



Fife Health & Social Care Partnership

Supporting the people of Fife together

CONFIRMED MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) FRIDAY 28 JULY 2023 AT 10.00 AM

Present	Arlene Wood (AW) (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) – Alastair Grant (AG), Colin Grieve (CG), Sinead Braiden (SB) Chris McKenna (CM), Medical Director, NHS Fife Janette Keenan (JK), Director of Nursing, NHS Fife Wilma Brown (WB), 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
Professional Advisers	Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Deputy Medical Director Lynn Barker (LB), Director of Nursing
Attending	Lisa Cooper (LC), Head of Primary & Preventative Care 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 Elizabeth Butters, Alcohol & Drug Partnership 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

Arlene Wood, IJB Chair welcomed everyone to the Integration Joint Board and advised that this was a blended meeting with some members joining via Teams and others physically in Fife House.

Arlene Wood then went on to congratulate the following:-

Vicki Bennett who won The British Dietetic Association "Mary Turner" Award for Trade Union Representative of the Year 2023 in recognition of her Trade Union work across Fife

Simon Fevre who was recognised with a Fellowship, the British Dietetic Association's highest honour which was given in recognition of committed and inspirational service to the BDA and dietetic profession.

Claire Nisbet a Mental Health Officer Student who has passed her Mental Health Officer Award with Distinction at the University of Edinburgh

NO	TITLE	ACTION
	<p>Apologies had been received from John Kemp, Simon Fevre, Eleanor Haggett, Ian Dall, Nicky Connor, Joy Tomlinson, Chris Moir and Jennifer Rezendes.</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 that there was media attendance listening to proceedings.</p>	
2	DECLARATION OF MEMBERS' INTERESTS	
	<p>There were no declarations of interest.</p>	
3	MINUTES OF PREVIOUS MEETING & ACTION NOTE 26 MAY 2023	
	<p>The Minute and Action Note were both approved as accurate records.</p>	
4	CHIEF OFFICER UPDATE	
	<p>Arlene Wood handed over to Fiona McKay who provided an update whilst Nicky Connor takes a well-earned break. A Sway document had been circulated to IJB members the day before the Board meeting and included information on the NHS 75th birthday celebrations on 5 July 2023 at Queen Margaret Hospital (QMH) Dunfermline. Several members of the IJB were present at these celebrations.</p> <p>As part of the 75th celebrations Lynn Barker and colleagues attended a parliamentary reception in Edinburgh where guests included a former nurse from Fife who was working in the children's ward in 1948.</p> <p>The Sway also contained pictures from the Haven Garden at QMH which was previously only available to Palliative Care but is now open to all patients and visitors at QMH. Fiona also advised that Methilhaven Home residents moved into the new care home on 20 July. The move went well with residents and families impressed by their new home.</p>	
5	STRATEGIC PLANNING & DELIVERY	
	<p>Prior to discussion of these items Arlene Wood advised that at the drop-in session for IJB members on Wednesday 26 July 2023 questions had been raised around Directions relating to Strategies. Audrey Valente and Vanessa Salmond have agreed to look at this in more detail and feedback to IJB members on the overall need and use of Directions.</p>	
	5.1 Home First Strategy	
	<p>This report had been discussed at the Quality & Communities Committee (Q&C) on 30 June 2023, the Finance, Performance & Scrutiny Committee (FP&S) on 6 July 2023 and the Strategic Planning Group (SPG) on 11 July 2023. Arlene Wood introduced Lynne Garvey who outlined the development of the strategy, which covers all adults over 18, into the final version presented today. The Delivery Plan outlines the actions identified by the sub-groups and the key objective is to set up single points of access to allow for triage and care co-ordination. Seven Locality Action Plans are being developed, each based on the particular needs of their locality to ensure there is no disadvantage or discrimination and services are flexible enough to cope with the changing demographic in Fife.</p>	

