



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 28 JANUARY 2022 AT 10.00 AM

- Present**
- Christina Cooper (CC) (Chair)
 - Rosemary Liewald (RLi) (Vice-Chair)
 - Fife Council –Tim Brett (TB), Dave Dempsey (DD), Jan Wincott (JW)
 - NHS Fife Board Members (Non-Executive) – Martin Black (MB), Sinead Braiden (SB), Alistair Morris (AM), Arlene Wood (AW)
 - Chris McKenna, NHS Fife Board Member (Executive Director) Medical Director NHS Fife
 - 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
 - Debbie Thompson (DT), Joint Trades Union Secretary
- 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
 - Lynn Barker (LB), Associate Director of Nursing
 - Lynne Garvey (LG), Head of Community Care Services
 - Jane Brown (JB), Principal Social Work Officer
 - Joy Tomlinson (JT), Director of Public Health
 - Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning
 - Scott Garden (SG), Director of Pharmacy
 - Norma Aitken (NA), Head of Corporate Services
 - Kenny Murphy, Third Sector Representative
 - Katherine Paramore, Medical Representative
 - Hazel Williamson (HW), HSCP Communications Officer
 - Lindsay Thompson (LT), Head of Legal & Democratic Services
 - Paul Dundas (PD), Independent Sector Representative
 - Avril Sweeney (AS), HSCP Risk Compliance Manager
 - Elizabeth Butters (EB), Co-ordinator, Fife Alcohol and Drug Partnership
 - Carol Notman (CN), Personal Assistant (Minute)

NO	TITLE	ACTION
1	<p>CHAIRPERSON'S WELCOME / OPENING REMARKS</p> <p>The chair welcomed everyone to the first Integration Joint Board of 2022 and wished to take this opportunity, to thank Scot Garden for all his contributions over the years and wish him all the best in his new role within NHS Lothian.</p>	

NO	TITLE	ACTION
2	<p>CONFIRMATION OF ATTENDANCE / APOLOGIES</p> <p>Apologies had been received from David Alexander, David Graham, David J Ross and Fiona Grant.</p>	
3	<p>DECLARATION OF MEMBERS' INTERESTS</p> <p>There were no declarations of interest.</p>	
4	<p>CHIEF OFFICERS REPORT</p> <p>Nicky Connor advised that the services continue to face increased pressures relating to winter and the ongoing pandemic and wished to thank the staff for their significant efforts to support the service and the people of Fife. Nicky advised that the Bronze and Silver Command Structure remained in place to support the daily management for the whole Partnership.</p> <p>Chris McKenna advised that the last 8 weeks had been exceptionally complex in response to the delivery of both health and social care. Dr McKenna advised that the Vaccination Programme Roll Out had been an overwhelming success for the whole of Fife which has helped the anticipated wave not to be as serious as initially predicted. Nicky Connor agreed noting that the "Boosted by the Bells" Campaign had been very successful exceeding the 80% target population in Fife receiving their booster by Christmas Eve.</p> <p>Janette Owens advised the impact of ongoing vacancies and the additional surge beds has impacted across all staff groups. Janette advised that the international recruitment drive had been successful with the first of the international nurses commencing their employment with NHS Fife in February 2022 with more anticipated to arrive in the next four to five months. Janette noted in addition to the international recruitment there has been additional funding received for 68 healthcare support workers and 60 of these positions have already been recruited to.</p> <p>Janette was please to advise that the 'essential visiting' restrictions will be eased this week and patients will be able to receive one visitor a day unless there is a covid outbreak within the ward area.</p> <p>Joy Tomlinson wished to take this opportunity to note the efforts and responsiveness of the whole population of Fife in all aspects of protecting oneself and others from the pandemic, whether it be being boosted to wearing masks and social distancing, which has made a significant impact.</p> <p>Tim Brett noted that NHS England had made it mandatory for staff to be vaccinated and asked whether staff within the Partnership who are not vaccinated would be restricted in where they could work. Nicky Connor advised that this approach will not be mandated and that there were mechanisms in place to maintain the safety of both staff and patients. Wilma Brown confirmed that a risk assessment has been in place for staff since the start of the pandemic.</p> <p>The Chair thanked Nicky, Chris and Janette for their updates and was assured that work was continuing to ensure staff and patient safety was paramount.</p>	

