



# 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 27 SEPTEMBER 2024 AT 10.00 AM

### Present:

Arlene Wood (AW), Chair  
David Ross (DR), Vice-Chair  
Fife Council – David Alexander (DA), Dave Dempsey (DD), Rosemary Liewald (RLie), Lynn Mowatt (LM), Mary Lockhart (ML) 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  
Amanda Wong (AW), Associate Director, Allied Health Professionals  
Debbie Fyfe (DF), Joint Trade Union Secretary  
Ian Dall (ID), Service User Representative  
Kenny Murphy (KM), Third Sector Representative  
Lynne Parsons (LP), Employee Director, NHS Fife  
Morna Fleming (MF), Carer Representative  
Paul Dundas (PD), Independent Sector Representative

### Professional Advisers:

Fiona McKay (FC), Interim Director of Health and Social Care/Chief Officer  
Audrey Valente (AV), Chief Finance Officer  
Helen Hellewell (HH), Deputy Medical Director, NHS Fife  
Jacqueline Drummond (JD), Consultant Forensic Psychiatrist  
James Ross (JR), Chief Social Work Officer, Fife Council

### Attending:

Avril Sweeney (AS), Risk Compliance Manager  
Cara Forrester (CF), Communications Advisor  
Clare Gibb (CG), External Communications Advisor  
Eileen Rowand (ER), Executive Director Finance & Corporate  
Fiona Forrest (FF), Director of Pharmacy & Medicines  
Jillian Torrens (JT), Head of Complex & Critical Care Services  
Jennifer Rezendes (JR), Principal Social Work Officer  
Lisa Cooper (LC), Head of Primary & Preventative Care Services  
Louise Radcliffe (LR), Organisational Development & Culture Specialist  
Lynda Reid-Fowler (LRF), Policy Coordinator  
Margo McGurk (MM), Director of Finance & Strategy  
Roy Lawrence (RLaw), Principal Lead for Organisational Development & Culture  
Tracy Hogg (TH), Finance Business Partner  
Vanessa Salmond (VS), Head of Corporate Services  
Gemma Reid (GR), H&SC Co-ordinator (Minute)

	TITLE	ACTION
1	<p><b>CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES</b></p> <p>Arlene Wood, IJB Chair welcomed everyone to the Integration Joint Board and advised that apologies had been received from Lynne Garvey, Janette Keenan, Margaret Kennedy and Joy Tomlinson.</p> <p>Arlene acknowledged the appointment of Lynne Garvey as Director of Fife Health and Social Care Partnership and Chief Officer as of 4<sup>th</sup> November 2024.</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>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>Arlene thanked Fiona McKay for the IJB update newsletter provided via SWAY.</p>	
2	<p><b>DECLARATION OF MEMBERS' INTERESTS</b></p> <p>There were no declarations of interest highlighted.</p>	
3	<p><b>MINUTES OF PREVIOUS MEETING &amp; ACTION NOTE 26 JULY 2024</b></p> <p>Dave Dempsey highlighted the survey which was circulated regarding the preferred format of IJB meetings. Vanessa Salmond advised that the majority had voted to continue meetings in a blended fashion.</p> <p>Arlene Wood highlighted one outstanding item on the action note in relation to the Ministerial Strategic Group, with a deadline of end September. Fiona McKay advised she will be bringing a joint report and taking this through Finance, Performance and Scrutiny.</p> <p>The Minute and Action Note were then both approved as an accurate record.</p>	FMcK / VS
4	<p><b>CHIEF OFFICER UPDATE</b></p> <p>Fiona McKay began her update by welcoming James Ross, Chief Social Work Officer to the meeting. Fiona extended her thanks to Arlene Wood as this was her last IJB meeting as Chair and welcomed David Ross as the incoming Chair. Going forward, Arlene will take up the post of Vice-Chair of the IJB and Chair of the Strategic Planning Group.</p> <p>Fiona recognised the full agenda and highlighted the SWAY which was an update on the work of colleagues across the sector, noted the Cabinet Secretary visit.</p> <p>Fiona acknowledged the difficult decisions that members were being asked to make and reminded all of the need to consider and embrace change. Fiona highlighted that this would be her last formal IJB as Chief Officer and thanked everyone for their support during her time in post.</p>	
5	<p><b>COMMITTEE CHAIR ASSURANCE REPORTS</b></p>	