NO	TITLE	ACTION
5	STRATEGIC PLANNING & DELIVERY (CONT)	
	Sinead Braiden, Chair of Q&C and Alastair Grant, Chair of FP&S were then asked to comment on discussions at their meeting before questions from Board members.	
	Sinead Braiden advised that Q&C members had questions around integrated IT, key performance indicators (KPI's) and the risk register, which they had received feedback on and they were content to remit the strategy to the IJB for approval.	
	Alastair Grant advised that FP&S members felt the report was exemplary, the KPI's had smart objectives and supported the strategy being approved by the IJB.	
	David Graham advised that the report was well received at the SPG meeting and they supported approval by the IJB.	
	Graeme Downie had raised questions in the recent drop-in session around technology and digital inclusion. Lynne Garvey agreed to pick these up with appropriate officers and feedback to IJB members.	
	The Board discussed and agreed the Home First Strategy and took assurance from the Home First Delivery Plan (Appendix 4) and Key Performance Indicators (Appendix 5) as the delivery arm of Home First which will form the basis for future reports to give updates on the delivery of the work. Members were also assured that the strategy has been reviewed from a performance and financial perspective through the Finance, Performance and Scrutiny Committee and that it has also been reviewed from a Quality and Communities perspective through the lens of delivering a quality service to the people of Fife.	LG
	The Chair advised the Directions policy is currently under review. At conclusion, members will be notified if a Direction is to be issued.	VS
	5.2 Carers Strategy	
	This report had been discussed at the Q&C Committee on 30 June, FP&S on 6 July and SPG on 11 July 2023. Arlene Wood introduced Fiona McKay who advised that a range of partners, including the Carers Strategy Group, have been actively involved in bringing this strategy together.	
	The updated strategy combines the previous youth and adult strategies which will assist when young carers transition to adult carers. The Community Chest Fund for Fife Carers is now open and a group has been set up to consider funding bids.	
	David Graham, Chair of SPG advised there was a good discussion of the report at the meeting and they were supportive of the strategy being approved by the IJB. Sinead Braiden, Chair of Q&C welcomed the priority work ongoing via The Well and participation and engagement to identify unpaid carers in Fife. The committee were supportive of the strategy.	
	Alastair Grant, Chair of FP&S advised they approved the level of risk in the strategy and were content to remit to the IJB for approval.	
	Discussion took place around the equalities assessment (EQIA) undertaken and the inequalities this highlighted. Fiona McKay advised that staff are working closely with appropriate organisations to address these.	

NO	TITLE	ACTION
5	STRATEGIC PLANNING & DELIVERY (CONT)	
	5.2 Carers Strategy (Cont)	
	<p>The Chair advised the Directions policy is currently under review. At conclusion, members will be notified if a Direction is to be issued.</p> <p>The Board noted and approved the Carers Strategy 2023 to 2026.</p>	VS
	5.3 Primary Care Strategy	
	<p>This report had been discussed at Q&C Committee on 30 June 2023, FP&S on 6 July 2023 and SPG on 11 July 2023. Arlene Wood introduced Lisa Cooper who advised this is an ambitious report which is the first to be completed in Scotland. The strategy has been through the governance committees who have been supportive. Lisa Cooper outlined the strategy, which will support primary care services going forward, it is aligned to the Strategic Plan and Workforce Strategy, and will assist in the recovery of primary care services and reduce inequalities in Fife.</p>	
	<p>There is an overarching Delivery Plan which has a strategic focus. A performance and assurance framework is being developed which will contain both qualitative and quantitative measures.</p>	
	<p>Sinead Braiden, Chair of Q&C, Alastair Grant, Chair of FP&S and David Graham, Chair of SPG advised the report had been discussed in detail at their meetings and fully supported remitting the Strategy to the IJB for approval.</p>	
	<p>Discussion took place around ambitions to retain staff within Primary Care, the forms of consultation which had taken place to influence the final Strategy and issues around property and capital spend, which are both the remit of the NHS not the partnership.</p>	
	<p>Following discussion, the Board approved the Draft Primary Care Strategy, agreeing it will support delivery of the partnership's Strategic Plan 2023-26 and the ambition for the <i>people of Fife to live independent and healthier lives</i> as well as supporting the focus of the strategy on the recovery, quality and sustainability of primary care services to ensure a resilient and thriving primary care is at the heart of our integrated health and social care system.</p>	
	<p>The Chair advised the Directions policy is currently under review. At conclusion, members will be notified if a Direction is to be issued.</p>	VS
	<p>The Board noted that a performance and assurance framework is being developed to monitor implementation and will form the basis of future reports for assurance and decision making.</p>	
6	LIVED EXPERIENCE & WELLBEING	
	6.1 Lived Experience	
	<p>Arlene Wood handed over to Lynn Barker who introduced a video entitled My Home from Home along with Lynne Garvey and Paul Dundas.</p>	
	<p>Lynn Barker thanked everyone involved in the making of the video which gave a flavour of the superb care provided in Fife's Care Homes. The video is being used by staff in the partnership to help patients and their</p>	

