



Fife Health & Social Care Partnership

Supporting the people of Fife together

CONFIRMED

MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 25 NOVEMBER 2022 AT 10.00 AM

Present	Christina Cooper (CC) (Chair) David Graham (DG) (Vice-Chair) Fife Council – David Alexander (DA), Dave Dempsey (DD), Graeme Downie (GD), Margaret Kennedy (MK), Rosemary Liewald (RLie), Lynn Mowatt (LM) and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Alistair Morris (AM), Martin Black (MB), Sinead Braiden (SB), Arlene Wood (AW) Wilma Brown (WB), Employee Director, NHS Fife Ian Dall (ID), Service User Representative Paul Dundas (PD), Independent Sector Representative Morna Fleming (MF), Carer Representative Kenny Murphy (KM), Third Sector Representative Debbie Fyfe (DF), Joint TU Secretary, Fife Council Amanda Wong (AW), Associate Director, AHP's, NHS Fife
Professional Advisers	Nicky Connor (NC), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer
Attending	Lisa Cooper (LC), Head of Primary & Preventative Care Services 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 Hazel Close (HC), Head of Pharmacy (Population Health and Wellbeing) Lindsay Thomson, Head of Legal & Democratic Service, Fife Council (Observing) Tim Bridle, External Auditor Norma Aitken (NA), Head of Corporate Services Hazel Williamson (HW), Communications Officer Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO	TITLE	ACTION
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1	CHAIRPERSON'S WELCOME / OPENING REMARKS	
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The Chair welcomed everyone to the Integration Joint Board including Hazel Close, Head of Pharmacy (Population Health and Wellbeing) who attended the meeting on behalf of Ben Hannan and presented the report at Item 13.

This meeting was the final Board meeting for Christina Cooper and Martin Black as they both leave NHS Fife at the end of year. Arlene Wood will take up the Chair with effect from 1 December 2022 and on the same date Alastair Grant and John Kemp will join the IJB as NHS members. Christina and Martin were thanked for their invaluable contribution to the Board and to integration during their time with the IJB.

NO	TITLE	ACTION
1	<p>CHAIRPERSON'S WELCOME / OPENING REMARKS (CONT)</p> <p>The Chair advised members that this is Norma Aitken's last Board meeting before she takes early retirement at the end of year. The Chair thanked Norma for her contribution to the Board.</p> <p>The Chair then congratulated Danielle Fairley, a Care Worker from Roselea House, Cowdenbeath, who won the Care Worker of the Year Award 2022 at the Scottish Care Conference, Exhibition & Awards on Friday 18 November 2022.</p> <p>Those present were asked that, in an effort to keep to timings for this meeting, all questions and responses should be as succinct as possible.</p> <p>Members were advised that a recording pen was in use at the meeting to assist with Minute taking and the media had been invited to listen in to the proceedings.</p>	
2	<p>CONFIRMATION OF ATTENDANCE / APOLOGIES</p> <p>Apologies had been received from Chris McKenna, Janette Keenan, Simon Fevre, Eleanor Haggett, Helen Hellewell, Joy Tomlinson and Ben Hannan.</p>	
3	<p>DECLARATION OF MEMBERS' INTERESTS</p> <p>There were no declarations of interest.</p>	
4	<p>MINUTES OF PREVIOUS MEETING 30 SEPTEMBER 2022</p> <p>Graeme Downie and Arlene Wood raised two minor corrections for the content, once these have been corrected the Minute from the meeting held on 30 September 2022 was approved as an accurate record.</p>	
5	<p>MATTERS ARISING – ACTION NOTE 30 SEPTEMBER 2022</p> <p>The Action Note from the meeting held on 30 September 2022 was approved as accurate.</p>	
6	<p>CHIEF OFFICER UPDATE</p> <p>The Chair handed over to Nicky Connor for this item.</p> <p>Nicky began by thanking Christina Cooper for her leadership and support during her time and Chair and Vice-Chair of the IJB and in other roles she has held. She also thanked Martin Black for his input since the beginning of the IJB and advised that they would both be missed and their legacy on the Board will continue.</p> <p>Consultation on both the Strategic Plan and Carers Strategy continues and Board members are asked to contribute to these and to encourage others to participate by sharing information as widely as possible.</p> <p>Nicky advised that the full Joint Inspection Report from the recent Joint Inspection of Adult Services is now available on the Care Inspectorate website. Joint inspections of services for adults (careinspectorate.com) Work continues on the Improvement Plan which must be submitted during December 2022. Both of these documents will be brought to the IJB meeting on 27 January 2022. Both Christina Cooper and Nicky Connor paid tribute to all partnership staff involved in the Inspection.</p>	<p>NC/FM</p>

6 CHIEF OFFICER UPDATE (CONT)

Nicky outlined that there continues to be significant ongoing demands on the whole system and extended thanks to all staff working within the Health and Social Care Partnership and partners as we continue to work together to support a team fife approach.

