



Fife Health & Social Care Partnership

Supporting the people of Fife together

CONFIRMED MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) – WEDNESDAY 4 DECEMBER 2024 AT 10.00AM

Present:	<p>David Ross (DR) (Chair) Arlene Wood (AW) (Vice-Chair) Fife Council – David Alexander (DA), Dave Dempsey (DD), Rosemary Liewald (RLie), Mary Bain-Lockhart (MBL) and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK), Sinead Braiden (SB) Chris McKenna (CMcK), Medical Director, NHS Fife Debbie Fyfe (DF), Joint Trade Union Secretary Janette Keenan (JK), Nurse Director, NHS Fife Kenny McCallum (KMcC), Staff Representative, Fife Council Kenny Murphy (KM), Third Sector Representative Lynne Parsons (LP), Employee Director, NHS Fife Morna Fleming (MF), Carer Representative</p>
Professional Advisers:	<p>Lynne Garvey (LG), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Fiona McKay (FMcK), Head of Strategic Planning & Commissioning Helen Hellewell (HH), Deputy Medical Director, NHS Fife James Ross (JR), Chief Social Work Officer, Fife Council</p>
Attending:	<p>Aileen Boags, Lead Pharmacist, NHS Fife Cara Forrester (CF), Communications Advisor Chris Conroy (CC), Head of Community Care Services Clare Gibb (CG), External Communications Advisor Dafydd McIntosh (DMc), Organisational Wellbeing & Culture Specialist Jillian Torrens (JT), Head of Complex & Critical Care Services Jennifer Rezendes (JR), Principal Social Work Officer Lesley Gauld (LGau), Team Manager, Fife HSCP Lisa Cooper (LC), Head of Primary & Preventative Care Services Roy Lawrence (RLaw), Principal Lead for Organisational Development & Culture Vanessa Salmond (VS), Head of Corporate Services Gemma Reid (GR), H&SC Co-ordinator (Minute)</p>

	TITLE	ACTION
1	CHAIRPERSON’S WELCOME / OPENING REMARKS / APOLOGIES	

	<p>David Ross, incoming Chair of the Integration Joint Board (IJB) welcomed everyone to the meeting and gave his thanks to Arlene Wood for her work as Chair and for her support as Vice-Chair of the IJB going forward.</p> <p>David acknowledged the appointment of Lynne Garvey as Director of Fife HSCP & Chief Officer of the IJB as of 4th November 2024 and recognised that this was Lynne's first IJB meeting as Director of Fife HSCP & Chief Officer of the IJB.</p> <p>Acknowledgement and well wishes were also given to Fiona McKay as she retires from the Fife Health and Social Care Partnership in December after 38 years in Health and Social Care, with David giving his thanks on behalf of the Integration Joint Board for Fiona's work during her time as Interim Chief Officer of the IJB.</p> <p>David advised that apologies had been received from Jacqueline Drummond, Fiona Forrest, Hazel Close, Lynn Barker, Lynn Mowatt, Paul Dundas, Margaret Kennedy, Amanda Wong and Joy Tomlinson.</p> <p>Those present were reminded that they should mute their mobile phones for the duration of the meeting and mute their microphone when not talking and in an effort to keep to our timings for this meeting, all questions and responses should be as succinct as possible.</p> <p>David advised members that a recording pen was in use at the meeting to assist with Minute taking and the media have been invited to listen in to proceedings.</p> <p>Members were advised that the Scottish Government Climate Change Report was submitted to Scottish Government following positive voting by members.</p> <p>Some IT issues were identified, with limitations to the sound for those joining the meeting remotely. It was decided to progress with the meeting, whilst doing all we could to mitigate these sound issues for members.</p>	
2	<p>DECLARATION OF MEMBERS' INTERESTS</p> <p>There were no declarations of interest highlighted.</p>	
3	<p>MINUTES OF PREVIOUS MEETING & ACTION NOTE 27 SEPTEMBER 2024</p> <p>Dave Dempsey questioned if we had received a response from Partners as per Action 2. Audrey Valente advised that no response had been forthcoming as yet.</p> <p>The Minute and Action Note from the meeting held on Friday 27 September 2024 were then both approved as an accurate record.</p>	
4	<p>CHIEF OFFICER UPDATE</p> <p>Lynne Garvey began her update by expressing her delight, honour and privilege at being appointed as Director of the Partnership and Chief Officer of the IJB. Lynne acknowledged the previous work of Nicky Connor and Fiona McKay, advising members that she is excited to take the strategic direction forward and highlighting the main focus as being the increasing financial challenge, however stressed that she is working hard with the Senior Leadership Team to implement an accountability framework to mitigate the overspend. Lynne noted that staff had been asked for suggestions to support with the Recovery Plan and SLT were</p>	

