



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 26 JULY 2024 AT 10.00 AM

Present	Arlene Wood (AW) (Chair) Fife Council –David Ross (DR), Lynn Mowatt (LM), David Alexander (DA), Margaret Kennedy (MK), Dave Dempsey (DD), Rosemary Liewald (RLie), and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Sinead Braiden (SB) Janette Keenan (JK), Director of Nursing, NHS Fife Chris McKenna (CM), Medical Director, NHS Fife Debbie Fyfe (DF), Joint Trades Union Secretary Ian Dall (ID), Service User Representative Kenny Murphy (KM), Third Sector Representative Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector Representative
Professional Advisers	Fiona McKay (FM), Interim Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Helen Hellewell (HH), Deputy Medical Director Jennifer Rezendes (JR), Principal Lead Social Work Officer Lynn Barker (LB), Associate Director of Nursing
Attending	Jillian Torrens (JT), Head of Complex and Critical Care Services Lynne Garvey (LG), Head of Community Care Services Roy Lawrence (RLaw), Principal Lead for Organisational Dev. & Culture Vanessa Salmond (VS), Head of Corporate Governance Amanda Wong (AW), Director of Allied Health Professionals, NHS Fife Cara Forrester (CF), Communications Adviser Chris Conroy (CC, representing Lisa Cooper Head of Primary & Preventative Care Services) Lesley Gauld (LG), Team Manager Elizabeth Crighton (EC), HSCP Organisational Dev. & Culture Specialist Ruth Bennett (RB), Health Promotion Service Manager Jacquie Stringer (JS), Service Manager Localities and Community Led Support Carol Notman (CN), Personal Assistant (Minute)

No.	TITLE	ACTION
1	CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES	
	<p>Arlene Wood, IJB Chair welcomed everyone to the Extraordinary Integration Joint Board meeting and wished to thank Cllr Graeme Downie for all his support as Vice Chair of the Committee over the last few years and wished him well in his new role as MP for Dunfermline & Dollar.</p> <p>Apologies have been received from Joy Tomlinson, Lynne Parsons, Benjamin Hannan, Graeme Downie, Jackie Drummond, Lisa Cooper, John Kemp, James Ross, Colin Grieve and Mary Lockhart</p>	

Those present were reminded that they should mute their mobile phones for the duration of the meeting and also mute their microphone when not talking and that, in an effort to keep to our timings for this meeting, all questions and responses should be as succinct as possible.

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.

2 DECLARATION OF MEMBERS' INTERESTS

Arlene Wood confirmed that there were no declarations of interest.

3 MINUTES OF PREVIOUS MEETING & ACTION NOTE 31 MAY 2024 & EXTRAORDINARY MEETING ON 24 JUNE 2024

The Minute and Action Note from the meetings held on 31 May 2024 & 24 June 2024 were both approved as an accurate record.

4 CHIEF OFFICER UPDATE

Arlene Wood handed over to Fiona McKay who provided the Chief Officer Update noting that this was her first update and wished to thank everyone for their welcome and in particular the Senior Leadership Team for their support as she commenced her role as Interim Chief Officer.

Fiona advised that NHS Fife Addiction Services at Cameron Hospital in Windygates and third sectors partners commissioned by Fife's Alcohol and Drug Partnership played host to Christina McKelvie the Scottish Government's Alcohol Policy Minister on 9th July 2024 and the team were commended for their efforts made towards the Medication Assisted Treatment (MAT) Standards.

Fiona advised that communication has been received from the Care Inspectorate regarding their National Review of Social Work Governance and Assurance in Fife and advised that briefing will shortly be issued to IJB Members.

Fiona noted that Audit Scotland has released their report on IJB and Growing Pressures and encouraged all to review the document noting that the Committee may wish to investigate the report in more detail during a future Development Session. In addition, Fiona was pleased to advise that Fife has been highlighted for the good work that has been undertaken in the Care at Home Collaborate.

Fiona confirmed that Balgonie Ward at Cameron Hospital hosted a visit by the Cabinet Secretary for Health and Social Care, Neil Gray MSP on 23rd July 2024.