NO	TITLE	ACTION
6	LIVED EXPERIENCE & WELLBEING (CONT)	
	6.1 Lived Experience (Cont)	
	<p>families overcome reservations about moves into a care home and also assist them in making the appropriate choices at a difficult time.</p> <p>Arlene Wood thanked Lynn Barker, Lynne Garvey, Paul Dundas and all of those involved in the video. The Board acknowledged and appreciated the work undertaken by all Teams in the provision of Care Home services.</p>	
7	INTEGRATED PERFORMANCE	
	7.1 Finance Update	
	<p>This report had been discussed at the FP&S Committee on 6 July 2023. Arlene Wood introduced Audrey Valente who advised that the financial position (provisional outturn) as at 31 May 2023 is currently a deficit of £4.751m. Key areas of overspend include Hospital & Long-Term Care, GP Prescribing, Family Health Services, Adult Placements and Homecare. These overspends are offset by the underspends in Community Services, Older People Nursing & Residential and Adults Supported Living. The variation in GP Prescribing is a result of a significant increase in the cost per item which has risen from £10.05 to £10.76. 67% of previously agreed savings are on track to be delivered on time, the remainder may require up to £7m to be utilised from reserves going forward. A Recovery Plan paper will be brought to the September IJB meeting.</p> <p>Alastair Grant, Chair of FP&S advised his committee discussed the report in detail and were content for it to be remitted to the IJB for approval.</p> <p>Discussion took place around prescribing costs, the Recovery Plan and possible variances in budgets.</p> <p>The Board were assured that there is robust financial monitoring in place, approved the financial monitoring position as at May 2023 and the use of the reserves as at May 2023.</p>	AV
	7.2 Medium Term Financial Strategy – Progress Update	
	<p>This report had been discussed at the FP&S Committee on 6 July 2023. Arlene Wood introduced Audrey Valente who advised that the Senior Leadership Team (SLT) are meeting regularly to ensure a shared vision and leadership for this process. Business Cases will be brought to the November 2023 IJB meeting.</p> <p>Alastair Grant, Chair of FP&S Committee advised the committee had seen an earlier iteration of this report and welcomed the final version which was being presented.</p> <p>Audrey Valente advised that a new approach was being trialled, following an audit approach, on varying degrees of assurance being given in reports to committees and the Board.</p> <p>Discussion took place around the timing of Business Cases, the level of confidence and capacity to progress savings and the need to invest to allow transformation to continue at pace.</p>	AV

NO	TITLE	ACTION
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7 INTEGRATED PERFORMANCE (CONT)

7.2 Medium Term Financial Strategy – Progress Update (Cont)

The Board were content that assurance is provided on the work to support transformation, change and efficiency is being proactively progressed and the projected savings (utilising approved earmarked reserves) is within the parameters approved at the Integration Joint Board in March 2023. The Board were also assured that there is clarity on the opportunities which are being led operationally by the Director with oversight and assurance being given to the IJB through financial updates and that those that are strategic transformational change programmes which will be presented to the Integration Board as business cases for approval and direction in November 2023 as defined in this report.

All opportunities will have key stakeholder engagement to support whole system working and fulfil clinical and care, financial and staff governance requirements.

8 GOVERNANCE & OUTCOMES

8.1 IJB – Risk Appetite Statement

This report had been discussed at the Audit & Assurance Committee (A&A) on 28 June 2023, Q&C Committee on 30 June 2023 and FP&S Committee on 6 July 2023 as well as being part of the IJB Development Session in February 2023. Arlene Wood introduced Audrey Valente who explained that risk had been classified as per the agreed appetite and tolerances applied to create this statement. High risks have been further broken down.

Dave Dempsey, Chair of A&A and Sinead Braiden, Chair of Q&C both advised that their committee was happy for this to be approved by the IJB. Alastair Grant, Chair of FP&S advised his meeting had raised some queries where were responded to.

The Board approved the IJB Risk Appetite Statement.

9 LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS

9.1 Annual Performance Report 2022 to 2023

This report had been discussed at the Q&C Committee on 30 June 2023, FP&S Committee on 6 July 2023, the SPG on 11 July 2023 and the LPF on 26 July 2023. Arlene Wood introduced Fiona McKay who advised that this report must be submitted to Scottish Government by 31 July 2023. There has been a relatively quick turnaround for this report as the 2021-2022 report was submitted in November 2022 (deadline moved due to covid). Detailed discussion has taken place at SLT meetings to shape this report. Committee feedback has resulted in abbreviations and acronyms being reduced and the Board were advised that an Easy Read version will be produced in the near future.