	<p>linking in with all staff who had provided input in order to take these suggestions forward.</p> <p>Lynne highlighted the Locality Planning Event, held at the Rothes Halls in November which was very well attended by a wide range of stakeholders and partners.</p> <p>Lynne acknowledged a busy month and advised that she has taken 10 papers into Committees since being in post, however, has been encouraged by the full support from partners, the Executive teams in both Fife Council and NHS Fife throughout. Lynne gave her thanks to all involved for the very much appreciated support.</p> <p>Lynne paid recognition to staff within services, acknowledging the difficult times with financial pressures and remobilisation, highlighting that staff have showed great resilience throughout.</p> <p>Lynne gave her appreciation to Jennifer Rezendes for her contribution to Social Work, as she departs the Partnership in December, acknowledging the immense achievements made during her time in post.</p> <p>Lynne also highlighted that this was Fiona McKay's last IJB, giving her grateful thanks to Fiona for her outstanding contribution to Health and Social Care over the last 38 years, acknowledging the support Fiona provided in aiding her transition into the role as Chief Officer and Director of the HSCP and wishing her very best wishes in her retirement.</p> <p>Lynne concluded her Chief Officer update by wishing everyone a Merry Christmas and advising that she was looking forward to working through the challenges together in 2025.</p> <p>Colin Grieve asked if Fife HSCP had linked in with Ben Hannan in relation to the staff suggestions process.</p> <p>Lynne confirmed that Ben had been extremely supportive during the process.</p>	
<p>5</p>	<p>COMMITTEE CHAIR ASSURANCE REPORTS</p> <p>David Ross welcomed Vanessa Salmond who introduced the reports and confirmed that all statements had been signed off by current Chairs.</p> <p>Vanessa Salmond advised that these reports were being presented to enhance Governance arrangements by providing assurance to the IJB on Committee Business, noting that agreement on the principles of these reports had been discussed at the Audit and Assurance Committee on 15 November 2024, the Finance, Performance and Scrutiny Committee on 12 November 2024, the Quality and Communities Committee on 8 November 2024 and the Strategic Planning Group on 7 November 2024.</p> <p>David Ross then invited Committee Chairs to comment in turn before opening to questions from Board members.</p> <p>Dave Dempsey, Chair of the Audit and Assurance Committee highlighted page 19, paragraph 5 – items to be escalated. Dave requested that action is required to scrutinise how risk scores are tracked and asked for a specific Development Session to be arranged to focus solely on Governance. Vanessa Salmond</p>	