	<p>Arlene Wood 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 were discussed at the Quality and Communities Committee on 4 September 2024, the Strategic Planning Group on 5 September 2024, the Finance, Performance &amp; Scrutiny Committee on 11 September 2024 and the Audit &amp; Assurance Committee on 13 September 2024</p> <p>Arlene Wood introduced Vanessa Salmond who presented the reports and confirmed that all statements had been signed off by current Chairs</p> <p>Arlene Wood then invited in turn Dave Dempsey, Chair of the Audit and Assurance Committee, Alastair Grant, Chair of the Finance, Performance &amp; Scrutiny Committee, Sinead Braiden, Chair of the Quality &amp; Communities Committee and Roy Lawrence, Interim Chair of the Strategic Planning Group. All agreed that the reports were helpful summaries.</p> <p><b>The Board were assured that the Governance Committees are discharging their functions and remit and escalating any issues appropriately.</b></p>	
<p><b>6</b></p>	<p><b>STRATEGIC PLANNING &amp; DELIVERY</b></p> <p><b>6.1 Prevention and Early Intervention Strategy</b></p> <p>This report was discussed at the Quality and Communities Committee on 4 September 2024, the Strategic Planning Group on 5 September 2024, the Local Partnership Forum on 10 September 2024 and the Finance, Performance &amp; Scrutiny Committee on 11 September 2024.</p> <p>Arlene Wood introduced Lisa Cooper who presented this report.</p> <p>Lisa Cooper advised that this report was being brought to the Board for decision and noted that this follows a two-year programme of work designed with wide stakeholder engagement and within a whole system approach. Nationally this is a key strategic driver for change through Public Health priorities. The Board’s attention was drawn to Appendix 2, the High-Level Delivery Plan. Lisa advised she has received helpful feedback from stakeholders and noted that financial constraints are recognised, we need to be ambitious to shift the balance of care and she is confident that Prevention and Early Intervention will enable this. Lisa and her team are working with localities to agree plans for delivery and noted through the discovery phase that this is the first Prevention and Early Intervention Strategy within a Health and Social Care Partnership, which is an achievement to be celebrated. Lisa Cooper concluded by thanking everyone for their contribution.</p> <p>Arlene Wood then invited Committee Chairs to comment in turn.</p> <p>Sinead Braiden, Chair of the Quality &amp; Communities Committee commended the report and supported its submission to the IJB.</p> <p>Roy Lawrence, Interim Chair of the Strategic Planning Group commended the vast amount of work that has gone into the report but highlighted that the Committee recognised the current financial challenges, which may prove to be a barrier in driving the actions forward.</p>	

<p>Debbie Fyfe provided feedback in the absence of Kenny McCallum and confirmed the LPF were supportive of the strategy.</p> <p>Alastair Grant, Chair of Finance, Performance &amp; Scrutiny Committee supported the progression of the strategy to the IJB and commended the work carried out to produce but recognised that financial constraints may make it difficult to progress.</p> <p>Kenny Murphy questioned if directions would be forthcoming as the action plan is developed. Vanessa Salmond confirmed that we will be clear on what partners are being asked to deliver. Audrey Valente acknowledged tough decisions and the existing spend on Prevention and Early Intervention and highlighted the need to ensure that we are spending this in the correct places, confirming this will be reviewed.</p> <p>Arlene Wood highlighted the need for prioritisation of strategies for delivery, being cognisant of the current financial situation.</p> <p>Morna Fleming thanked Lisa for including her request for transition on becoming a carer within the report, noting that on page 28 of the report, the 4<sup>th</sup> column of the table is missing “and future needs”. Lisa apologised and confirmed that this would be updated.</p> <p>Morna Fleming highlighted the top 10 causes of ill health and noted there was no reference to obesity. Lisa Cooper recognised this and confirmed this will come forward through the year one action plan. Paul Dundas gave his thanks to Lisa and highlighted his concerns regarding delivery due to financial constraints, and whilst supporting we need to consider the action plan and decisions around the recovery plan.</p> <p>Rosemary Liewald commended the report, highlighting it was one of the most well laid out, precise reports the Board have received, and she was pleased to see a locality approach.</p> <p>Jennifer Rezendes welcomed the increase of 22% in referrals from the social work contact centre.</p> <p>Chris McKenna noted the challenges in relation to increasing demand for healthcare due to increasing ill health, demographic and decreasing life expectancy. Financial constraints are recognised but highlighted that we need to do more for the long term aims of population health, highlighted that screening is an important part of prevention and detection. Lisa Cooper agreed with this critical intervention and gave assurance that it will form part of the year one action plan and will come forward in the annual report. Chris McKenna questioned whether we could use this strategy to aid the uptake of screening and Lisa Cooper gave assurance that this will be built into the delivery plan.</p> <p>Arlene Wood noted that the delivery plan is quite high level. Lisa Cooper confirmed that a more detailed delivery plan is to be developed. Lisa confirmed that Prevention and Early Intervention is working in partnership with other strategies and is not a standalone strategy.</p> <p>Fiona McKay highlighted an annual locality event in the Rothes Halls on 5<sup>th</sup> November 2024 and the IJB were encouraged to attend. It was requested a hold to be put in diaries.</p>	<p>LC</p>
	<p>LC</p>
	<p>GR</p>

