



Fife Health & Social Care Partnership

Supporting the people of Fife together

UNCONFIRMED

MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD HELD VIRTUALLY ON FRIDAY 24 SEPTEMBER 2021 AT 10.00 AM

Present	Rosemary Liewald (RLi) (Chair) Christina Cooper (CC) (Vice Chair) Fife Council – Tim Brett (TBre), Dave Dempsey (DD), David Graham (DG), David J Ross (DJR) and Jan Wincott (JW) Chris McKenna (CM), NHS Fife Board Member (Executive Director) Medical Director NHS Fife Janette Owens (JO), NHS Fife Board Member (Executive Director), Director of Nursing, NHS Fife Ian Dall (ID), Service User Representative Kenny Murphy (KM), Third Sector Representative Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector 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 Lynn Barker (LB), Associate Director of Nursing Katherine Paramore (KP), Medical Representative
Attending	Bryan Davies (B), Head of Primary & Preventative Care Services Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Norma Aitken (NA), Head of Corporate Services Hazel Williamson (HW), Communications Officer Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO HEADING

ACTION

1 CHAIRPERSON'S WELCOME AND OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership Integration Joint Board and reminded Members of the protocol for the meeting.

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

It was noted that the meeting was not quorate due to a number of voting members who were unable to join the meeting. Norma Aitken confirmed that any decisions taken at today's meeting would need to be homologated at the IJB meeting on 22 October 2021, this was agreed by those present.

NA

2 CHIEF OFFICERS REPORT

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

2 CHIEF OFFICERS REPORT (Cont)

Nicky began by updating on recruitment to the Senior Leadership Team (SLT). Jane Brown has been appointed as Principal Social Work Officer and Roy Lawrence as Principal Lead for Organisational Development and Culture. Both will take up post during November 2021 and will be an asset to the Core SLT. Fuller information will be provided in due course.

Nicky then updated on the IJB Development Session which took place on Friday 10 September 2021 where full discussion took place on the Fife Immunisation Strategic Framework, Risk Appetite, Home First and the planning arrangements for the National Care Service (NCS) Consultation. The Immunisation Framework is on today's agenda for comment and approval. Risk Appetite will be discussed further at future Audit & Risk Committees and IJB meeting. Work is ongoing with Home First. The NCS Consultation is open from 9 August – 2 November 2021 and members are encouraged to respond in a personal capacity as well as inputting to the IJB response. This will be discussed at the IJB Development Session on Friday 8 October 2012.

A Covid and Remobilisation Update had been circulated to IJB members on Thursday afternoon, this was refreshed on Friday 24 September 2021 and members were encouraged to reread for full updates.

Chris McKenna began his update by thanking staff and recognising the pressure that all staff are currently working under, particularly in the last 3 or 4 weeks. These are exceptional circumstances and staff continue to provide services despite the challenges. GP's practices are currently operating at a 30% higher capacity than pre-covid, despite staffing challenges and having to maintain infection control procedures. Primary Care, Acute and Paediatric wards continue to be exceptionally busy as we head into winter.

Janette Owens gave an update on initiatives which are taking place to support staff which include enrolling more student nurses this year, offering Band 4 posts to graduating students, the recruitment of a number of admin staff to support senior nursing staff and recruitment more Healthcare Support Workers and Bank staff. An additional nursing post has been recruited to join the Care Home Liaison Team.

Janette and Lynne Garvey met a number of senior and lead nurses earlier this week to discuss the current challenges.

Discussion took place around the pressure on A&E and to what extent the public are following guidance on how they should access services. This requires a cultural change and constant communications are ongoing.

Bryan Davies advised that surveying of all GP practices has begun to provide an ongoing data set which should aid understanding of what the current situation is with service delivery. Support is being provided to all areas within Primary Care.

Discussion then took place around reducing waiting times, recruitment of additional staff and elective surgery.