	<p>advised that the Development Session on 18th December is to be cancelled however the next sessions main topics will include the Integration Scheme and Financial Regulations with a date to follow.</p> <p>Arlene Wood expressed her concern regarding escalation around risk. Audrey Valente proposed to meet with Avril Sweeney and Chairs/Leads of Committee to progress a risk review.</p> <p>Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee confirmed that additional committees were taking place, and the Committee will escalate any concerns to the Board.</p> <p>Sinead Braiden, Chair of the Quality and Communities Committee had nothing to escalate from Committee but noted that the Risk Score from demographic and changing landscapes has increased from 16 to 20 in light of the current significant financial pressures.</p> <p>Roy Lawrence Acting Chair of the Strategic Planning Group welcomed Arlene Wood as the new Chair of Strategic Planning Group and advised that they are in the process of setting out a plan to refresh the forward approach of the group, with Arlene meeting with all members and Development Session is planned in January.</p> <p>The Board were assured that the Governance Committees are discharging their functions and remit and escalating any issues appropriately.</p>	<p>VS</p> <p>AV</p>
<p>6</p>	<p>STRATEGIC PLANNING & DELIVERY</p> <p>6.1 Winter Planning 2024-25</p> <p>This report was discussed at the Quality and Communities Committee on 8 November 2024, the Local Partnership Forum on 12 November 2024 and the Finance, Performance & Scrutiny Committee on 12 November 2024.</p> <p>David Ross introduced Lynne Garvey and Lyndsey Dunn who presented this report.</p> <p>Lyndsey Dunn, Clinical Services Manager for Integrated Discharge Teams, District Nursing and Specialist Services presented the salient points from the report, highlighting the significant increase in people requiring support to return home or to a homely setting. Lyndsey acknowledged that the paper was a collaborative piece of work to support with Winter Pressures. Lyndsey highlighted that in terms of local benchmarking, Fife are placed in the top 25% of best performing Local Authority areas, whilst noting that the financial challenges and ongoing recovery plan may pose difficulty in sustaining this level of performance moving forward.</p> <p>David Ross then invited Committee Chairs to comment in turn before opening to questions from Board members.</p> <p>Sinead Braiden, Chair of the Quality and Communities Committee advised that committee were assured by comprehensive actions detailed in report around preparedness for winter pressures.</p> <p>Kenny McCallum, Chair of the Local Partnership Forum was assured by the report and had nothing to note.</p>	

Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee commended the report and the ongoing work taking place.

Arlene Wood commended a really comprehensive report, whilst questioning what level of confidence there was that whole system plan will enable us to manage seasonal pressures around surge and queried the Red Cross model, having previously understood there was no funding.

Lynne Garvey noted a low level of confidence based on the recovery actions but stressed that we have a clear escalation process in place. Lynne acknowledged the widely reported pressures at the Victoria Hospital, Kirkcaldy, highlighting how difficult it is for acute services currently and how we are stepping up to support, despite being unable to commission like we normally would. In response to the Red Cross model, Lynne highlighted that the qualitative data from people in receipt of this care is excellent, noting that whilst this is an expensive model to run, we are looking at an alternative in using the Red Cross model as an alternative to assessment beds.

Chris McKenna highlighted that what we do in Fife is hard to replicate elsewhere in terms of collaborative working, acknowledging pressures within all areas where he is supporting clinically in over pressurised areas such as the Victoria Hospital. Chris noted that the way through is effective daily communication, thinking agile, looking at what we can do differently and acting in best interest of patients and colleagues on the ground delivering services. Chris concluded by noting that whilst this will not be an easy winter, he is reassured by relationships that we have in Fife.

David Ross acknowledged efforts of staff at this difficult time.

Lynne Garvey acknowledged the efforts of all and noted that whilst we prioritise acute hospitals, we also have critical unmet need in the community which is equally as important.

Rosemary Liewald gave thanks for report, noting that whilst it doesn't make for pleasant reading it is candid and what we need to see and asked Lynne for an update on mobilisation, recruitment and retention.

Lynne Garvey highlighted that retention has improved, with Jillian Torrens reporting 35 Newly Qualified Practitioners going into our Mental Health wards. Lynne noted that our professional groups are leading on deploying staff into stretched areas, but this is proving difficult currently. Staff suggestions coming forward are for example printing, travel and heating and buildings costs which are making a difference in terms of non-critical spend.

Mary Lockhart queried whether we have a method of monitoring the impact on patients in relation to what has been implemented so far. Mary complimented the coordination of the Discharge Hub at the Victoria Hospital, however highlighted that transport may have an impact on discharge. Mary also questioned whether there has been any obvious impact on absence and sickness within NHS and Community Care.

Lyndsey Dunn acknowledged the transport issue highlighting that teams are pressurised and to coordinate a discharge is huge amount of work, however we are working towards planned date of discharge to ensure transport aligns.