	<p>Arlene Wood thanked Lisa Cooper and her team for the significant amount of work that had gone into producing this report.</p> <p><b>The Board approved the Prevention and Early Intervention Strategy and took significant assurance.</b></p>	
7	<p><b>LIVED EXPERIENCE &amp; WELLBEING</b></p> <p><b>7.1 Lived Experience – Cardiac Care in the Community</b></p> <p>Arlene Wood introduced Helen Hellewell who presented the Lived Experience video, highlighting the important work of the Cardiac Care in the Community team.</p> <p>Arlene Wood requested that Helen pass on thanks to the team, highlighting that patient stories are important to the work of the Integration Joint Board.</p>	
8	<p><b>INTEGRATED PERFORMANCE</b></p> <p><b>8.1 Fife IJB Draft Audited Annual Accounts for Financial Year to March 2024.</b></p> <p>This report was discussed at the the Audit &amp; Assurance Committee on 13 September 2024.</p> <p>Arlene Wood introduced Audrey Valente who presented the report highlighting that Chris Brown, External Auditor is unavailable, and Audrey will give a brief summary of the report, outlining the current financial status.</p> <p>The annual accounts presented an overspend of £5.5m after the use of £12m reserves. The balance of £5.5m is met by Partners as per the Integration Scheme.</p> <p>Audrey Valente presented the salient points from the annual audit report which confirmed that the IJB has appropriate administrative processes in place with no significant weaknesses. Audrey drew the Board’s attention to page 139, highlighting the financial sustainability of the IJB which is at significant risk from 24/25 onwards, and reminded those present that we are facing a challenging financial position</p> <p>Arlene Wood invited Dave Dempsey, Chair of the Audit &amp; Assurance Committee to comment on discussions at the Committee before questions from Board members. Dave noted that the wider scope audit is a useful summary, highlighting the graph on page 142 showing how the deficit evolved during year, with Appendix 3 on page 169 looking forward.</p> <p>Morna Fleming welcomed the mention of the Carer’s Strategy, highlighting that the Carer’s Survey demonstrates a low level of feeling of support amongst carers. Audrey Valente noted a significant investment in carers of over £6m and brought in Fiona McKay who acknowledged the results from the Carer’s Survey were lower than expected. Fiona confirmed there is a huge amount of work happening on this and that we are starting to see progress.</p> <p>Morna highlighted the Plan for Fife and queried to what extent staff changes during the pandemic had been retained. She recalls staff being nimble with their work patterns during the pandemic, changing their work patterns due to service closures and responding to needs in other areas. Morna queried if this has been</p>	

developed as opposed to reverting to pre-pandemic ways of working. Fiona McKay advised that transformation work has allowed us to think differently around the deployment of staff, with staff embracing new ways of working aligned to the Digital Strategy.

Arlene Wood acknowledged the unqualified audit report and requested confirmation that lessons learned, and recommendations would be presented to the Audit and Assurance Committee. Audrey Valente provided this assurance.

**The Board noted the IJB’s audited Annual Accounts and External Annual Audit Report and approved and signed off the audited Annual Accounts.**

**8.2 Finance Update**

This report was discussed at the Finance, Performance & Scrutiny Committee on 11 September 2024 and the IJB Development Session on 17 September 2024, which had a focus on financial recovery.