5 COMMITTEE CHAIR ASSURANCE REPORTS

Arlene Wood advised that the Committee Chair Assurance Reports are to provide enhanced governance arrangements to the IJB on Committee Business and noted that the contents of these reports have been discussed at the Audit & Assurance Committee 27 June 2024, Finance, Performance & Scrutiny Committee on 3 July 2024, Quality and Communities Committee on 5 July 2024 and the Strategic Planning Group on 9 July 2024.

Arlene Wood introduced Vanessa Salmond who presented these reports advising that these will be a standing item on the agenda going forward. Vanessa noted that in the absence of Graeme Downie who chaired the Strategic Planning Group, Roy Lawrence agreed to chair the July meeting but confirmed that a new chair will be identified prior to the next meeting.

Arlene Wood then invited in turn Dave Dempsey, Chair of Audit and Assurance Alastair Grant, Chair of Finance, Performance & Scrutiny, Sinead Braiden, Chair of Quality & Communities and Roy Lawrence who chaired the Strategic Planning Group to comment on discussions at the Committee before questions from Board members.

Dave Dempsey noted that the Item 5.1, Section 3 relating to Update on Risk, will be a constant message as the Committee is looking at the trajectory for the risks. He noted that with regards Section 5 relating to the Escalations/ Highlights to the IJB, he anticipated that there would be further discussion going forward regarding the committee's role in the Governance of Finance.

Alastair Grant advised that there was nothing to escalate from the summary but confirmed that there had been discussion regarding the lessons learned review that had been undertaken to identify potential root causes of the outturn position for 2023-24 and the impact this has for 2024-25.

Sinead Braiden advised that there was nothing to escalate from the summary and confirmed that the Qualities & Communities Committee had reviewed the deep dive review of Contractual/Market Capacity Risk and noted that the committee commended the work undertaken for the Children's Service's Annual Report and Fife ADP work.

Roy Lawrence noted that the only escalation from the Strategic Planning Group was regarding the resignation of the current Chair. Arlene Wood confirmed that a new Chair will be in sought prior to the next round of committee meetings.

The Board took assurance that the Governance Committees are discharging their functions and remit and escalating any issues appropriately.

6 STRATEGIC PLANNING & DELIVERY

6.1 Community Led Support Service Progress Report

This report was discussed at the Quality and Communities Committee on 5 July 2024 and is presented to provide assurance that the partnership is progressing, expanding and measuring the impact of the Community Led Support Services.

Arlene Wood introduced Fiona McKay who presented this report and advised that she was delighted to table the report that focusses on the work undertaken in the Community and in Localities and introduced Jacquie Stringer who is the Manager for the Service.

There was discussion around whether people had the ability to self-refer to the Community Led Support Service and the variation there is in referrals between Localities. Jacquie Stringer confirmed that all can do self-referrals except for Link Fife. Jacquie noted that the team were active in collecting data on

referrals and noted that some localities are smaller than others and noted that showing the percentage per locality would provide an alternative picture.

The work undertaken by The Wells Team was commended and the recommendation if surplus funding was to become available that consideration be given to increasing the opening hours of The Wells as the service provided is hugely beneficial and could reduce the pressure on other services.

The Board were assured that Community Led Support Services continue to expand, measure impact and are connected to all the HSCP Portfolios – Primary & Preventative Care Services, Community Care Services, Complex & Critical Care Services, Business Enabling and Professional Leads. In addition, they noted the further report the Senior Leadership Team in the Autumn to support the proposal for a CLSS Staffing/Funding Model for 2025-26.

7 LIVED EXPERIENCE & WELLBEING

7.1 Lived Experience – Third Sector Partner Community Support

Arlene Wood invited Lynn Barker to introduce the Lived Experience Video. Lynn Barker advised that the video was from Community Support from a Third Sector Partner and wished to thank Jackie for sharing her remarkable story.

Kenny Murphy noted that Link Living is just one of the many Third Sector Partners and was pleased that the video shows the transition that people can make from being a service user to volunteer to possible staff member.

8 INTEGRATED PERFORMANCE

8.1 Finance Update

This report was discussed at the the Local Partnership Forum on 2 July 2024 and Finance, Performance & Scrutiny Committee on 3 July 2024.

Arlene Wood introduced Audrey Valente who presented this report highlighting that it was the first monitoring report for the 2024-25 Financial Year and the paper presents a challenging financial forecast with a projected overspend of £24m as at May 2024. Audrey noted that included within this overspend was £18m projected non delivery of savings, in addition to this due to the movement in budget a further £6m savings is required to ensure that financial balance is reached.