NO	HEADING	ACTION
2	CHIEF OFFICERS REPORT (Cont)	
	<p>Fiona McKay updated that Tracy Harley has been appointment Service Manager for Participation and Engagement and a full programme of work is being worked up including restarting the Strategic Planning Group and work on the National Care Service Consultation. The Participation and Engagement Framework will be refreshed in the near future.</p>	
3	CONFIRMATION OF ATTENDANCE / APOLOGIES	
	<p>Apologies had been received from Martin Black, Fiona Grant, David Alexander, Helen Hellewell, Amanda Wong, Kathy Henwood, Steve Grimmond, Joy Tomlinson and Lynne Garvey.</p>	
4	DECLARATION OF MEMBERS' INTERESTS	
	<p>There were no declarations of interest.</p>	
5	MINUTES OF PREVIOUS MEETING 20 AUGUST 2021	
	<p>The Minute of the meeting held on Friday 20 August 2021 was approved.</p>	
6	MATTERS ARISING	
	<p>The Action Note from the meeting held on 20 August 2021 was approved.</p>	
7	FINANCE UPDATE	
	<p>The Chair introduced Audrey Valente who presented this report which had been discussed in depth at the Finance & Performance Committee (F&P) on 3 September 2021. IJB members had been invited to a drop-in session prior to the Board meeting where they were given the opportunity to discuss the reports on today's agenda in detail. Members agreed the drop-in session was helpful and encouraged others to attend.</p>	
	<p>The report detailed the financial position of the delegated and managed services based on 31 July 2021 financial information. The forecast deficit is £5.756m. It is expected that the costs of Covid-19 will be met in full through use of Reserves and further funding from Scottish Government.</p>	
	<p>The Senior Leadership Team continues to work on a Recovery Plan and progressing savings.</p>	
	<p>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 the report had been given significant scrutiny at the F&P Committee.</p>	
	<p>The Board considered the key actions and next steps and approved the Financial Monitoring Update as at July 2021. This decision will be homologated at the IJB meeting on Friday 22 October 2021.</p>	

NO HEADING**ACTION****8 IJB STRATEGIC RISK REGISTER**

This report had been discussed at the Audit & Risk Committee (A&R) on 15 September 2021. The Chair introduced Audrey Valente who presented this report. The Risk Register is being refreshed and highlights the risks which the partnership must manage. The updated Register will be brought back to a future A&R meeting prior to coming to an IJB meeting.

The Board noted the process of the review of the Register and that the revised Register will be reported to the next Audit & Risk Committee.

9 FLU VACCINATION COVID VACCINATION TRANCHE 2 PLAN DELIVERY

This report was discussed at the Clinical & Care Governance Committee (C&CG) on 8 September 2021 and the IJB Development Session on 10 September 2021. The Chair introduced Bryan Davies who presented this report.

The transition of the Immunisation Programme to the partnership is now complete and weekly meetings are being held to focus on the three workstreams. The Project Management Office is overseeing the programme and Lisa Cooper is Immunisation Programme Director.

Tranche 1 of the programme officially ends on 30 September 2021 with some work still needed to complete it.

New guidance from the Joint Committee on Vaccination and Immunisation (JCVI) has been received on vaccinations for 12-16 year olds and delivery of the preferred model for these. This will be clinic based initially with publicity via the internet and social media. Mop up sessions will be via schools later in the process.

Planning for Tranche 2 is well advanced and both of the vaccinations (flu and covid booster) will give given in a single appointment. There must be at least six months from the second covid vaccination to the booster appointment. Work will begin with priority cohorts, as with the initial covid vaccination programme.

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

Communications are being currently being collated for residents over 80 years old, who will be first to receive flu/booster jabs via their GP surgery or another local venue.

Lynn Barker praised the immunisation workforce who are an excellent example of staff going above and beyond to provide a service.

The Board discussed the report in anticipation of the full delivery plan being presented.

NO HEADING**ACTION****10 FIFE IMMUNISATION STRATEGIC FRAMEWORK – 2021-2024**

The Chair introduced Bryan Davies who presented this report which had been discussed at the Clinical & Care Governance Committee on 8 September 2021 and the IJB Development Session on 10 September 2021.

The Director of H&SC and Director of Public Health commissioned an independent review of immunisation in Fife earlier in 2021. The review resulted in the Strategic Framework, an Action Plan and Direction. Leadership, Governance and Planning where the three main areas covered in the review.

The key staff roles had been shared with IJB members at the Development Session on Friday 10 September 2021.

