



# Fife Health & Social Care Partnership

Supporting the people of Fife together

## CONFIRMED

### MINUTE OF THE FIFE HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD (IJB) THURSDAY 28 MARCH 2024 AT 2.00 PM

<b>Present</b>	Arlene Wood (AW) (Chair) Graeme Downie (GD) (Vice-Chair) Fife Council – David Alexander (DA), Dave Dempsey (DD), Rosemary Liewald (RLie), Mary Lockhart (ML), Lynn Mowatt (LM) and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK) Janette Keenan (JK), Director of Nursing, NHS Fife Ian Dall (ID), Service User Representative Kenny Murphy (KM), Third Sector Representative Morna Fleming (MF), Carer Representative Paul Dundas (PD), Independent Sector Representative Wilma Brown (WB), Interim Staff Representative, NHS Fife
<b>Professional Advisers</b>	Nicky Connor (NC), Director of Health and Social Care/Chief Officer Audrey Valente (AV), Chief Finance Officer Jackie Drummond (JD), Medical Representative Lynn Barker (LB), Associate Director of Nursing
<b>Attending</b>	Lisa Cooper (LC), Head of Primary & Preventative Care Services Lynne Garvey (LG), Head of Community Care Services Rona Laskowski (RLas), Head of Complex & Critical Care Services Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Jennifer Rezendes (JR), Principal Social Work Officer Roy Lawrence (RLaw), Principal Lead Organisation, Development & Culture Vanessa Salmond (VS), Head of Corporate Services Hazel Williamson (HW), Communications Adviser Wendy Anderson (WA), H&SC Co-ordinator (Minute)

NO	TITLE	ACTION
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1	<b>CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES</b>	
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Arlene Wood, IJB Chair welcomed everyone to the Integration Joint Board and advised that apologies had been received from Margaret Kennedy, Sinead Braiden, Chris McKenna, Helen Hellewell, Joy Tomlinson and Chris Moir.

Arlene Wood, on behalf of the Board, congratulated Dr Allie Ramsay, who works as a Speciality Doctor within Fife Specialist Palliative Care Service. Allie recently graduated from Keele University with a Masters in Medical Ethics and Palliative Care.

Arlene Wood also congratulated Janet Stirrat, District Charge Nurse at Valleyfield Health Centre, Carol Hunter, Team Leader and Practice Assessor at Cowdenbeath Health Visiting Team and Irene Scott, Practice Nurse at Inverkeithing Medical Centre who have been selected to take part in the prestigious Queen's Nurse Programme.

This is the last IJB Meeting for Rona Laskowski, Head of Complex & Critical Care Services and on behalf of the Board Arlene Wood acknowledged the work and contributions made by Rona during her time with the partnership and wished her a long, healthy and happy retirement.

<b>NO</b>	<b>TITLE</b>	<b>ACTION</b>
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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**

There were no declarations of interest.

## **3 MINUTES OF PREVIOUS MEETING & NOTE 2 FEBRUARY 2024**

The Minute and Action Note were both approved as accurate records.

## **4 CHIEF OFFICER UPDATE**

Nicky Connor began her update by thanking all staff within the partnership for their contribution over the challenging winter period .

This meeting was also the last one for Wendy Anderson, H&SC Co-ordinator and Nicky Connor, Arlene Wood and Rosemary Liewald thanked Wendy for her valued contribution the IJB over the time she has been in post.

Nicky Connor issued her regular SWAY briefing prior to the Board meeting and highlighted ministerial visits which had taken place as well as the ongoing work to support our workforce including via the Care Academy and Apprentice Week.

A visit took place recently to the Addictions Service in Kirkcaldy and it is planned that a programme of IJB visits to different services areas will take place regularly in the coming year.

## **5 STRATEGIC PLANNING & DELIVERY**

### **5.1 Transformation – Community Rehabilitation and Care Model**

Arlene Wood introduced Lynne Garvey who presented this report, which is the final Transformation project awaiting approval from the IJB as per the Medium-Term Strategy agreed by the Board in March 2023. The report was most recently discussed at the Quality & Communities Committee on 8 March 2024, the Finance, Performance & Scrutiny Committee on 12 March 2024 and the Local Partnership Forum on 13 March 2024.

Lynne Garvey outlined the process to date in getting the report to the IJB and the highlights of the report.