Audrey highlighted given the challenging financial position there is an increased risk that the risk share will require to be implemented and confirmed that the Senior Leadership Team are aware of this and wished to provide assurance that enhanced scrutiny has been put in place with increased frequency of meetings with Chief Officer, Chair of Boards and the Chief Executives of both Partners. Audrey advised that the financial risk on the risk register will be reviewed going forward and this will be reflected in the next cycle of reports.

Audrey wished to assure the Board that the Senior Leadership Team will be developing a recovery plan ensuring that sustainability remains a priority.

Arlene Wood invited in turn Fiona McKay, Co-chair of the Local Partnership Forum and Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members. Fiona McKay confirmed that the Local Partnership Forum were

aware of the position and supportive of the work being undertaken. Alastair Grant advised that the Finance, Performance & Scrutiny Committee had reviewed and made some suggestions but noted that situation was an evolving story.

There was discussion around the projected savings and if there were any that were not going to be achieved by the end of the financial year. Audrey confirmed that it is a timing issue and she anticipated that 90% will be achieved but advised that it will be challenging and that the Senior Leadership Team were doing all they could to achieve the savings.

There was discussion around reducing the number of Agency and Locum Staff and Audrey confirmed that the service has achieved savings in medical and supplementary staffing, and it was an absolute priority for the Partnership to reduce the spend for Bank and Agency staff.

There was discussion around the areas that have the biggest overspend and the implications if these were pulled back into line with their budget what this would look like as it is important to know what the Partnership can afford to do and articulate this to both Partner Organisations. It was noted that a predicted £24.3m overspend is concerning, Audrey gave an example of challenges that the service has with meeting its targets such as surge beds which required to remain in operation to support the whole system approach.

Arlene Wood queried the Board approving the projected outturn, Audrey Valente noted although the projected outturn is likely to change the Board is being asked to approve the current financial position. Following this explanation the Board confirmed they were assured that there was robust financial monitoring in place and noted the projected outturn position as at May 2024.

8.2 Annual Performance Report 2023 to 2024

This report has been discussed at the Local Partnership Forum on 2 July 2024, Finance, Performance & Scrutiny Committee on 3 July 2024, Quality and Communities Committee on 5 July 2024 and the Strategic Planning Group on 9 July 2024.

Arlene Wood introduced Fiona McKay who presented the report advising that the Annual Performance Report highlights performance from all Portfolios within the Partnership and is required to be submitted to the Scottish Government by 31st July 2024 following receipt of approval from the Board.

Arlene Wood invited in Fiona McKay, Chair of Local Partnership Committee, Alastair Grant, Chair of Finance, Performance & Scrutiny, Sinead Braiden, Chair of Quality & Communities and Roy Lawrence who chaired the Strategic Planning Group to comment on discussions at the Committee before questions from Board members.

Fiona McKay advised that there were no concerns raised by the Local Partnership Forum, Alastair Grant advised that the Finance, Performance & Scrutiny Committee had noted the comprehensive report and Sinead Braiden advised that the Quality & Communities committee were content to remit the report requesting an amendment which has been action, Roy Lawrence noted

that the Strategic Planning Group were content with the report noting that the suggested amendments had been taken into consideration.

Arlene Woods queried the reference throughout the document to the coronavirus pandemic, Chris McKenna confirmed that the correct description would be Covid-19 Pandemic. Fiona McKay noted that this could be amended within the report prior and noted a further amendment within the financial element will be made prior to submission to Scottish Government.

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The Board confirmed that they were assured that Fife Health and Social Care Partnership is meeting its legislative requirements and approved the annual performance report 2023-2024 following the amendments suggested above being made.

9 GOVERNANCE & OUTCOMES

9.1 Creating Hope for Fife: Fife's Suicide Prevention Action Plan

This report is provided to the Board for Assurance and has been discussed at the Quality and Communities Committee on 5 July 2024.