	<p>Lyndsey advised there was no exact figure for staffing absence, noting that she was not aware of any concerns relating to staff absence.</p> <p>Dave Dempsey highlighted that the general media are portraying the Scotland-wide situation, noting Fife appear to be in a much better position and questioned if we should be reporting on this. Lynne acknowledged this fact and contemplated a briefing on how we are performing and promoting the positives, however noted there are also issues within the overall health and social care car system, therefore caution must be exercised around sensitivity of these issues. David Ross advised that he has referenced this in his Leaders' Report going to the Fife Council full meeting.</p> <p>Janette Keenan commented that the overall recruitment was 159 nurses this year, this reflecting graduations after Covid but next year we anticipate issues with recruitment. Learning Disability nursing is seeing reduced recruitment, with universities seeing a 23% attrition rate. In January Healthcare Improvement Scotland (HIS) will be carrying out Safe Delivery of Care inspections in Mental Health hospitals. Janette concluded by noting the vast amount of work going on to ensure staff are supported but acknowledged challenging times.</p> <p>Lisa Cooper responded to Cllr Mary Lockhart around measuring impact and performance, highlighting that frequent meetings are taking place to understand flow and impact on people, along with verification meetings to look at patient journeys through the system to ensure care in the right place at the right time.</p> <p>Morna Fleming noted her disappointment to hear patients are stuck in Victoria Hospital due to transport issues, highlighting volunteer transport services which used to be part of local churches, suggesting that in the worst-case scenario a taxi should be organised.</p> <p>Lyndsey Dunn responded noting that not all patients are able to go in a taxi, with some of our more venerable patients requiring an ambulance due to complex needs, with requirement for a chaperone or medical support.</p> <p>Lynne Garvey noted that in Victoria Hospital they know early on when there are transport issues however many patients need 2-man crews to get home safely, but these crews are bringing patients into hospital during emergencies. Lynne highlighted that we also use Alliance ambulances and WVRS transport where possible, and do not solely rely on SAS.</p> <p>Lynne reminded the IJB that the previously approved repurposing of 2 wards is positively progressing with NHS Fife, giving assurance that this transformational work is progressing into the new year.</p> <p>The Board were assured that actions and escalations are in place whilst noting significant pressures on the system.</p>	
<p>7</p>	<p>LIVED EXPERIENCE & WELLBEING</p> <p>7.1 Lived Experience – Nathan’s Journey: Independent Living in a Homely Setting</p> <p>David Ross advised that given the time and IT issues, the video will be emailed to members.</p>	<p>GR</p>

INTEGRATED PERFORMANCE

8.1 Finance Update

This report was discussed at the Local Partnership Forum on 12 November 2024 and the Finance Performance and Scrutiny Committee on 12 November 2024.

David Ross introduced Audrey Valente, Chief Finance Officer who presented the report.

Audrey Valente presented the salient points from the report, providing the projected outturn position based on information to the end of September, highlighting a £27.108m overspend which is a movement of £5.5m from the July position reported.

The overspend is attributable to five main areas – commissioned additional packages of care, a reduction in savings deliverable, additional staffing and agency costs, increased GP prescribing and funding reduction from Scottish Government, specifically in relation to mental health.

Audrey noted that there remain reserves of £4.8m however these are below policy minimum and are committed for local and national priorities e.g. analogue to digital platforms.

£27m of savings are projected to be delivered by the end of the financial year which is 69% of the £39m approved in March when setting the budget.

Audrey noted that the Recovery Plan approved at the October Extraordinary IJB aims to deliver up to £13m of the agreed recovery actions, however delivery of some of these actions is proving challenging due to whole system pressures.

Audrey stressed that we continue to ensure people are cared for in the right place and as close to a homely setting as possible.

Audrey advised the Board that we are not reflecting recovery actions in the report due to the timing of approval and awaiting management information to allow an evidence-based projection but noted that savings from recovery actions are unlikely to be at the levels expected. Audrey provided assurance that regular reports will be provided to the IJB with Alastair Grant confirming that we are increasing the frequency of the Finance, Performance and Scrutiny Committee to allow additional scrutiny of the financial position.