7 FIFE INTEGRATION JOINT BOARD DRAFT AUDITED ANNUAL ACCOUNTS FOR THE FINANCIAL YEAR TO MARCH 2022

This report was discussed at the Audit and Assurance Committee on 9 November 2022. The Chair introduced Audrey Valente who gave a short presentation on the information contained within the Annual Accounts.

Tim Bridle began by thanking Audrey and her team for their support during his time as external auditor for the partnership. From financial year 2022/23 Azets will be the appointed auditor for the IJB and its constituent bodies. Tim gave an update on the 2021/22 Annual Audit Report and advised that the IJB are making good progress, despite the ongoing challenges and pressures. The auditors have given a clean opinion on the accounts, with some minor amendments made following the Audit & Assurance Committee. Leadership and vision remain strong, there has been progress with transformation, staff engagement continues to be good and there is a clear commitment to staff wellbeing. Some items on the Action Plan have been updated from the previous year and new items added.

The Chair thanked Audrey Valente and her team for the work on this report which is more accessible and easier to understand than previously. She also thank Tim for his investment and organisation over the last 3 years.

The Chair then invited Dave Dempsey, Chair of Audit and Assurance (A&A) to comment on discussions at the Committee before questions from Board members. Dave advised that A&A discussed the report in full and suggested minor changes, which had been included in the updated version of the report presented to the IJB today.

Discussion took place around the mis-statements and adjustments which had been made, which Tim confirmed were not unusual in situations such as this. Arrangements are now in place for processes for future years.

Potential budget gap for future years will form part of discussions at future IJB meetings and Development Sessions, as in previous years.

The Board were assured that the draft annual accounts have been reviewed by external audit and discussed at the Audit and Assurance Committee, noted the IJB's draft Audited Annual Accounts and agreed that the accounts are approved for signature.

8 FINANCE UPDATE

This report was discussed at the Finance, Performance & Scrutiny Committee on 11 November 2022. The chair introduced Audrey Valente who presented this report which detailed the financial position of the delegated and managed services based on 30 September 2022. The forecast for Fife Health & Social Care Partnership is currently a surplus £7.226m. Key areas of overspend are Hospital

8 FINANCE UPDATE (CONT)

& Long-Term Care and Adult Placements and these are offset by underspends in a number of other areas. There was also an update in relation to savings approved by the IJB in March 2021 and the use of Reserves.

The Chair then invited Arlene Wood, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members. Arlene advised that the committee had a full discussion on the paper including winter pressures. The committee noted the outturn position and supported the use of reserves.

Discussion took place around the return of covid 19 funding to Scottish Government, which has been reflected in the finance update.

The Board were assured that there is robust financial monitoring in place and scrutiny through the Finance Performance and Scrutiny Committee, they approved the financial monitoring position and the use of Reserves as at September 2022.

9 PUBLIC SECTOR CLIMATE CHANGE DUTIES

This report was discussed at the Finance, Performance & Scrutiny Committee on 11 November 2022. The Chair introduced Audrey Valente who presented this report which has to be presented to Scottish Government by 30 November 2022. Guidance for IJB's is of a unique nature as issues such as corporate emissions are the responsibility of Fife Council and NHS Fife.

The Chair then invited Arlene Wood, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members. Arlene confirmed that the committee were comfortable with the way forward outlined in the report.

The Board considered and agreed the priorities for climate change governance, management and strategy for the year ahead as set out in the Assessment section of this report as follows:

- In conjunction with Community Planning partners support the delivery of Climate Fife (Sustainable Energy and Climate Change Action Plan) 2020 - 2030
- Continue to support and promote awareness raising of climate change issues for staff working in the HSCP
- Continue to work with partners to identify opportunities to work more efficiently and sustainably.
- Continue to monitor actions within the Strategic Plan that promote co-benefits with climate change strategies and maintain a focus on positive contributions to climate change within the revision of the Strategic Plan 2022-2025.
- Review the information received on SBAR's, reports and business cases, in relation to climate change impacts, and highlight the benefits or positive impacts on climate change strategies.