Arlene Wood then invited in turn Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities (Q&C)), Alastair Grant, Chair of Finance, Performance & Scrutiny(FP&S) and Wilma Brown, Co-Chair of the Local Partnership Forum (LPF) to comment on discussions at that meeting before questions from Board members. Rosemary Liewald advised that Q&C had discussed the report at length and all Committee members were content with the oversight shown. Alastair Grant advised FP&S discussed the report in detail, had taken assurance on the route to the IJB and the ongoing engagement meant they were happy to recommend this report to the IJB for approval.

**5 STRATEGIC PLANNING & DELIVERY (CONT)****5.1 Transformation – Community Rehabilitation and Care Model (Cont)**

Wilma Brown advised the LPF had discussed the report and considered how it may impact our workforce. They were reassured that there would be no job losses as a result of the new model and fully supported the report.

The Board approved the proposed model, took assurance from the work done to develop the model and commended the extensive scrutiny and challenge opportunities afforded through the various governance routes to date, including an extended Finance, Performance & Scrutiny Committee meeting. Members agreed the proposed model. The Board also undertook to support the Senior Leadership Team to operationalise the model with partners and provide periodic updates to the appropriate governance Committees

**5.2 Strategic Plan 2023-2026 - Year One Delivery Plan – Update (2023) and Year Two Delivery Plan (2024)**

This report had been discussed at the Strategic Planning Group (SPG) on 7 March 2024, Quality & Communities Committee on 8 March 2024 and the Finance, Performance & Scrutiny Committee on 12 March 2024. Arlene Wood introduced Fiona McKay who presented this report which was a look back over the 1<sup>st</sup> Year Delivery Plan and gave an update on progress within each area. A log of engagement has been undertaken as part of this process and an easy read version of strategies are being produced.

Arlene Wood then invited in turn Graeme Downie, Chair of Strategic Planning Group, Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities) and Alastair Grant, Chair of Finance, Performance & Scrutiny to comment on discussions at that meeting before questions from Board members.

Graeme Downie advised that SPG had a good discussion on the report which they felt was well presented and they welcomed the RAG status which showed progress made. The SPG were happy to recommend the report to the IJB.

Rosemary Liewald confirmed that Q&C had discussed the report in detail, welcomed the emphasis on short and medium-term strategies and were assured by the content.

Alastair Grant advised that FP&S had taken assurance from the report, welcomed the implementation of the plan and were happy to recommend it to the IJB.

Discussion took place around the second year of the plan and digital requirements and policies. Fiona McKay advised that the Digital Strategy is on track to come to the IJB later in the year and this will link into the Strategic Plan.

The Board took assurance that the Partnership is progressing implementation of the Strategic Plan 2023 to 2026 and effectively monitoring performance of the actions in the Year One Delivery Plan (2023) and reviewed the report and provided final approval of both the Year One Update (2023), and the Year Two Delivery Plan (2024).

### **5.3 Alcohol and Drugs Partnership (ADP) Strategy 2024-2027**

This report had been discussed at the Strategic Planning Group on 7 March 2024, Quality & Communities Committee on 8 March 2024 and the Finance, Performance & Scrutiny Committee on 12 March 2024. Arlene Wood introduced Fiona McKay who presented this report which gives an overview of drug and alcohol use in Fife and throughout Scotland. It also looked at areas brought forward from 2023, including progress on MAT standards which are used to measure performance. Committee feedback had asked that the report be more user friendly and this has been taken on board.

Arlene Wood then invited in turn Graeme Downie, Chair of Strategic Planning Group, Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities) and Alastair Grant, Chair of Finance, Performance & Scrutiny to comment on discussions at that meeting before questions from Board members.

Graeme Downie advised that SPG had an open discussion around the report and had highlighted a small number of issues. They were then content to recommend the report to the IJB.

Rosemary Liewald reported that Q&C had discussed the report in detail, including the work of the KY Clubs which were embedding into business as usual and were happy to progress the report to the IJB.

Alastair Grant advised that FP&S had discussed the report in detail and had no further questions or points to raise. The committee were happy to recommend the report to the IJB.

Nicky Connor, who chairs the ADP, expressed her thanks to everyone within the partnership who were involved in the work of the ADP and who had contributed to the report. The voice of lived experience is driving this work forward.

Arlene Wood asked that the thanks of the Board be passed to the team involved in the production of this report.

The Board discussed and approved the Alcohol and Drug Partnership (ADP) Strategy 2024 to 2027 with no amendments.

