramore and Kathy Henwood.

4 DECLARATION OF MEMBERS' INTERESTS

There were no declarations of interest.

5 CHIEF OFFICERS REPORT

The Chair handed over to Nicky Connor for her Chief Officers Report.

Nicky began by expressing her thanks to Rosemary Liewald for her support and commitment during her time as Chair and looked forward to working with Christina Cooper as Chair.

Nicky then acknowledged achievements made by the partnership over the last three years which included refreshing the Strategic Plan and Mental Health Strategy, a new Dementia Strategy, Primary Care Improvements, ongoing Care Home Replacements and the introduction of new technology. The Senior Leadership Team has been refreshed with three new Heads of Service and two professional leads being introduced. Considerable work has been undertaken on the governance of the Board as well as improved ways of working with the independent and voluntary sectors. Fife was recently commended following an Adult Support and Protection Inspection. Work continues to balance needs between hospital discharge and care at home provision.

There will be an opportunity for Board members to meet Jane Brown, Principal Social Work Officer and Roy Lawrence, Principal Lead Organisation Development and Culture at the upcoming Development Session on Friday 10 December 2021.

An update on covid and remobilisation had been circulated to Board members prior to the IJB meeting.

NO HEADING**ACTION****5 CHIEF OFFICERS REPORT (Cont)**

Nicky Connor handed over to Janette Owens who provided an update on the current situation which is an improving one. It has been possible to free up some bed capacity within Victoria Hospital and Community Hospitals, which should help support demand. Vaccine uptake in Fife is high. . Work continues on the new Elective Orthopaedic Centre and Fife Health Charity have provided funds to enhance the environment within the Centre for patients and staff.

Staffing remains challenging with significant vacancies. Interviews are being held in the coming weeks for non-registered workers on Band 2/3 posts. Band 4 posts are being introduced in the near future.

Discussion took place around staffing issues and maintaining safe staffing which is critical. This is being constantly assessed and monitored via the Gold and Silver command structure and Safety Huddles. Seven-day working should support the discharge of patients over the weekend, which in turn will create more capacity. Recruitment continues locally, nationally and internationally to increase staff numbers.

Currently nursing staff vacancies are sitting at approx 8% when it would normally sit around 6%. Updates are provided regularly to the NHS Fife Staff Governance Committee.

At the IJB Development Session on Friday 10 December 2021 there will be an update on Workforce Planning as this Strategy is being refreshed.

The Chair thanked Nicky and Janette for their updates and was assured that work was continuing to ensure patient safety was paramount and workforce issues were being addressed.

6 MINUTES OF PREVIOUS MEETING 22 OCTOBER 2021

The Minute of the meeting held on Friday 22 October 2021 was approved.

7 MATTERS ARISING – ACTION NOTE 22 OCTOBER 2021

The Action Note from the meeting held on 22 October 2021 was approved.

8 FIFE INTEGRATION JOINT BOARD 2020/2021 ANNUAL AUDIT REPORT

This report was discussed at the Audit & Risk (A&R) Committee on Friday 19 November 2021. The Chair introduced Audrey Valente who presented the report. The draft Accounts were presented to the A&R Committee in July 2021 and these had been reviewed by Tim Bridle, Audit Scotland. The Board was being asked to approve the accounts for signature.

Brian Howarth from Audit Scotland advised that there had been adjustments to the accounts since the A&R Committee in July 2021 and this had resulted in the issues of a clean audit certificate. Brian commented on the achievement of a surplus, due to Covid-19 and

NO HEADING**ACTION****8 FIFE INTEGRATION JOINT BOARD 2020/2021 ANNUAL AUDIT REPORT (Cont)**

continuing overspend pressures this year. Good progress has been made on governance, Best Value and Transformation. If the Board approved the accounts, they would be signed off via electronic signature later in the day.

Discussion took place around the wording of one section of the accounts and it was agreed to make a change prior to the accounts being signed off.

AV

The Chair then invited Dave Dempsey, Chair of A&R to comment on discussions at the Committee. Dave had no issues to raise and advised that the Committee were content that the Board sign off the Accounts as presented.

Arlene Wood raised the issue of recommendations from 2019-2020 report and how these were being dealt with. Audrey advised that going forward the revised SLT Business and Assurance meetings would consider audit actions in detail on a quarterly basis. Several of the outstanding actions require to wait until the Integration Scheme has been signed off by Scottish Government before they can be actioned.

Audrey advised that the Medium-Term Financial Strategy is being refreshed and will reflect inflationary pressures, Covid-19 funding, financial planning, the potential budget gap for the next three years and the requirement for further savings. This will be brought back to the Board in due course.

The Board agreed to approve the annual accounts for signature once the revision to wording had been done.