10 WINTER PLAN: EXECUTIVE SUMMARY

The full Winter Plan report was discussed at the Quality & Communities Committee on 8 November 2022, the Finance, Performance & Scrutiny Committee on 11 November and the Local Partnership Forum on 16 November 2022. Feedback from these meetings had been incorporated into the version of the report presented today.

The Chair introduced Lynne Garvey who presented this executive summary of the report which covers four main sections:-

1. Priorities addressed within Fife's Annual Delivery Plan (ADP) for 2022/23 which include actions to address winter.
2. Actions being taken to address the recommendations in the Scottish Government (SG) letter Supporting our Health and Social Care System, 12 October 2022.
3. Update on the position on increasing the workforce as outlined in the letter issued by Mr John Burns - Winter Planning for Health and Social Care; 5 October 2021.
4. Additional work that is being undertaken within the HSCP to prepare for winter.

Lynne also covered the key areas for assurance and risks outlined in the paper.

The Chair thanked Lynne Garvey and the team involved in winter planning for a comprehensive and balanced report. She then invited Sinead Braiden, Chair of Quality & Communities Committee, Arlene Wood, Chair of Finance, Performance & Scrutiny Committee and Fiona McKay who chaired the recent LPF meeting to comment on discussions at the Committee before questions from Board members.

Members of all three meetings had been content to recommend the paper for approval by the IJB and acknowledged the ongoing, year round challenges faced by staff.

Discussion took place around the current STV recruitment campaign, staff attrition rates, issues around guardianship and the impact on delayed discharges and rates of pay.

Recruitment is also being promoted through social media and there are currently 70 Foundation Apprenticeships in place. A Princes Trust pilot is ongoing in the Levenmouth area to assist recruitment within the 18-30 year age range.

Paul Dundas confirmed that nationally Fife is ahead of the curve.. Pop up recruitment events are being held to assist with recruitment and the collaborative, which was set up a year ago, is working well.

Ian Dall raised questions around post diagnostic support for dementia patients and it was agreed that this would be discussed between Ian and Rona Laskowski outwith the meeting.

RL/ID

Wilma Brown raised the issue of the length of time it could take to get a newly recruited staff member into post due to the pre-recruitment checks which are required by Fife Council and NHS Fife. Fife Council have dedicated HR support

10 WINTER PLAN: EXECUTIVE SUMMARY (CONT)

for recruiting care staff and discussions will be held with NHS HR to see if something similar can be put in place.

The Board were assured that the actions described have been developed with whole system service engagement, are in line with national recommendations and support our planning and preparations for winter 2022. There are risks identified and mitigating actions described with close monitoring through operational delivery structures and strong connections into NHS Fife, Fife Council and Resilience Partners to support any further responsiveness as required over the winter period.

STRATEGIC PLAN 2023-2026 – UPDATE

This report was discussed at the Quality & Communities Committee on 8 November 2022, the Finance, Performance & Scrutiny Committee on 11 November 2022 and the Local Partnership Forum on 16 November 2022. The Chair introduced Fiona McKay who presented this report.

The Strategic Plan is supported by nine transformational strategies and five enabling strategies. A Work Programme has been developed to provide a performance reporting framework for the Strategic Planning Group.

Fiona advised that further consultation is ongoing, and feedback is being assessed as it is received.

NHS Fife have commissioned an independent survey involving Fife residents and NHS Fife employees to identify their views on local health and care services, and their aspirations for NHS Fife. Fieldwork is currently ongoing, and the report findings will be incorporated into the final version of the Strategic Plan.

The Chair then invited David Graham, Chair of the Strategic Planning Group (SPG), Sinead Braiden, Chair of Quality & Communities Committee, Arlene Wood, Chair of Finance, Performance & Scrutiny Committee and Fiona McKay who chaired the recently LPF meeting to comment on discussions at the Committee before questions from Board members.

David Graham advised that significant discussion had taken place at a recent SPG meeting and agreement had been reached on how to take the plan forward.

Sinead Braiden and Arlene Wood both advised that their committee were content to recommend the Strategic Plan progress as discussed.

The Board were assured and discussed that the progress of the Strategic Plan is in line with the Public Bodies (Joint Working) (Scotland) Act 2014 and requirements to deliver a plan for the next three years. The Strategic Plan will be brought to the Integration Joint Board for approval in January 2023.

12 WORKFORCE STRATEGY AND ACTION PLAN 2022-2025

This report was discussed at the Quality & Communities Committee on 8 November 2022, the Finance, Performance & Scrutiny Committee on 11 November 2022 and the Local Partnership Forum on 16 November 2022. The Chair introduced Roy Lawrence who presented this report.