Arlene Wood introduced Ruth Bennett who presented the report highlighting that Creating Hope Together is the New Scottish Suicide Strategy which was published in September 2022 and is a 10-year strategy. Ruth advised that there was the requirement for local board areas to develop and deliver a local version of the national 30-point action plan. In February 2023 a Fife-wide event was organised and attended by over 100 participants. The draft Fife Suicide Prevention Action Plan went through a consultation process where it received 240 responses from across all seven Fife localities, this highlighted 3 gaps within the Action Plan which was subsequently amended to incorporate the recommendations from the consultation feedback.

Arlene Wood invited Sinead Braiden, Chair of Quality & Communities to comment on discussions at the Committee before questions from Board members. Sinead Braiden confirmed that there had been good discussion, and the Qualities and Communities Committee were content to remit the Action Plan to the IJB.

The breadth of links with third sector partners within the communities was noted and commended and agreed that although difficult to quantify performance the action plan was a vitally important piece of work.

The Board confirmed that they were assured of the process to develop the Fife Suicide Prevention Action Plan 2023-2025 in accordance with national strategic requirements and that a robust Fife Suicide Prevention Action Plan has been designed as a result of the process and will be implemented with oversight by the Mental Health Strategy governance structure.

10 LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS

10.1 Fife Alcohol and Drug Partnership Annual Report and Survey 2023/24

This report has been discussed at the Quality and Communities Committee on 5 July 2024.

Arlene Woods introduced Fiona McKay who presented this report highlighting that the key priorities for the ADP Strategy are outlined within Point 3.2 of the SBAR.

Arlene Wood invited Sinead Braiden, Chair of Quality & Communities to comment on discussions at the Committee before questions from Board members. Sinead confirmed that the Quality & Communities Committee were very impressed of the work undertaken by the ADP whilst acknowledging the huge societal issues there are currently with drugs and alcohol within Fife.

Concern was raised with the number of new drugs available targeted at youths and Jillian Torrens confirmed that the service receives alerts of any new known drugs, and these are shared with partner agencies.

There was discussion around the recording errors for waiting times and whether this was a Fife issue or a national reporting issue. Jillian Torrens confirmed that it was a local issue, and the team were focussing on ensuring that going forward the recording would be correct.

The Board discussed and approved the Alcohol and Drug Partnership Annual Report and Survey and approved the Annual Report and Survey. The Board also approved the Survey to be submitted to the Scottish Government.

10.2 Local Partnership Forum Annual Report 2023-24

This report has been discussed at the Local Partnership Forum on 2 July 2024.

Arlene Wood introduced Fiona McKay who presented this report. Fiona McKay advised that this report is for discussion and approval prior to publication on the Health and Social Care Website. Fiona wished to thank Roy Lawrence for writing the Annual Report on behalf of the Local Partnership Forum. Roy Lawrence advised that the committee had been involved in the development of the document.

Arlene Wood invited Fiona McKay, Co-Chair of Local Partnership Committee, to comment on discussions at the Committee before questions from Board members. Fiona confirmed that the Committee were thankful to Roy for bringing the report together and the report has also been tabled NHS Fife's Area Partnership Forum who had been supportive of the document.

There was discussion regarding staff governance standards, and it was noted there is no mention of these within the report the question was asked whether they addressed at the meetings. It was noted that these are specifically for NHS staff members and Fiona McKay confirmed that there is a Whistleblowing Report with input from the Human Resource Teams from both Partner Organisations.

The Board discussed the Local Partnership Forum Annual Report 2023-24 and confirmed that they were supportive of the report being published on the Health and Social Care Partnership Website.

Arlene Wood advised that the minutes of the following Governance Committees were provided for information:

- Audit and Assurance Committee – 17 May 2024
- Finance, Performance & Scrutiny – 15 May 2024
- Quality & Communities Committee – 10 May 2024
- Local Partnership Forum – 14 May 2024
- Strategic Planning Group – 2 May 2024

11 AOCB

Arlene Wood noted that there had been a request that consideration be given to returning the IJB Meetings to being face-to-face. It was noted that the current format is the hybrid style where members can opt to be present in the Committee Room or via Teams.

It was agreed that Vanessa Salmond would distribute a questionnaire to allow all members to submit their preferred option.

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12 DATES OF NEXT MEETINGS

IJB DEVELOPMENT SESSION – FRIDAY 30 AUGUST 2024

INTEGRATION JOINT BOARD – FRIDAY 27 SEPTEMBER 2024