Arlene Wood introduced Audrey Valente who presented this report.

Audrey Valente advised that whilst she would present the report, her Senior Leadership Team colleagues would also support this agenda item.

Audrey began her report by noting the challenging financial position, noting a projected overspend of £21.5m, highlighting that whilst not ideal this is an improved movement from the May position, and mainly reflects the delivery of the May savings. The savings being reported are £28m of the £39m which was approved at the IJB in March 2024. Audrey confirmed the £28m is what we are projecting to be saved by the end of the current financial year, noting that although this is ambitious, the Senior Leadership Team will endeavour to deliver the stretched targets. Reserves were depleted at the end of the last financial year, with only a balance of circa £4.5m remaining for specific local and national priorities. A recovery plan of £13.5m is being brought forward, identifying where actions are delivered currently and where in-year only. The aim is to bring the budget back in line by March 2025, although realistic timescales are likely to see full delivery into the next financial year. Audrey highlighted that essential spend only has been instructed.

Audrey highlighted the importance of the Third and Independent Sector and recognised the impact of the recovery plan on these areas. Audrey confirmed to Paul Dundas and Kenny Murphy that she will work in partnership to ensure an equitable approach, and they will be fully involved throughout the process.

Audrey highlighted the need to progress as quickly as possible with the recovery plan in order to bring the budget back in line by the end of the financial year.

Fiona McKay gave her thanks to Audrey. Fiona noted that she appreciates that this is not a good position, and we are clear to partners that this financial position is not acceptable. Whilst considering the recovery plan our priority is always to keep people safe and mitigate risk.

Fiona highlighted the in-year savings, the budget of over £700m and noted that the £12m we are asking for is less than 2% of this budget. Fiona proposed a Wellbeing Working Group, looking at the short-term plan to change and mitigate risks and stressed that nobody will be left at risk from the work that we do.

**FMcK**

Helen Hellewell highlighted the need to mitigate risks to the people of Fife and provided assurance that there will be good clinical oversight, and we will remain agile in our decision making.

Audrey Valente introduced members of the Senior Leadership Team who, in turn, provided assurances that they are working collectively and collegiately to mitigate risks and consequences across the wider system, with the people of Fife at the centre of any decisions.

Fiona McKay concluded by giving her commitment to the people of Fife to deliver the recovery plan safely.

Arlene Wood acknowledged the difficult decisions and invited views from IJB members. Chris McKenna, Medical Director highlighted that Janette Keenan was not in attendance and that she had no prior oversight of the plan due to absence. Chris recognised that the proposals would impact the nursing workforce and therefore it is vital that the Director of Nursing has her view heard. Whilst recognising action is required, Chris noted that he struggles to support what is described in the paper, confirming that whilst he supports the direction of travel, he needs assurance around clinical risk and mitigations and cannot endorse without further detail. Chris confirmed that he is committed to working with the Senior Leadership Team to ensure the proposals are safe and achievable.

Arlene Wood then sought a view from Amanda Wong who noted that whilst she understands the financial position, there is not enough information to make an informed decision, considering the risks to patient safety and quality of care. Amanda is also happy to work with the Senior Leadership Team to move forward.

Arlene Wood then took questions from the Board.

Sam Steele highlighted the transformation of urgent care services proposal and highlighted that out of 8 Scottish Cities, Dunfermline is the only one without an A&E, noting that services should be added and not removed. Sam's opinion is that the proposal is not acceptable, and she cannot support.

Dave Dempsey highlighted that in his opinion the first 3 proposals detailed within the recovery plan go against the principles of the IJB. He noted that the directions in their current format are not satisfactory and require to be refined.

David Ross acknowledged the focus on in-year recovery but stressed that we must not lose focus of the longer-term plan to put us in a more favourable position moving forward, highlighting the importance of recruitment and retention of staff in order to reduce agency spend. The respite reduction from 6 to 3 weeks is considerable and he would like assurance this will be flexible, taking into consideration the knock-on effect to the Independent and Third Sector. David stressed that we need to recognise the timescales, find solutions and move forward.