12 WORKFORCE STRATEGY AND ACTION PLAN 2022-2025 (CONT)

Roy gave the background to this report which was originally brought to the IJB in July 2022 and was delayed coming back to this meeting as Scottish Government feedback had not been received until October. Some minor changes have been made following the Scottish Government feedback and the Strategy and Action Plan are now ready to publish.

The Chair then invited Sinead Braiden, Chair of Quality & Communities Committee, Arlene Wood, Chair of Finance, Performance & Scrutiny Committee and Fiona McKay who chaired the recently LPF meeting to comment on discussions at the Committee before questions from Board members.

All three confirmed that their committee/forum has been content to support publication of the Strategy.

The Board considered the feedback from Scottish Government and agreed that the Workforce Strategy and Plan is complete and ready for publication on the Partnership website on the 30 November 2022.

An annual Action Plan, beginning with Year 1 2022-23, has been endorsed by the IJB to deliver the actions set out in the Workforce Strategy.

Progress on this Plan will be brought to Senior Leadership Team three times annually, and an annual report presented to Quality & Communities Committee, Finance, Performance & Scrutiny Committee, the Local Partnership Forum and the Integration Joint Board annually.

13 PHARMACEUTICAL CARE SERVICES REPORT 21/22

This report was discussed at the Quality & Communities Committee (Q&C) on 8 November 2022. The Chair introduced Hazel Close who presented this report on behalf of Ben Hannan. Hazel advised that this report is normally presented to the IJB on an annual basis, but this is the first one since 2019 due to the covid pandemic.

This was a comprehensive report covering all 86 Community Pharmacies in Fife and provided information on the services available in different areas.

Christina Cooper thanked Hazel for the report and thanked all those involved in its production.

The Chair then invited Sinead Braiden, Chair of Q&C Committee to comment on discussions at the Committee before questions from Board members. Sinead advised that Q&C welcomed the report and were assured by it. They had noted the complexity around the range of services delivered.

Discussion then followed on the difficulties in setting up new community pharmacies in some areas, the method of determining how far residents are from their local pharmacy (this is being investigated and may be updated in future reports), concerns about which services are provided where and the need to ensure that effective communications are in place to ensure patients know what they can access locally. Hazel advised that all staff who respond to calls to 111 have a full suite of information to allow them to advise callers when it would be appropriate to access a pharmacy.

NO	TITLE	ACTION
13	PHARMACEUTICAL CARE SERVICES REPORT 21/22 (CONT)	
	The Board were assured in relation to the delivery of the Pharmaceutical Care Services in Fife as outlined in the 2021/22 annual report.	
14	MINUTES OF GOVERNANCE COMMITTEES/LOCAL PARTNERSHIP FORUM/ ITEMS TO BE ESCALATED	
	Nicky Connor invited each of the Committee Chairs in turn to provide an update on items to be escalated to the Board.	
	Audit & Assurance Committee (A&A) – 14 September 2022 / 9 November 2022	
	Dave Dempsey had nothing to escalate from the September meeting. There was an issue with the November meeting not being quorate, concerns raised about rolling audit actions and the need to include information on changes made to reports between committee meetings and the IJB. Nicky Connor confirmed that this feedback is being looked at with a view to changes being made in future reports.	
	Finance, Performance & Scrutiny Committee (FP&S) – 16 September 2022 / 11 November 2022	
	Arlene Wood advised there were no items to escalate from recent FP&S meetings.	
	Quality & Communities Committee (Q&C) – 9 September 2022 / 8 November 2022	
	Sinead Braiden advised there were no items to escalate from Q&C meetings. The November meeting had a full agenda and was followed by a development session which included input from current and ex-service users and this will be followed up in future meetings.	
	Local Partnership Forum (LPF) – 21 September 2022	
	Fiona McKay advised that there were not items to escalate from recent LPF meeting.	
15	AOCB	
	Rosemary Liewald and Sinead Braiden both paid tribute to Christina Cooper and Martin Black and acknowledged their commitment over their time on the Board.	
	As the Chair had not been alerted prior to the meeting of any other business to be raised under this item, she closed the meeting by updating on the dates of the next meetings.	
16	DATES OF NEXT MEETINGS	
	IJB DEVELOPMENT SESSION – FRIDAY 9 DECEMBER 2022	
	INTEGRATION JOINT BOARD – FRIDAY 27 JANUARY 2023	