## **6 LIVED EXPERIENCE & WELLBEING**

### **6.1 People Story – Sharon’s Journey – Benore Care Home**

Arlene Wood handed over to Lynn Barker who introduced this item which featured Sharon’s inspirational journey which had been supported by her family and the whole team around her.

Paul Dundas expressed his appreciation for the multi-agency work reflected in the video which had enabled Sharon to make amazing progress following a life-changing event.

Discussion took place around the role of Care Homes in re-enabling people to make good recovery from illness and the place of Homes within the local community.

Arlene Wood thanked all those involved in producing the video.

**7 INTEGRATED PERFORMANCE****7.1 Revenue Budget 2024-2025 and Medium-Term Financial Strategy 2024-2027**

This report had been discussed at the IJB Development Session on 23 February 2024, the extra FP&S Committee (Combined Committee) on 18 March 2024 and an Extraordinary Local Partnership Forum 19 March 2024. Arlene Wood introduced Audrey Valente who presented this report.

Audrey outlined the content of the report which reflected a budget gap of £39m, given the budget available to the partnership at the beginning of the new financial year. This may change during the year depending on any additional Scottish Government funding, which is unknown at this time. Updates will be provided to the Board on a regular basis. Directions will be issued to NHS Fife and Fife Council. The Medium-Term Financial Summary was based on the information which has been available to date, outlines future savings opportunities and further discussion is required on these.

The 2024-2025 savings opportunities, aligned to the Medium-Term Financial Strategy, will be a mix of business as usual, efficiency savings, service redesign and transformation.

Arlene Wood thanked Audrey Valente and her team for the robust report.

Arlene Wood then invited in turn Graeme Downie, who chaired the Extra FP&S Extended Committee (Combined Committee) and Nicky Connor, Co-Chair of the Local Partnership Forum to comment on discussions at those meetings before questions from Board members.

Graeme Downie expressed appreciation for the work done on this paper by staff given the tight timescales. The paper was discussed, further detail and clarity was sought on; the NHS contribution, how delivery and progress of savings would be tracked and savings from care packages. These questions have been answered and members were content to recommend the report to the Board.

Nicky Connor updated on behalf of the LPF who had agreed that good communications and staff engagement were vital.

Discussion took place around previous savings targets, the continual monitoring of the budget and ensuring that updates are brought through the appropriate governance arrangements.

Paul Dundas acknowledged the complexity and challenge of setting this budget and commended the quality leadership which had made this possible.

The Board examined and considered the budget for 2024-25 and associated savings, approved the budget for the next financial year 2024-25 and considered and agreed the Directions to both partner organisation's which will instruct both NHS Fife and Fife Council as appropriate. Furthermore, the Board examined and considered the medium-term financial position of the IJB, recognising that the information may be subject to change as a result of various potential external factors, such as Scottish Government funding, Changes in Inflation and demographic growth.

## 7.2 Finance Update

This report was discussed at the Finance, Performance & Scrutiny Committee on 12 March 2024 and the Local Partnership Forum on 13 March 2024. Arlene Wood introduced Audrey Valente who presented this report and advised that as at 31 January 2024 the combined Health & Social Care Partnership delegated and managed services are reporting a projected outturn overspend of £6.725m. The two main areas of overspend are GP Prescribing and the use of locums and supplementary staff. Savings agreed as part of the 2023-2024 budget are on track to be delivered. The report included an update on the current Reserves position.

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

Alastair Grant advised that FP&S understood the drivers behind the report and the use of Reserves. They also took assurance from the recommendations in the report and were content to refer it to the Board.

Wilma Brown and Nicky Connor confirmed that the Local Partnership Forum had no concerns about the content of the report.

Arlene Wood questioned if there would be opportunities to optimise the use of committed Reserves and Audrey Valente advised that permission had been granted from Scottish Government to re-provision some of these.

The Board were assured that there is robust financial monitoring in place, approved the financial monitoring position as at March 2024 and approved the use of Reserves as at March 2024.

## 7.3 Joint Inspection of Adult Services (JIAS)

This report was discussed at the Quality & Communities Committee on 8 March 2024 and the Finance, Performance & Scrutiny Committee on 12 March 2024. Arlene Wood introduced Jennifer Rezendes who presented this report which was produced as a result of a national rolling programme of inspections. There are 24 actions on the Inspection Improvement Plan and all of the activities have been completed or moved to existing monitoring arrangements as they progress through to completion. There have been regular JIAS Improvement Group meetings to monitor progress.