Lynne Parsons confirmed that she had discussed the paper with the Joint Trade Union Secretary for Fife Council and whilst she is committed to working in partnership, she cannot support the paper as it stands as she is not assured by the current detail of the paper. Lynne read out a joint statement prepared on behalf of the Joint Trade Union Secretaries. To summarise the statement, there were concerns around staff redeployment on a voluntary basis and what the plan

will be if nobody volunteers. Lynne highlighted that Staffside would expect deeper engagement in plans.

Debbie Fyfe noted that a special Local Partnership Forum offered by Fiona McKay to go through the finer details would be welcomed, noting that a respite reduction will impact carers. Debbie questioned the £5m savings for redeployment and queried where this figure came from. Debbie doesn't feel that this has been a partnership approach.

Paul Dundas thanked the Senior Leadership Team and Director for their communications. He noted his concerns within the Independent Sector around loss of staff and the re-recruitment risk should care packages be reduced due to a reduction in income to commissioned services, which would also have an impact on the income of staff involved. Inevitably the large sums noted within the in-year budget could result in redundancies for external commissioned employers. Paul noted that Fife have been successful in the last few years through collaboration to attract and retain staff and there is a risk of losing this successful track record.

Paul also noted the risk to international employees, with any changes to their contracts impacting on their visa eligibility.

Kenny Murphy stated that the paper lacks detail, so it is difficult to be supportive at this stage, noting that funding is reducing in the third sector. Recruitment and retention are also a major issue with job security poor. Kenny highlighted the reduction in volunteering since the pandemic and noted that the Partnership had previously recovered £1m from Third Sector and hopes further savings will be minimised going forward.

John Kemp noted the need to agree the plan in principle with further work on detail due to timescales and feels that the recovery plan needs to be agreed wider with NHS and Local Authority partners.

Morna Fleming highlighted the respite proposals and sought assurance that as partners in care, decisions on reduction are done in collaboration with families. The formation of a Wellbeing Working Group is welcome. Morna requested assurance that Carers Act funded social work assistants are not part of the general social work activity and are ring fenced for a particular job, not absorbed into the general social work workforce.

James Ross highlighted that postponing decision-making today is negligent due to the current financial position.

Rosemary Liewald highlighted her serious concerns with the entirety of the paper, noting that a reduction in care packages being described within the paper as "a deterioration in service" is concerning. Rosemary recognised that respite provision reduction will have a huge impact. Whilst Rosemary recognises the work of Audrey and her team, she has huge concerns with the current proposals.

Dave Alexander questioned what happens if we don't vote today and highlighted that if we don't take difficult decisions today, we will need to take horrendous decisions next year, feeling that partners could have supported more.

Alastair Grant noted that greater risk and impact needs to be assessed as detail is missing, whilst recognising that steps need to be taken towards recovery.



Arlene Wood then summarised the discussions, recognising the pressure the Senior Leadership Team are under in pulling these plans together, whilst noting that the IJB has a responsibility to produce a recovery plan to provide to partners. Whilst Arlene acknowledged the work of the team, noted the pressure and timescales for the team to produce a recovery plan and also that she has trust in the team to make considered, safe recovery plans, she is hearing concerns around risk and collaboration and a general feeling that the Board are not fully supportive of the plan but are supportive of approving the direction of travel in principle, with partnership working and stakeholder involvement forthcoming.

Audrey Valente thanked everyone for their comments and reiterated the need to make difficult decisions, whilst recognising these decisions have impacts. Audrey confirmed that the risk impacts were approved in March, highlighting her concerns around timescales and noting that the longer this goes on, the 2% savings will increase and delivery will be less likely by year end. Audrey recognised that we are not going to balance by end of year and proposed that we write to partners to seek additional funding. Audrey welcomed the formation of a Wellbeing Working Group.

**AV**

Fiona McKay confirmed that she will take on board everyone's comments and issues raised, confirming a Wellbeing Group will be established to look at further detail not noted in the finance paper. Fiona highlighted the transformation programme but acknowledged this is not enough and keeping people safe is a priority.

**FMcK**

### **Recommendation**

The Board: -

- Noted the content of the report including the overall projected financial position for delegated services for 2024-25 financial year as at 31 July 2024 as outlined in Appendices 1-4 of the report.
- Noted 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 Appendix1, detailed plan at Appendix 5.
- Approved the financial monitoring position as at July 2024.
- Requested that Audrey Valente refine the direction before it can be formally approved and issued.
- The recovery plan was approved by Alastair Grant, Dave Dempsey and Sinead Braiden. All other voting members voted against the proposals outlined within the report as they stand, and therefore as the majority did not approve due to concerns, the Board would present modified recommendations today to avoid further delays.