David Ross invited Committee Chairs to comment on discussions at Committees before opening to questions from Board members.

Kenny McCallum, Chair of the Local Partnership Forum acknowledged the challenges and advised that members are engaging weekly in an attempt to support the recovery plan in the best way possible and are hoping to see improvements in the next couple of months.

Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee acknowledged the financial position, confirming increased scrutiny in the hope that if the position doesn't get better, it won't get worse.

Arlene Wood, Vice-Chair commended a comprehensive report however, expressed concerns that we are in the last quarter of the year, and we are still unclear what the recovery plan will deliver. Arlene sought clarification on what the

<p>regular reporting to IJB will look like. Arlene also queried the additional £3m in relation to National Care Home Contract Rates and Fife Council pay rises.</p> <p>Audrey confirmed that we are reporting through Finance, Performance and Scrutiny on a 4-weekly basis, and she will think about how to inform the IJB if there is movement in the wrong direction. Audrey will discuss the best way to report this with Vanessa Salmond.</p> <p>Audrey confirmed that funding will be coming for the pay award, but we are still unsure if this meets the full gap, advising that no funding has been identified for the uplift in relation to the National Care Home Contract Rate so this will add to the reported overspend.</p> <p>Rosemary Liewald noted that Audrey had mentioned the huge impact of agency spend (over £1m) and queried whether if using bank instead of Agency will reduce cost. Audrey confirmed this is the current model in operation.</p> <p>Janette Keenan responded highlighting the huge amount of work which has been carried out around supplementary staffing, noting very minimal spend on agency staffing. Janette acknowledged that bank is slightly different, noting these are our own staff but we are trying to do more around grip and control, also acknowledging that bank has no overheads like agency does. Janette highlighted that the reduction in agency will be evident in the financial reports going forward for the rest of the year.</p> <p>Audrey highlighted lots of good work happening in health, noting that the additional spend is in relation to Council agency costs but we are hoping to see an improvement in this to ensure consistency across the Partnership.</p> <p>John Kemp asked if we had any estimate of how much we will deliver in the remaining months of this financial year.</p> <p>Audrey responded, noting that we are positive around the areas of Mobilisation of Workforce and Respite and there should be savings in relation to these, but highlighted that the Care Home recovery action is unlikely to see savings. Audrey confirmed that funding from our NHS partner will be reflected in the report to the next IJB, however was unsure if this will be the full £1.2m reported.</p> <p>The Board noted the report and were assured that steps continue to be taken by Officers to consider options and opportunities to improve the financial position during the remainder of 2024-25 as part of the Financial Recovery Plan process, as outlined in section 8 of the Finance Update Appendix 1.</p>	<p style="text-align: right;">AV / VS</p>
<p>8.2 SLA Budget Transfer</p> <p>This report was discussed at the Finance, Performance and Scrutiny Committee on 12 November 2024.</p> <p>David Ross introduced Audrey Valente who presented this report.</p> <p>Audrey began her report by stating that we are requesting the IJB to approve the transfer of budget from health retained to health delegated budget. To clarify,</p>	

these are essentially payments by NHS Fife to other healthcare providers for Fife patients being treated in their Board area.

The paper identifies the current financial challenges associated with this budget but recognises improvements and benefits to be made by transferring this budget to the IJB and whilst recognising the additional financial burden this transfer creates, the Integration Scheme clearly identifies these costs as being delegated to the IJB.

Audrey noted that although we are unlikely to deliver improvements this financial year, there is a high level of confidence that the cost pressure can be reduced in future years noting that this year, as a result of this transfer, we are transferring a £2.7m cost pressure to the IJB. Audrey further explained that £2m has been identified in the budget, and therefore by taking the budget across to the IJB the projected outturn will increase by £700,000

David Ross invited Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee to comment on discussions at the Committee before opening to questions from Board members.

Alastair noted that the Committee recognised the need for the transfer as a delegated service.