5	<p>MINUTES OF PREVIOUS MEETING 26 NOVEMBER 2021</p> <p>Tim Brett wished to clarify under Section 12 whether it was START or STAR beds that was being discussed. Nicky Connor confirmed that it would be the community-based service STAR Beds.</p> <p>Arlene Wood queried with regards Section 8 there had been discussion at the Audit & Risk Committee around the outstanding recommendations from the 2020 Annual Audit and asked if this will be reported back to this Committee. Norma Aitken confirmed that a high-level mid-year report will be brought to provide assurance that actions are being closed off.</p> <p>All agreed that the minutes were an accurate reflection of the meeting.</p>	AV
6	<p>MATTERS ARISING – ACTION NOTE</p> <p>The Action Note from the meeting held on 26 November 2021 was approved.</p>	
7	<p>FINANCE UPDATE</p> <p>The Chair advised that this report was discussed at the Finance & Performance (F&P) Committee on Friday 14 January 2021 and introduced Audrey Valente who presented the report.</p> <p>Audrey Valente noted that the report presents the projected outcome position at November 2021. She confirmed that the delegated services are projecting a surplus of £0.566m which is a movement of £5M from the previously projected figure in September. This is due to the recovery actions which was presented at the last committee meeting, the continued refinement of the costs associated to covid, the ongoing vacancies across community services and the late notification of funding to cover the increase to the living wage.</p> <p>Tim Brett wished to confirm if funding received at the end of the financial year that is not fully spent is able to be carried forward. Audrey confirmed that Health & Social Care Partnerships are a Section 106 Governing Body and can carry funds forward with the Council undertaking this on the Partnership's behalf.</p> <p>Tim Brett queried when the governance committees had previously discussed winter activity there had been concern that there would not be enough finances to cover the extra activities. Audrey Valente advised that the funding received late 2021 the majority was earmarked for additional staff and any underspend associated with this will be carried forward into next financial year.</p> <p>Ian Dall noted that the number of staff vacancies must be having an impact on the services being delivered and was pleased to note that further analysis on this issue will be provided. Audrey Valente advised that there had been robust discussion at the Finance & Performance Committee and that a multi-disciplinary approach is required to understand the number and length of vacancies, their impact to the whole service and confirmed that the report once completed will come to the IJB through the escalation route.</p> <p>Alastair Morris advised that Fife H&SCP were in the fortunate position of having substantial reserves and was keen to have these carried forward to the next financial year which he anticipated will be challenging as he did not think that funding received will be as it has been over the pandemic. He queried whether a fresh approach was required going forward as there had always been assumption that vacancies would be recruited to and history shows that this is not always the case. Alastair queried whether there were plans to align the</p>	

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7	<p>FINANCE UPDATE (CONT)</p> <p>budget so that it is more realistic to the current situation. Audrey Valente confirmed that funding is able to be carried forward therefore the service could take time to ensure that the budget is spent wisely. She also confirmed that the Senior Leadership Team were looking to flex budgets to ensure that the funding is where the service priorities are.</p> <p>The Chair thanked Audrey Valente for the detailed report and confirmed that the Board were happy to approve the monitoring position.</p>	
8	<p>PERFORMANCE REPORT – EXECUTIVE SUMMARY</p> <p>The Chair advised that this report was discussed at the Finance & Performance (F&P) Committee on Friday 14 January 2021 and introduced Fiona McKay who presented the report.</p> <p>Fiona McKay advised report is a summary of the information which was discussed in full at the F&P Committee. The report highlights the areas are continuing to see significant pressures due to staffing challenges and care home closures.</p> <p>Tim Brett noted that he did not feel that the recommendation ‘for awareness’ was correct and felt going forward this should be reviewed. It was agreed that report should be for assurance and the board was asked to consider it in that context.</p> <p>Tim Brett queried the 6 high level indicators (pg 37) and asked if Indicator No. 3 regarding developing plan to implement Out of Hours Review had been completed. Fiona McKay advised that the high-level indicators had been set at national level and was part of the work that the Scottish Government had asked Boards to look at and due to pandemic the review may not be concluded. Fiona noted that as we come out of the pandemic the Strategic Group will be required to set new indicators.</p> <p>Paul Dundas wished provide assurance that the Fife Care at Home Collaborative is proving to be successful but is still within an early period of development, having been established from mid-November 2021. Fiona McKay wished to thank Paul for the significant effort there has been to implement the programme.</p> <p>Ian Dall queried the performance of the flagship projects, noting prior to the pandemic the performance had been going the wrong way and as services are remobilising following the pandemic if they do not prepare carefully and improve performance there is still going to be bottlenecks and numbers above the projected targets. Fiona McKay advised as services resume after covid there is a risk of the unknown and the unmet need is significant and advised that she was confident that there is a strategic plan in place and confirmed that any investment will be spent wisely to ensure best value for money.</p> <p>The Chair thanked all for the fruitful discussions and confirmed that the Board was aware of the report and the assurance being provided.</p>	