**AV**

There was a 10-minute adjournment before modified recommendations were proposed by the Chief Officer and Chief Finance Officer, as follows.

Modified recommendations –

- Formally approve the recovery plan in principle as a direction of travel, noting the ongoing work and governance that will follow on to ensure safe and effective delivery of services to the people of Fife, subject to further

	<p>detailed discussion at pace with clinical advisors, staff, Trade Unions and Independent/Third Sector and further impact of assessment undertaken via a Wellbeing Working Group. All voting members agreed, with the exception of Chris McKenna and Lynne Parsons and therefore a majority was reached.</p> <ul style="list-style-type: none"> <li>Formally write to partners as per integration scheme 8.2.3 to advise a balanced budget is unlikely to be reached and to seek additional funding. All voting members agreed</li> <li>Agree an extraordinary Finance, Performance and Scrutiny meeting and Extraordinary IJB in October to discuss the single item. All voting members agreed.</li> </ul>	<p>AV</p> <p>AV</p>
	<p><b>8.3 Performance Report – Executive Summary</b></p> <p>This report was discussed at the Finance, Performance &amp; Scrutiny Committee on 11 September 2024.</p> <p>Arlene Wood introduced Fiona McKay who presented this report and started by giving her thanks to the IJB who have supported this work. Fiona highlighted the START programme which is working well in the community and meeting targets. It was highlighted that drug and alcohol waiting times are back in line and Fiona thanked addiction services and the Partnership for their support with this. CAMHS &amp; Psychiatry are closely monitored, Fiona confirmed we will continue with enhanced scrutiny and a fuller report on this will be brought forward at the next Finance, Performance &amp; Scrutiny Committee. Fiona McKay discussed nursing and residential concern and noted a large spike in people going into care homes, confirming we are working with the Red Cross to support people at home with overnight care.</p> <p>Arlene Wood invited Alastair Grant, Chair of Finance, Performance &amp; Scrutiny Committee to comment on discussions at the Committee who confirmed that the Committee were assured that work is progressing to achieve the agreed outcomes.</p> <p>Rosemary Liewald noted that the KY5 drop in is no longer situated at the Lochgelly Centre, and now at the Maxwell Centre in Cowdenbeath which is apt given the Cowdenbeath figures are the highest across Fife. Fiona McKay highlighted that there is a proposal to open one in Glenrothes.</p> <p><b>The Board were assured of the performance and that the full report had been discussed at the Finance, Performance &amp; Scrutiny Committee.</b></p>	
<p>9</p>	<p><b>GOVERNANCE &amp; OUTCOMES</b></p> <p><b>9.1 Quality &amp; Communities Committee Revised ToR</b></p> <p>This revision was discussed at the Quality &amp; Communities Committee on 5 July 2024, with the Committee content to remit to the IJB for formal approval.</p> <p>Arlene Wood introduced Dr Helen Hellewell who presented this report.</p> <p>Dr Hellewell noted the continued focus on governance arrangements to ensure fit for purpose and highlighted that Diagram 1 will be changed prior to publication to ensure it is in accessible format.</p>	<p>HH</p>