Dave Dempsey noted that the function is delegated and therefore all we are doing is bringing budget in line with how it should have been. Audrey reiterated the financial pressure this brings and noted that we need to follow the Governance route correctly, hence why this paper is being presented to the IJB.

Arlene Wood requested that in future more detail is required around what this money is being spent on.

The Board approved the transfer of the £5.5m budget in relation to payments to other healthcare providers for Fife patients treated in their Board. This transfer will be backdated to April 2024.

8.3 Pharmaceutical Care Services Report 2023-24

This report was discussed at the Quality and Communities Committee on 8 November 2024.

David Ross introduced Aileen Boags who presented this report

Aileen presented salient points from the report, noting that the aim of the paper is to identify any unmet need and required improvements, stating that the paper is being brought to the IJB to offer significant assurance prior to publication of the final report. Aileen noted that the final report will be made available on the website.

As part of this year's review, Aileen recognised the excellent support received from the HSCP Participation and Engagement Team in supporting a survey, with 270 responses from the public which the highest public response rate seen to date.

Aileen highlighted the most notable change in 2023/24 was between June 2023 and November 2023, when one large pharmacy group exited the UK market. However, all contracts in Fife were taken over and existing service provision was

	<p>maintained, noting a quicker expansion than anticipated which provides greater access to pharmacy services to the people of Fife.</p> <p>Aileen noted some key facts from the report survey around travel between home and community pharmacies. The survey identified an increase in prescriptions dispensed from the 86 pharmacies across Fife, in comparison to the previous financial year. For 2023/24, 75% of smoking cessation attempts came from the community pharmacy stop smoking service, with 53% in the most deprived data zones. Aileen also highlighted 2 uses of emergency Naloxone which supported mitigation of drug deaths.</p> <p>Aileen concluded her report by noting the ongoing service improvement work with community pharmacies to ensure consistent and high-quality care and noted that no unmet need had been identified across Community Pharmacy Services in Fife throughout this reporting period.</p> <p>David Ross invited Sinead Braiden, Chair of Quality and Communities Committee to comment on discussions at the Committee before opening to questions from Board members.</p> <p>Sinead confirmed that Committee had discussed and were assured by the report.</p> <p>Rosemary Liewald commended the report detail and questioned how NHS are supporting the expansion of Pharmacy First Plus, requesting an update on the progress with this. Rosemary commented that emergency Naloxone provision is clearly working and hoping to expand across whole of the KY area.</p> <p>Aileen confirmed that we continue to expand Pharmacy First Plus and are now at 31 pharmacies, noting that we are seeing an increase every 6 months in participation, and we continue to support independent prescribers with education and training.</p> <p>Rosemary queried the return of medication to local pharmacies and noted that these can't be reused, questioning if there will be any change to this. Aileen confirmed that the issue is around storage once medicine has left a pharmacy, and this is a National issue with no influence at local level.</p> <p>Alastair Grant highlighted the lengthy process to obtain Community Pharmacies, with ongoing battles to obtain community pharmacies in Freuchie, Saline and Burntisland.</p> <p>Lisa Cooper welcomed this report and highlighted a high-profile medicine wastage programme, requesting IJB support with this.</p> <p>David Alexander requested information around a Community Pharmacy in Windygates. Lisa Cooper confirmed that she will address this offline, with Aileen confirming the enquiry had been passed to Primary Care colleagues. Vanessa Salmond intervened, advising that this issue should be addressed outwith the Board meeting.</p> <p>The Board is assured of the current position and that the full report has been discussed at the Quality and Communities Committee for assurance to the IJB.</p>	
<p>9</p>	<p>GOVERNANCE & OUTCOMES</p> <p>9.1 Directions Tracker</p>	