Through implementation of the strategy, we aim to:

- Protect the people of Fife from vaccine preventable disease by maximising uptake across all immunisation programmes;
- Contribute towards improved wellbeing and reducing health inequalities;
- Ensure immunisation services are safe, effective and of a consistent high quality;
- Raise people's awareness of the public health benefits and people's trust in vaccinations.

To realise our vision and ambitions four priorities for action have been identified:

- Optimise immunisation coverage ensuring equitable access for all eligible groups.
- Enhance the monitoring & evaluation of immunisation programmes.
- Support & empower a sustainable skilled workforce to deliver safe and effective immunisation services.
- Community engagement and promotion.

Nicky Connor then covered the Direction which was to be issued to NHS Fife in connection with the Framework including the functions covered, the budget allocated and performance monitoring arrangements.

The Chair then invited Tim Brett, Chair of C&CG to comment on discussions at the Committee before questions from Board Members. Tim confirmed that the C&CG discussed the report on length prior to agreeing that the IJB should approve it.

The Board approved the Framework. This decision will be homologated at the IJB meeting on Friday 22 October 2021.

NO	HEADING	ACTION
11	JOINT INSPECTION OF ADULT SUPPORT AND PROTECTION INSPECTION – FINAL REPORT	
	This had been discussed at a previous Development Session and the Chair introduced Fiona McKay who presented this report.	
	The Care Inspectorate / Healthcare Improvement Scotland Joint Inspection of Adult Support and Protection was completing during August 2021 and this report outlines the findings from the inspection. The inspection has shown Fife H&SC to be an exemplar.	
	There are a number of strengths outlined in the report as well as several priority areas for improvement which will form the basis of an Action Plan. This will be brought to the appropriate governance committees.	
	Discussion took place around the positive outcome of the inspection, how to strengthen support and the provision of care plans for adults. Praise was expressed for all involved in the inspection process.	
	The Report was presented for awareness and discussion.	
12	MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM AND ITEMS TO BE ESCALATED	
	The Chair asked Tim Brett, David Graham, Dave Dempsey and Nicky Connor for any items from governance committees / Local Partnership Forum that they wish to escalate to the IJB.	
	Tim Brett – Clinical & Care Governance Committee (C&CG) – 4 August 2021 (Confirmed)	
	Tim wished to highlight the Mental Welfare Commission Authority to Discharge report and the helpful update provide by Helen Hellewell on GP Clusters.	
	The committee met again on 8 September 2021 and the minute of the meeting will be brought to the next IJB meeting.	
	David Graham – Finance & Performance Committees (F&P) – 13 August 2021 (Confirmed) and 3 September 2021 (Unconfirmed)	
	David did not require to escalate items to the IJB from the meeting on 13 August 2021. He wished to highlight that secondary reports had been requested on CAMHS and Psychological Therapies to allow F&P to undertake a deeper dive into these areas.	
	At the meeting on 3 September 2021 the committee was given an up to date position on Care Home Replacement and the pressures within Care at Home.	
	Dave Dempsey – Audit & Risk Committee (A&R) – 9 July 2021 (Confirmed)	
	Dave confirmed that there were no items to escalate from this meeting.	

NO HEADING**ACTION****12 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM AND ITEMS TO BE ESCALATED (Cont)****Local Partnership Forum (LPF) – 11 August 2021 (Unconfirmed)**

Simon Fevre confirmed that robust discussions had taken place on staffing issues within the partnership, NHS Fife and Fife Council. Management and the trade unions are working collaboratively to ensure safe staffing levels and support throughout the currently situation.

The staff portal, which will allow front line staff to book their flu jab and covid booster has been set up and is being widely publicised.

The iMatter survey closed on Monday 20 September 2021 and to date the partnership has had a 61% return rate, some paper-based returns have still to be collated so this percentage may rise slightly. The final report is due to be published at the end of October 2021 and will be shared with the LPF.

13 AOCB

As the Chair had not been advised of any other business to be raised under this item there was nothing to report.

14 DATES OF NEXT MEETINGS

IJB Development Session – Friday 8 October 2021 at 9.30 am

IJB Meeting – Friday 22 October 2021 at 10.00 am

DR