	<p><b>The Board formally approved the revised ToRs for the Quality &amp; Communities Committee.</b></p>	
	<p><b>9.2 Membership Update</b></p> <p>Arlene Wood introduced Vanessa Salmond who presented this report.</p> <p>Vanessa thanked Arlene for her contribution and highlighted an error in the paper. Sam Steele is standing down from Audit &amp; Assurance and not Finance, Performance &amp; Scrutiny. Vanessa confirmed the paper would be updated.</p> <p>There was much discussion around the proposed amendment of IJB dates going forward, in particular the transition from Fridays to Wednesdays, and the absence of member consultation prior to this paper being brought forward. Vanessa confirmed that time constraints did not allow for prior discussion around dates.</p> <p>Colin Grieve shared concerns regarding NHS Board meetings being the day prior to the IJB. Vanessa explained reporting timescales and that there is little fluidity on dates due to these timescales, but that dates would be reviewed. Arlene Wood stressed to members that delays to papers need to be minimised due to these tight timescales.</p> <p><b>The Board:-</b></p> <ul style="list-style-type: none"> <li>• <b>Noted the member transitions as detailed at paragraph 2.3.</b></li> <li>• <b>Formally recorded thanks and welcomed new members to the Board.</b></li> <li>• <b>Approved (with action to review dates) the revised Board dates to accommodate members availability, noting Board and Development Sessions will be scheduled for a Wednesday.</b></li> </ul>	<p><b>VS</b></p> <p><b>VS/GR</b></p>
	<p><b>9.3 Professional Assurance Framework</b></p> <p>This report was discussed at the Quality &amp; Communities Committee on 4 September 2024 and the Local Partnership Forum on 10 September 2024.</p> <p>Arlene Wood introduced Jennifer Rezendes who presented the paper, noting that the paper aims to provide the governance and assurance routes that she is proposing for the delegated Social Work and Social Care pathway. Jennifer advised that in the absence of a national framework this document will provide assurance to the Chief Social Worker on the professional practices, and she will report back into the Governance Committees.</p> <p>Arlene Wood invited Sinead Braiden, Chair of the Quality &amp; Communities Committee to comment on discussions from the Committee, who confirmed that the committee welcomed the report and are looking forward to seeing work progressing. Kenny McCallum, Chair of the Local Partnership Forum was not in attendance to comment on discussions.</p> <p>Arlene Wood congratulated Jennifer Rezendes on an excellent piece of work which she suggests should be published. Rosemary Liewald also commended the paper. Jennifer confirmed that she has shared the paper with other local authorities and Social Work Scotland who may wish to take it forward.</p> <p><b>The Social Work and Social Care Professional Assurance Report and Framework were approved by the Integration Joint Board.</b></p>	

	<p><b>9.4 Scheme of Delegation Update: Resilience &amp; Business Continuity</b></p> <p>This report relates to one specific action identified within the Fife IJB Resilience and Business Continuity Planning Arrangements Audit Report. The full audit report was previously presented to the Audit and Assurance Committee in May 2024.</p> <p>Arlene Wood introduced Vanessa Salmond who presented this report and highlighted an addition to the Scheme of Delegation to reflect the IJB becoming Category 1 responders and advised that a review of the full scheme of delegation is scheduled for 2025.</p> <p>Dave Dempsey, Chair of the Audit &amp; Assurance Committee confirmed there were no issues raised at the Committee.</p> <p><b>The Board formally agreed the proposed amendments to the Scheme of Delegation at Appendix A.</b></p>	
<p><b>10</b></p>	<p><b>LEGISLATIVE REQUIREMENTS &amp; ANNUAL REPORTS</b></p> <p><b>10.1 IJB/HSCP Resilience Annual Report</b></p> <p>This report was discussed at the Quality &amp; Communities Committee on 4 September 2024.</p> <p>Arlene Wood introduced Avril Sweeney who presented the report and highlighted that key points are the duties IJB holds as a Category 1 responder. Avril confirmed the group is led by the Head of Community Care Services.</p> <p>Avril drew the Board’s attention to the workplans within appendices and confirmed that an internal audit had been carried out with the report providing a reasonable level of assurance that the IJB are meeting their duties as Category 1 responders.</p> <p>Sinead Braiden, Chair of Quality &amp; Communities confirmed there were no issues raised at the Committee.</p> <p>Arlene Wood commended an excellent paper and welcomed the pro-active approach taken.</p> <p><b>Board Members were assured of the significant steps which have been undertaken by the Health and Social Care Partnership to ensure that the IJB can fulfil their duties as Category 1 responders.</b></p>	
	<p><b>10.2 Records Management Annual Report</b></p> <p>This report was discussed at the discussed at the Audit and Assurance Committee on 13 September 2024.</p> <p>Arlene Wood introduced Audrey Valente who presented this report</p> <p>Audrey brought in Avril Sweeney who she acknowledged had carried out much of the work on this report.</p> <p>Avril noted that the report details the original plan agreed in 2019 and the action plan extended to 2024, highlighting that it sets out 14 elements of the plan and assessment criteria. Avril confirmed that all 14 elements of the records</p>	