Arlene Wood then invited in turn Rosemary Liewald (for Sinead Braiden, Chair of Quality & Communities) and Alastair Grant, Chair of Finance, Performance & Scrutiny to comment on discussions at that meeting before questions from Board members.

Rosemary Liewald advised that Q&C commended the work undertaken and were delighted to see the improvements undertaken. Alastair Grant advised that following discussion of the report FP&S were content to recommend it to the Board.

The Board took assurance that actions have been identified to support recommendations and that improvements are being taken forward in services in line with statutory and quality expectations.

NO	TITLE	ACTION
8	<p data-bbox="159 190 1324 235"><b>GOVERNANCE &amp; OUTCOMES</b></p> <p data-bbox="159 246 1324 324"><b>8.1 Ministerial Strategic Group (MSG) – Integration of Health and Social Care: Self-Evaluation 2024</b></p> <p data-bbox="223 336 1324 593">This report was discussed at the Quality &amp; Communities Committee on 8 March 2024 and the Finance, Performance &amp; Scrutiny Committee on 12 March 2024. Arlene Wood introduced Fiona McKay who presented this report which included a look back to 2019-2020 when the ratings were initially established. Evidence on actions taken and proposals for future actions were included. Following feedback from Committees the report had been revamped and is now a smaller document.</p> <p data-bbox="223 604 1324 750">Arlene Wood then invited in turn Rosemary Liewald (for Sinead Braiden, Chair of Quality &amp; Communities) and Alastair Grant, Chair of Finance, Performance &amp; Scrutiny to comment on discussions at those meeting before questions from Board members.</p> <p data-bbox="223 761 1324 884">Rosemary Liewald advise that Q&amp;C members discussed the report in detail and felt it was well laid out and easy to understand. They were content to recommend it to the IJB for approval.</p> <p data-bbox="223 896 1324 1019">Alastair Grant advised that FP&amp;S felt good progress was being made with MSG Indicators and suggested changes had been included in the final report to the IJB.</p> <p data-bbox="223 1030 1324 1176">Discussion took place on the most appropriate route for this report in the future and it was agreed that Fiona McKay and Vanessa Salmond would provide a generic process for all self-assessment to support good governance arrangements.</p> <p data-bbox="223 1187 1324 1310">The Board noted the Partnership’s progress towards the Ministerial Strategic Group (MSG) integration proposals and reviewed the MSG Self Evaluation 2024, advised of updates required and provided final approval for the report.</p>	FM/VS
9	<p data-bbox="159 1332 1324 1411"><b>MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED</b></p> <p data-bbox="159 1422 1324 1534">Arlene Wood handed over to Nicky Connor who invited each of the Chairs in turn to provide an update from their meetings and on items to be escalated to the Board.</p> <p data-bbox="159 1545 1324 1590"><b>Audit &amp; Assurance Committee</b></p> <p data-bbox="159 1601 1324 1668">Dave Dempsey advised that the committee had been advised of the fees for external audit for the coming year and approve the self-assessment report.</p> <p data-bbox="159 1680 1324 1724"><b>Finance, Performance &amp; Scrutiny Committee</b></p> <p data-bbox="159 1736 1324 1780">Alastair Grant had nothing to raise with the Board from his meetings.</p> <p data-bbox="159 1792 1324 1836"><b>Quality &amp; Communities Committee</b></p> <p data-bbox="159 1848 1324 1915">Rosemary Liewald (on behalf of Sinead Braiden) had nothing to raise with the Board from these meetings.</p> <p data-bbox="159 1926 1324 1971"><b>Local Partnership Forum</b></p> <p data-bbox="159 1982 1324 2060">Wilma Brown and Nicky Connor had nothing to raise with the Board from these meetings.</p>	

**9 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP - ITEMS TO BE ESCALATED (Cont)**

**Strategic Planning Group**

Graeme Downie advised the Group had nothing to raise with the Board at this meeting. He informed the Board that future meetings of the Strategic Planning Group would include updates on the progress of existing strategies in the context of expected financial challenges and these would form part of verbal update to future IJB meetings.

**10 AOCB**

As Arlene Wood had not been alerted prior to the meeting of any other business to be raised under this item the meeting, she thanked those present for their contribution to the meeting and updated on the dates of the next meetings.

**11 DATES OF NEXT MEETINGS**

**IJB DEVELOPMENT SESSION – FRIDAY 26 APRIL 2024**

**INTEGRATION JOINT BOARD – FRIDAY 31 MAY 2024**