9 FINANCE UPDATE

This report was discussed at the Finance & Performance (F&P) Committee on Wednesday 10 November 2021. The Chair introduced Audrey Valente who presented this report, which detailed the financial position based on 30 September 2021 financial information. The forecast deficit is £4.179m and it is expected that the costs of Covid-19 will be met in full through the use of Reserves and further Scottish Government funding. It has been confirmed that Scottish Government will provide support to IJBs to deliver break even on a non-repayable basis, providing there is appropriate review and control in place.

Covid-19 spend to date is £12.596m and is projected to be £32.476 by year end. Reserves of £15m will be used in the first instance to offset these costs.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David confirmed that F&P members had scrutinised the report and had no issues to raise.

NO HEADING**ACTION****9 FINANCE UPDATE (Cont)**

Discussion took place around potential uses of uncommitted reserves and Audrey advised there was an element of flexibility to use these to help with longer term financial sustainability.

The Board examined and considered the key actions/next steps, approved the financial monitoring position as at September 2021 and approved the use of Reserves as at September 2021.

10 FINANCIAL RECOVERY PLAN

This report was discussed at the Finance & Performance (F&P) Committee on Wednesday 10 November 2021. The Chair introduced Audrey Valente who presented this report. The report updated on current progress on recovery actions in the medium and longer term. The Medium-Term Financial Strategy would be an important part of this work. This will be brought back to the Board in due course.

Four main areas of spending are under review:-

- Review and refine costs to ensure expenditure is coded correctly to Covid.
- Reduce in-year non-essential spend.
- Impact on core services of Scottish Government additional funding.
- Improved projected outturn position.

The Chair then invited David Graham, Chair of F&P to comment on discussions at the Committee before questions from Board Members. David confirmed this had been discussed in length at F&P and there were no issues the Committee wished to raise.

Tim Brett asked about how the partnership would use their share of the £300m Scottish Government funding. Audrey advised that the funding letter had been clear that this funding was to be used to cover winter 2021-2022. SLT are working on detailed proposals for this funding.

The Board charged the Director of H&SC and Senior Officers to bring budgets back in line in-year as reasonably possible, discussed and agreed the actions to control costs as outlined in the Recovery Plan for 2021-22 and agreed to continue to focus on implementing effective financial management and good governance in to deliver a balanced budget moving forward. A Direction will be issued to NHS Fife and Fife Council on that basis.

11 FIFE HEALTH AND SOCIAL CARE PARTNERSHIP ANNUAL PERFORMANCE REPORT

This report was discussed at both the Finance & Performance (F&P) Committee on 10 November 2021 and the Clinical & Care Governance (C&GC) Committee on 12 November 2021 both of whom accepted the

NO HEADING**ACTION****11 FIFE HEALTH AND SOCIAL CARE PARTNERSHIP ANNUAL PERFORMANCE REPORT (Cont)**

recommendations within the report and acknowledged the significant work undertaken within the partnership.. The Chair introduced Fiona McKay who presented this report.

Fiona McKay thanked Morna Fleming who had proofread the document.

Fiona McKay advised that the content of the report was as a result of Scottish Government guidance and once approved by the IJB the Annual Performance Report would be submitted to Scottish Government. It would then be published on the partnership website.

The Chair then invited Tim Brett, Chair of C&CG and David Graham, Chair of F&P to comment on discussions at these Committees before questions from Board Members.

Tim Brett congratulated Fiona McKay and her team for the sheer volume of work which had gone into producing what is the best Annual Performance Report to date.

David Graham advised that F&P discussed the report at length and agreed the last 18 months had been challenging and the committee were grateful for the work undertaken by partnership staff.

Discussion took place around The Wells, which had unfortunately been closed for most of the pandemic. The Well in Kirkcaldy has now opened in the Mercat Shopping Centre. . The Fife Council Contact Centre can now refer people virtually to Wells as part of a joint project.

It was agreed that the report provided a good insight into the scope and range of services offered by the partnership. Some sections of the final report were light on detail and this will be looked at for future reports.

FM

During 2022 the Annual Performance Report will have to be finalised by the end of June (rather than November) and will be brought to a Development Session for further discussion.

The Chair advised that this was an excellent, well-balanced report which highlights partnership working in all sectors. The Board approved the report.

12 DELAYS, WINTER AND COMMUNITY CARE

This report was discussed at both the Finance & Performance (F&P) Committee on 10 November 2021 and the Clinical & Care Governance (C&GC) Committee on 12 November 2021, both of whom endorsed the proposals and plan. The Chair introduced Lynne Garvey who presented this report which was seeking IJB support on the actions which were proposed as part of the winter planning arrangements.

Scottish Government recently approved £300m of funding for Local Authorities and Health Boards to allow them to put in place robust winter planning arrangements. For Fife the key areas will be Care at Home, Interim Care, Multi-Disciplinary Teams and Adult Social Care Winter

12 DELAYS, WINTER AND COMMUNITY CARE (Cont)

Preparedness. The report outlined the challenges, the investment required and the improvement trajectory.