	<p>management plan have been agreed by the keeper as being green and assurance was given that we will continue to submit annual progress reports.</p> <p>Dave Dempsey, Chair of Audit &amp; Assurance confirmed there were no issues raised at the Committee.</p> <p><b>The Board were assured of the current position.</b></p>	
	<p><b>10.3 Equality, Diversity &amp; Inclusion Action Plan</b></p> <p>This report was discussed at the Quality and Communities Committee on 4 September 2024, the Local Partnership Forum on 10<sup>th</sup> September 2024, and the Finance, Performance &amp; Scrutiny Committee on 11 September 2024.</p> <p>Arlene Wood introduced Roy Lawrence who presented this report and noted that he recognises the impact of workforce on the pressures in system so highlighted the importance of this work. Roy recognised that this is an ambitious plan and noted that it is driven by core values. Roy highlighted that in partnership with Fife Centre for Equalities 30 internal facilitators have been trained. The appendices provide a brief summary and more documents available on request. Roy acknowledged the work of Louise Radcliffe and her contributions to this paper.</p> <p>Sinead Braiden, Chair of Quality &amp; Communities acknowledged the work and gave her thanks to everyone who had contributed on behalf of the Committee.</p> <p>Kenny McCallum, Chair of the Local Partnership Forum was not in attendance to make comment and Alastair Grant, Chair of Finance, Performance &amp; Scrutiny confirmed there were no issues to raise from the Committee.</p> <p>Lynne Parsons commended Roy Lawrence on the paper.</p> <p><b>The IJB endorsed the Action Plan as a positive approach to the Partnership’s commitment towards recognising the Equality, Diversity &amp; Inclusion needs of our workforce.</b></p>	
	<p><b>10.4 Primary Care Strategy 2023-26 Year One Report</b></p> <p>This report was discussed at the Quality and Communities Committee on 4 September 2024, the Strategic Planning Group on 5 September 2024 and the Finance, Performance &amp; Scrutiny Committee on 11 September 2024.</p> <p>Arlene Wood introduced Lisa Cooper who presented the report.</p> <p>Lisa highlighted the vision for a thriving primary care service at the centre of the Health and Social Care system, with 41 actions agreed for year one, with 60% delivered and 40% carried forward into year 2. Lisa highlighted the work to progress the sustainability of 2C practices and a regular calendar of protected learning time. Lisa noted the support provided with dental registrations and highlighted a book which has been published and recognised nationally - “Harry’s healthy teeth.”</p> <p>Arlene Wood commended what had been achieved in a short space of time and invited the Committee Chairs to comment in turn. Rosemary Liewald commented (in Sinead Braiden, Chair of Quality &amp; Communities’ absence) commending the report and supporting its progression to the IJB, confirming her grandson had enjoyed the book. Roy Lawrence, Interim Chair of the Strategic Planning Group recognised the significant progress and challenges in the system and Alastair</p>	

	<p>Grant, Chair of Finance, Performance &amp; Scrutiny recognised the vast amount of work that had gone in to preparing the reports.</p> <p>Chris McKenna gave his thanks to Lisa Cooper, noting that the report demonstrates the effort and that has gone into Primary Care and congratulated the team around the approach to 2C practices.</p> <p><b>The Board were assured of the significant amount of work delivered by Fife HSCP and NHS Fife in delivering Fife’s Primary Care Strategy, although recognising that there are continued pressures across Primary Care.</b></p>	
11	<p><b>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP</b></p> <p>The minutes of the following Governance Committees were provided for information:</p> <ul style="list-style-type: none"> <li>• Audit and Assurance Committee – 27 June 2024</li> <li>• Finance, Performance &amp; Scrutiny – 3 July 2024</li> <li>• Quality &amp; Communities Committee – 5 July 2024</li> <li>• Local Partnership Forum – 2 July 2024</li> <li>• Strategic Planning Group – 9 July 2024</li> </ul> <p>Arlene Wood requested that any queries on the above are directed to the Committee Chair due to timescales.</p>	
12	<p><b>AOCB</b></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><b>DATE OF NEXT MEETINGS</b></p> <p><b>IJB DEVELOPMENT SESSION – WEDNESDAY 30 OCTOBER 2024</b></p> <p><b>INTEGRATION JOINT BOARD – WEDNESDAY 4 DECEMBER 2024</b></p> <p><b>Extraordinary meetings of FPS and IJB - dates TBC</b></p>	