	<p>This report was discussed at the Finance, Performance and Scrutiny Committee on 12 November 2024.</p> <p>David Ross introduced Vanessa Salmond who presented this report.</p> <p>Vanessa began her report by advising that this paper was being presented to the Board to provide an update on the current status of the 2 open Directions, noting that the paper has been revised following in depth discussions at the Finance, Performance and Scrutiny Committee around differing interpretation of the status as detailed in Appendix1.</p> <p>Vanessa confirmed that appropriate actions are being taken, namely the development and approval of a Recovery Plan and a formal letter to partners to seek additional funding. Vanessa assured members that the position is being monitored closely.</p> <p>Dave Dempsey noted that he does not take assurance as he is unclear of where the responsibility lies.</p> <p>Vanessa confirmed that the paper provides assurance of actions as per section 8 of the Integration Scheme.</p> <p>Audrey Valente highlighted good discussions at the Audit and Assurance Committee, and a plan to cover this in more detail at a Development Session.</p> <p>David Ross invited Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee to comment on discussions at the Committee before opening to questions from Board members.</p> <p>Alastair confirmed a previous agreement to amend the wording regarding delivery outcomes taking place, but not saying resources are allocated.</p> <p>Arlene Wood commented that she was unclear what we are directing partners to do, querying if this is the only 2 Directions we have, given we have 9 supporting strategies with delivery plans.</p> <p>Vanessa confirmed that the paper provides the Board with an update where we are in respect of the 2 open Directions.</p> <p>Lynne Garvey commented that we required a renewed focus to strengthen the use of directions.</p> <p>Audrey confirmed that we are on a journey when it comes to Directions, agreeing that a Development Session, focused on this and Financial Governance was required.</p> <p>The Board noted the current status of the open Directions as per Appendix1 and were assured that appropriate governance arrangements are being advanced as per the requirements of the Integration Scheme, with a Development Session to follow.</p>	<p>VS</p> <p>VS</p>
<p>10</p>	<p>LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS</p> <p>10.1 Armed Forces Covenant Duty</p>	

	<p>This report was discussed at the Strategic Planning Group on 7 November 2024 and the Quality & Communities Committee on 8 November 2024.</p> <p>David Ross introduced Fiona McKay and Lesley Gauld who presented the report and shared a PowerPoint presentation highlighting the work of the Fife AFC working group and our commitments for 2025. Fiona confirmed that the Annual Report will be brought to the IJB in December 2025, led by Jillian Torrens as the new Lead for the Armed Forces Covenant Duty going forward.</p> <p>David Ross then invited in turn Roy Lawrence Acting Chair of the Strategic Planning Group and Sinead Braiden, Chair of the Quality and Communities Committee to comment on discussions at the Committees before opening to questions from Board members.</p> <p>Roy confirmed that the Strategic Planning Group are very supportive of this work. Sinead had nothing to add from Committee.</p> <p>Rosemary thanked Fiona for the report and asked if we had a link with the Veterans First Point team at Lochore. Fiona advised that they are part of the working group and have been fully involved, confirming that Veterans Point is funded by the HSCP.</p> <p>Arlene Wood thanked Fiona for a helpful presentation, noting that going forward it would be helpful to see some outcome measures as part of the report. Arlene noted that feedback from lived experience and specifics around education, housing services and access to healthcare would be valuable and requested a measures framework linking into this piece of work. Fiona advised this can be done. Lesley will pick this up and ensure this comes forward in the next report.</p> <p>Mary Lockhart welcomed the report and requested the age demographic of the individuals who are in touch with the Group. Fiona advised we have a veterans point at Victoria Hospital, Kirkcaldy and we are seeing wide range of age demographics and we strive to ensure we service the whole population.</p> <p>The Board note the content of this Update Report, particularly the progress made over the last year, and were assured that the Health and Social Care Partnership is meeting its statutory requirements under the Armed Forces Covenant Duty.</p> <p>The Integration Joint Board approved this final draft of the Update Report for 2024.</p>	FMcK/LGau
	<p>10.2 Adult Protection Report (Social Work/Social Care)</p> <p>This report was discussed at the Quality and Communities Committee on 8 November 2024.</p> <p>David Ross introduced Jillian Torrens who presented this report.</p> <p>Jillian began her report by advising that the paper is being presented alongside the annual report to offer assurance that the HSCP are fulfilling their statutory duties in terms of Adult Support and Protection legislation. The paper sets out information in relation to local procedures, with a huge focus on raising awareness of adult support and protection, working with health colleagues and external agencies.</p>	

Jillian drew the Board’s attention to section 3.3 – statistics in relation to adult support and protection activity, which shows an increase in referrals and the subsequent work involved.