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9	<p>STRATEGIC RISK REGISTER REVIEW</p> <p>The Chair advised that this report had been discussed at the Audit and Risk (A&R) Committee on Thursday 13 January 2021 and introduced Audrey Valente who presented the report.</p> <p>Audrey Valente advised that work has been ongoing to review the risk register ensuring that the risks recorded within the IJB Risk Register were strategic risks with the operational risks being logged with the appropriate partnering body. Audrey advised that the document had been discussed and well-received at the A&R Committee.</p> <p>Audrey advised that the format of the revised register may still evolve and requested any feedback to be forwarded to her.</p> <p>The Chair confirmed that all were happy that the risk register discussions and that feedback would be individually forwarded on and confirmed that the Board approved the revised risk register and noted the ongoing development.</p>	
10	<p>FIFE ALCOHOL AND DRUG PARTNERSHIP ANNUAL REPORT 2020/21 AND DRUG RELATED DEATH ANNUAL REPORT 2020</p> <p>The Chair advised that this report had been discussed at the Clinical & Care Governance (CC&G) Committee on 7 January 2022 and introduced Fiona McKay who presented the report.</p> <p>Fiona McKay advised that this annual report is a requirement of the Scottish Government. She noted that the drug related report which was also attached highlights the areas which the Government is focussing on.</p> <p>Tim Brett confirmed that there had been engaged discussion and was pleased to note that ADP will be discussed in more detail at a future development session. He wished to thank Fiona McKay, Elizabeth Butters and the ADP Support Team for their efforts noting that it is difficult to identify which of the various initiatives is making the most significant changes but advised that the team is striving to provide this information.</p> <p>Arlene Wood queried the narrative regarding the drug related deaths and asked if there was any specific initiative going forward to meet this unmet need. Fiona McKay advised that there is a Service Level Agreement in place for the third Sector Organisations who work closely with the ADP Team and their performance is monitored on a regular basis. She advised that a gaps analysis was completed by Fife Council colleagues which highlighted areas requiring investment. Elizabeth Butters advised in addition the service is now complying fully with the Medical Assistant Treatment Standards and there has been investment in the retention service to allow team members to follow up people if they have not been attending services as expected. There has also been increased provision in pharmacy interaction where people can access needles in a safe environment.</p> <p>Ian Dall noted that there has been an increase in the THN programme and queried whether this had helped in preventing deaths. Elizabeth advised that the service call review the refills that have been requested but is only able to follow up when it has been administered by a professional. Scott Garden confirmed that the use of the drug naloxone has increased and that there has been a robust multi-disciplinary review group reviewing and ensuring user and household contacts are confident to administer the drug.</p>	

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10	<p>FIFE ALCOHOL AND DRUG PARTNERSHIP ANNUAL REPORT 2020/21 AND DRUG RELATED DEATH ANNUAL REPORT 2020 (CONT)</p> <p>Chris McKenna requested that the information around hospital service and intervention is included in future reports going forward.</p> <p>The Chair asked that future reports include a summary to allow for an easier read. Fiona McKay agreed that a summary report would be beneficial.</p> <p>The Chair thanked both Fiona McKay and Elizabeth Butters for their report and confirmed that the Board approved the recommendations outlined in the report.</p>	
11	<p>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / ITEMS TO BE ESCALATED</p> <p>Nicky Connor asked the Chairs of the Governance Committees and Local Partnership Forum for feedback from the committee's and if they had any items to escalate to the IJB.</p> <p>Tim Brett - Clinical & Care Governance – 12 December 2021 (Confirmed)</p> <p>Tim Brett confirmed that the items from this minute had been dealt with at the IJB meeting in December 2021.</p> <p>Arlene Wood queried the narrative that highlights random variations across falls and pressure ulcers (pg 144). Nicky Connor asked the authors of the Quality Report to review and to arrange a meeting to discuss LB/HH to organise discussion with TB/AW</p> <p>David Graham - Finance & Performance Committee - 14 January 2022 (Unconfirmed)</p> <p>In the absence of the Chair of the F&P Committee, Nicky Connor confirmed that there were no issues for escalation</p> <p>Dave Dempsey - Audit & Risk Committee – 13 January 2022 (Unconfirmed)</p> <p>Dave Dempsey confirmed no items for escalation</p> <p>Simon Fevre - Local Partnership Forum – 14 December 2021 (Confirmed)</p> <p>Simon Fevre advised that there had been a further meeting of the Local Partnership Forum on 19 January 2022 and at this meeting the committee wished to raise the difficulties that services are facing balancing staff wellbeing and patient safety with the ongoing challenging situation with many staff still being redeployed.</p>	LB/HH
12	<p>AOCB</p> <p>No items were raised under AOCB.</p>	
13	<p>DATES OF NEXT MEETINGS</p> <p>IJB DEVELOPMENT SESSION - FRIDAY 25 FEBRUARY 2022 – 9.30 am</p> <p>IJB BOARD MEETING – FRIDAY 25 MARCH 2022 – 10.00 am</p>	