The Board discussed aspects of the report including Care at Home, STAR beds, the creation of a peripatetic team to help cover staff shortages and investment in technology enabled care. Investment is being made in multi-disciplinary teams to support GP and Dental practices. With investment comes potential risk, both financial can reputational, but these are being mitigated where possible.

The Chair then invited Tim Brett, Chair of C&CG and David Graham, Chair of F&P to comment on discussions at these Committees before questions from Board Members.

Tim Brett advised C&CG welcomed the additional funding but had raised concerns around recruitment challenges. They agreed with all proposed uses of the funding.

David Graham was unable to comment as he was not in the meeting at this point.

It was agreed that the report was detailed and thorough. Recruitment challenges, particularly with external providers, had been highlighted in local media and this was being addressed in a variety of ways. Recent internal recruitment had led to a growth in staff numbers in Care at Home with 55 new recruits and 40 leavers in the last month or two. Absence has reduced slightly during this period.

Discussion took place around staffing of surge beds, which have been opened to cope with winter pressures. Substantive recruitment to cover surge beds is in the pipeline.

Work is ongoing with 45 foundation apprenticeships being undertaken by 5th and 6th year pupils and another 40 pupils are currently doing their second year. There are 44 Modern Apprentices employed by the partnership. Twelve-week work placements are being offered to people aged 16-24 to encourage them to take up care as a career.

The Board had been asked to examine and consider the report.

13 PRIMARY CARE IMPROVEMENT PLAN MOU2 UPDATE

This report was discussed at the Clinical & Care Governance Committee on 12 November 2021. The Chair introduced Bryan Davies who presented this report which was brought to the IJB to update on the risks associated with the 2018 GMS Contract Implementation Memorandum of Understanding 2 (MOU2) published on 30 July 2021.

The report updated on progress against various workstreams, pharmacotherapy, workforce challenges, financial aspects of the plan and transitional arrangements. A further report will be brought to the Finance & Performance Committee on 14 January 2022.

The Chair then invited Tim Brett, Chair of C&CG to comment on discussions at the Committee before questions from Board Members. The

NO HEADING**ACTION****13 PRIMARY CARE IMPROVEMENT PLAN MOU2 UPDATE(Cont)**

Committee agreed it was important that the public understood the proposed changes.

It was agreed that the two key themes going forward would be recruitment challenges and good communications. It was important to ensure that the public are kept up to date with changes in service provision as these happen.

The Board considered and discussed the implications of this report and the following recommendations:-

- Assurance is sought from the finance meeting with Scottish Government. Once this is obtained, it is recommended that the required posts in order to deliver CTAC and YTP and pharmacotherapy be recruited to on a permanent basis.
- PCIF funding reserves should be utilised in order to implement MOU2 Phase 2 for the next two years.
- The financial consequences and associated risks from full PCIP implementation be further explored with partners once transitional payment details are received.

Further update reports will be provided in future.

14 STATEMENT OF INTENT FOR SUPPORT FOR UNPAID CARERS

This Statement was previously discussed at the Integration Joint Board meeting on Friday 22 October 2021. The Chair introduced Fiona McKay who presented this item which has now been discussed fully with the Carers Strategy Group. Going forward this statement will be monitored and managed.

The Board considered the statement and endorsed the intent outlined therein.

15 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM AND ITEMS TO BE ESCALATED

Nicky Connor asked the Chairs of the Governance Committees and Local Partnership Forum to raise issues that they wished to escalate to the IJB.

Tim Brett – Clinical & Care Governance Committee (C&CG) – 1 October 2021 (Confirmed)

Items from this minute had been dealt with at the IJB meeting on 22 October 2012.

David Graham – Finance & Performance Committees (F&P) – 10 November 2021 (Unconfirmed)

No items to escalate from this meeting.

NO	HEADING	ACTION
15	MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM AND ITEMS TO BE ESCALATED (Cont)	
	Dave Dempsey – Audit & Risk Committee (A&R) – 19 November 2021 (Verbal Update)	
	No items to escalate from this meeting.	
	Nicky Connor - Local Partnership Forum (LPF) – 3 November 2021 (Unconfirmed)	
	Nicky highlighted the excellent response rate to the NHS iMatter survey – the partnership had a 61% response rate, the highest ever. This has been discussed at SLT, ELT and the LPF. Teams are now preparing Action Plans based on the returns.	
16	AOCB	
	As the Chair had not been alerted prior to the meeting of any other business to be raised under this item, the meeting was closed by providing the dates of the next meetings.	
17	DATES OF NEXT MEETINGS	
	IJB Development Session – Friday 10 December 2020 at 9.30 am	
	IJB Meeting – Friday 28 January 2022 at 10.00 am	
	IJB Development Session – Friday 25 February 2022 at 9.30 am	