Jillian highlighted the major work which has been carried out around audit, looking at improving practice and learning from audit detail, and ensuring that we are linking in with national forums and Care Inspectorate.

David Ross then invited Sinead Braiden, Chair of the Quality and Communities Committee to comment on discussions at the Committee before opening to questions from Board members.

Sinead confirmed that the Committee were assured by the report after detailed discussions.

The Board were assured that Adult Support and Protection activity is being robustly monitored, with ongoing improvement actions identified.

10.3 Workforce Report incorporating:-

- **Workforce Year 2 Annual Report 2023-24**
- **Year 3 Action Plan 2024-25**
- **Whistleblowing Report 2023-34**

This report has been discussed at the Strategic Planning Group on 7 November 2024, the Quality and Communities Committee on 8 November 2024, the Local Partnership Forum on 12 November 2024, and the Finance, Performance and Scrutiny Committee on 12 November 2024.

David Ross introduced Roy Lawrence who presented the report.

Roy firstly thanked the workforce for their commitment in the most challenging of times, and all who have supported the production and delivery of these reports highlighting collaborative working across the whole Partnership. Roy also thanked the Committees for the feedback on these reports whilst en-route to the IJB, highlighting that any changes as a result of this feedback are noted on pages 190-191.

Roy advised that the 4 reports are being presented as appendices, highlighting that over the last year we have been through an internal audit with all recommendations met as well as a Workforce Strategic Risk deep dive in collaboration with the Local Partnership Forum.

Roy noted that the deep dive highlighted significant internal and external factors which are impacting on our workforce, with the financial position limiting recruitment and impacting on staff wellbeing, resilience and retention.

Roy noted that over the last year the IJB had endorsed the Wellbeing and Equality, Diversity and Inclusion action plans and highlighted the first Annual Whistleblowing Report, confirming the group meet regularly around challenges.

David Ross then invited Committee Chairs to comment in turn before opening to questions from Board members.

Sinead Braiden, Chair of the Quality and Communities Committee stated that members had commended the report and supported its progression to the IJB.

	<p>Kenny McCallum, Chair of the Local Partnership Forum confirmed they were content with the report after full scrutiny at Committee.</p> <p>Alastair Grant, Chair of the Finance, Performance and Scrutiny Committee supported the onward progression to the IJB.</p> <p>Lynne Parsons commended on the comprehensive report and gave thanks for the work undertaken to take forward the Whistleblowing objectives, noting the progress made in this area.</p> <p>Chris McKenna highlighted required changes to the report and will pick this up with Roy offline.</p> <p>David Ross highlighted the hugely important work and commended the report.</p> <p>The Board were assured that the Partnership's performance is delivering real progress in a range of areas related to our ability to Plan for, Attract, Employ, Train and Nurture our existing and future workforce, endorsing the SBAR and Reports attached and agreed that they support the IJB to mitigate the workforce challenges faced by the Partnership.</p>	RL
11	<p>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP</p> <p>The minutes of the following Governance Committees were provided for information:</p> <ul style="list-style-type: none"> • Audit and Assurance Committee – 13 September 2024 • Finance, Performance & Scrutiny – 11 September 2024 • Quality & Communities Committee – 4 September 2024 • Local Partnership Forum – 10 September 2024 • Strategic Planning Group – 5 September 2024 <p>David Ross requested that any queries on the above are directed to the Committee Chair due to timescales.</p>	
12	<p>AOCB</p> <p>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 the Chair confirming the dates of the next meetings.</p>	
13	<p>DATE OF NEXT MEETINGS</p> <p style="text-align: center;">IJB DEVELOPMENT SESSION – rescheduled date TBC</p> <p style="text-align: center;">INTEGRATION JOINT BOARD – WEDNESDAY 29 JANUARY 2025</p>	VS / GR