Sinead Braiden, Chair of Q&C Committee, Alastair Grant, Chair of FP&S Committee and David Graham, Chair of SPG confirmed that the feedback from their meetings had been taken onboard in the final report and all three

NO	TITLE	ACTION
9	LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS (CONT)	
	9.1 Annual Performance Report 2022 to 2023 (Cont)	
	groups were content to remit the report to the IJB for approval. Fiona McKay confirmed the LPF were happy to remit the report to the IJB.	FM
	The Board welcomed the report which was well presented and easy to follow. Discussion took place around progress with MSG Indicators. Fiona McKay advised that the Performance Framework would be brought to the IJB Development Session in August 2023.	
	The Board approved the Annual Performance Report 2022 to 2023 with no further suggested changes.	
	9.2 Fife HSCP Whistleblowing Standards	
	This report had been discussed at the Audit & Assurance Committee on 28 June 2023 and the LPF on 26 July 2023. Arlene Wood introduced Roy Lawrence who advised that corporate partners had been part of the working group which collated this report. Fife Council and NHS Fife both have their own whistleblowing standards in place although the Council are currently working on a new policy. Once this has been agreed, the working group will look again at this. Regular reports will be brought to SLT, A&A, LPF and the IJB in the future.	
	Dave Dempsey, Chair of A&A Committee confirmed they welcomed the approach being taken.	
	The Board noted the requirements of Part 8 of the whistleblowing standards and the expectations this places on IJBs, took assurance that following assessment of the current approaches by Fife Council and NHS Fife, where possible, there is alignment of approaches between the two employers that meet the requirements of Part 8 of the Whistleblowing Standards and that there are actions outlined within the assessment section of this report that will further strengthen delivery of Part 8 of the standards. The Board also welcomed proposed enhanced reporting through IJB governance with quarterly reports on whistleblowing activity and progress of the working group actions to the Local Partnership Forum (with minutes reporting to the IJB) and Annual Reports to the Integration Joint Board and took assurance that the steps outlined address the requirement of the Internal Audit report.	
	9.3 Alcohol & Drug Partnership (ADP) Annual Report	
	This report had been discussed at the FP&S Committee on 6 July 2023. Arlene Wood introduced Fiona McKay who advised this report was in two parts, the Annual Report for the ADP and the Scottish Government annual survey. The Annual Report updated on work undertaken in 2022-2023 where significant investment has been made in residential rehabilitation working with Fife Council and the 3 rd Sector. Statistics on Drug Deaths will be produced in August 2023.	
	Alastair Grant, Chair of FP&S Committee updated on feedback from members of that committee, which included questions around the alcohol death information (from 2020), possible relaxation of the 1971 Drugs Act	

9 LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS (CONT)

and drug death figures in Fife compared to other areas. Elizabeth Butters advised that alcohol deaths are reported on a 3-year rolling average, but this was not done for 2021. Scottish Government are discussing levels of decriminalisation in an effort to reduce drug deaths.

Sinead Braiden raised the question of this report being brought to the Q&C Committee in future. Fiona McKay will clarify this.

Discussion took place around the information in the report and how this compared to the Scottish average for areas such as drug and alcohol related hospital admissions. Elizabeth Butters updated on work being undertaken on hospital liaison involving Addiction Services, Pharmacy and the 3rd Sector as an outreach approach. This is encouraging engagement with these services and will be rolled out to other areas in the future.

Alastair Grant asked about the non-provision of a residential rehab centre in Fife and Fiona McKay updated on the current provision which is supported by a 3rd Sector organisation.

Arlene Wood thanked Fiona McKay and Elizabeth Butters for this report and the Board approved the Fife ADP Annual Report 2022-2023.

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

Audit & Assurance Committee

Dave Dempsey had nothing to escalate to the Board. Dave advised that Tony Gaskin, Internal Auditor at NHS Fife has retired and he wished to acknowledge Tony's contribution to the Board over previous years.

Finance, Performance & Scrutiny Committee

Alastair Grant had nothing to escalate to the Board.

Quality & Communities Committee

Sinead Braiden wished to escalate a presentation which had been made to the Q&C Committee on the work undertaken on the new Care Home in Methil. This presentation was shared with the IJB. Fiona McKay advised the Nursery on site has been open for a period of time and care home residents moved in on 20 July 2023, which went well. There will be an official opening in September 2023 and details would be shared with Board members in due course.

Local Partnership Forum (LPF)

Fiona McKay advised that there was nothing to escalate but the meeting earlier this week had a full agenda with good discussion on all items.

Strategic Planning Group

David Graham had nothing to escalate to the Board.

11 AOCB

The meeting was closed by the Chair confirming dates of the next meetings.

12 DATES OF NEXT MEETINGS

IJB DEVELOPMENT SESSION – FRIDAY 25 AUGUST 2023

INTEGRATION JOINT BOARD – FRIDAY 29 SEPTEMBER 2023