



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 31 MAY 2024 AT 10.00 AM

Present	Arlene Wood (AW) (Chair) Graeme Downie (GD) (Vice-Chair) Fife Council – David Alexander (DA), Dave Dempsey (DD), Margaret Kennedy (MK), Rosemary Liewald (RLie), Lynn Mowatt (LM) and Sam Steele (SS) NHS Fife Board Members (Non-Executive) – Alastair Grant (AG), Colin Grieve (CG), John Kemp (JK), Sinead Braiden (SB) Janette Keenan (JK), Director of Nursing, NHS Fife Lynne Parsons (LP), Employee 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	Nicky Connor (NC), 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	Lisa Cooper (LC), Head of Primary & Preventative Care Services Lynne Garvey (LG), Head of Community Care Services Fiona McKay (FM), Head of Strategic Planning, Performance & Commissioning Roy Lawrence (RLaw), Principal Lead for Organisational Development & Culture Vanessa Salmond (VS), Head of Corporate Governance Clare Gibb (CG), Communications Adviser Carol Notman (CN), Personal Assistant (Minute)

No	TITLE	ACTION
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1	CHAIRPERSON'S WELCOME / OPENING REMARKS / APOLOGIES	
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Arlene Wood, IJB Chair welcomed everyone to the Integration Joint Board meeting and noted that Item 8.1 has been removed from the agenda and an Extraordinary Meeting to review the financial situation will be organised in due course.

Arlene Wood congratulated Nicky Connor on her new appointment of Chief Executive within NHS Tayside but noted that the IJB were very sad to say goodbye and wished to thank Nicky for her leadership over the last 5 years.

Apologies have been received from Joy Tomlinson, Chris McKenna, Christine Moir, Rona Laskowski, Jillian Torrens.

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 asked Board Members if there were any interests to declare which have not already been submitted.

Rosemary Liewald advised that she was an appointed Trustee for STAND which is the subject of the Lived Experience Presentation it was confirmed by the Standards Office that there was no conflict of interest.

3 MINUTES OF PREVIOUS MEETING & ACTION NOTE 28 MARCH 2024

The Minute and Action Note were both approved as an accurate record.

4 CHIEF OFFICER UPDATE

Arlene Wood handed over to Nicky Connor who provided the Chief Officer update noting the briefing issued to IJB members yesterday highlighted the celebration of nurses on International Nurses Day and celebrated nurses across all sectors.

Nicky paid tribute to all who supported her during her time as Chief Officer and was leaving confident that Team Fife will continue to flourish.

Arlene on behalf of the Board thanked Nicky and wished her well in her new role in Tayside and noted that the Board is looking forward to supporting Fiona McKay as she takes on the role of Interim Chief Officer.

5 COMMITTEE CHAIR ASSURANCE REPORTS

Arlene Wood advised that these reports are being presented to enhance governance arrangements by providing assurance to the IJB on Committee Business noting that agreement on the principles of these reports have been discussed at the Strategic Planning Group on 2 May 2024, the Quality and Communities Committee on 10 May 2024, Finance, Performance & Scrutiny Committee on 15 May 2024 and Audit & Assurance Committee 17 May 2024.

Arlene Wood introduced Vanessa Salmond who presented these reports advising that these were the first iteration of the chair reports and these will be further developed following feedback to strengthen the governance process.

Arlene Wood then invited in turn Graeme Downie, Chair of Strategic Planning Group Sinead Braiden, Chair of Quality & Communities, Alastair Grant, Chair of Finance, Performance & Scrutiny and Dave Dempsey, Chair of Audit and Assurance to comment on discussions at the Committee before questions from Board members. All agreed that the reports were helpful summaries. Graeme Downie advised that there had been one item from the Strategic Planning Group that was being escalated regarding local housing update as it is anticipated there could be impact to IJB Services going forward, but it was noted that the service is not directly delivered by the IJB. Dave Dempsey noted that the Audit and Assurance Committee had some concerns that the risk score trajectories would require to change if

target dates were to be met.

Arlene Wood queried where there have been escalations around the financial information whether this will impact the risk register. Audrey Valente advised that the risk score has just been revised and will be brought back through the governance committees to a future meeting.

The Board were assured that the Standing Committees are discharging their functions and remit and escalating any issues appropriately.

6 STRATEGIC PLANNING & DELIVERY

6.1 Digital Strategy

This report was discussed at the Strategic Planning Group on 2 May 2024, the Quality and Communities Committee on 10 May 2024 and Finance, Performance & Scrutiny Committee on 15 May 2024.

Arlene Wood introduced Audrey Valente who presented this report advising that this was the first Digital Strategy which highlights the digital priorities for the Partnership.

Arlene Wood invited in turn Graeme Downie, Chair of Strategic Planning Group, Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members. All agreed that the Strategy was an excellent document and Graeme Downie noted that the Strategic Planning Group had commended the Officers who had developed the model for the Strategy.

There was discussion around infrastructure concerns and access to reliable Wi-Fi connectivity in rural areas. Audrey Valente confirmed that this was outwith the remit of the Partnership and that Fife Council would be responsible for the roll-out of digital coverage but would discuss and raise the concerns of the Board with Fife Council's Business Technology Services.

Concern was raised with those who do not wish to engage with digital. Nicky Connor noted that although the Strategy focusses on 'Digital First' it is acknowledged that digital will not be appropriate for everyone and that the delivery of care will always be person centred.

The Board approved the Digital Strategy.

6.2 Workforce Strategy Action Plan Year 2: Update

This report was discussed at the Local Partnership Forum on 14 May 2024 and the Finance, Performance & Scrutiny Committee on 15 May 2024.

Arlene Wood introduced Roy Lawrence who presented this report noting that the report was the 6-month update for the Workforce Strategy Action Plan and was being brought to the Board for assurance.

Arlene Wood then invited in turn Nicky Connor, 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. Nicky Connor noted that the action plan was very well supported by the Local Partnership Forum and Alastair Grant agreed the Finance, Performance & Scrutiny Committee had been impressed with the level of detail and the comprehensive work that has been undertaken by the team.

There was discussion around succession planning and the importance of continually growing the talent which is already within Fife which has been highlighted by the recent changes within the Senior Leadership Team.

Following in-depth discussion, the Board was assured that the work underway to deliver the Year 2 Action Plan is responsive to change, innovative, varied and being delivered at pace to ensure the Plan achieves its ambitions to Plan, Attract, Employ, Train and Nurture the existing and future workforce.

7 LIVED EXPERIENCE & WELLBEING

7.1 Lived Experience – Early Onset Dementia

Arlene Wood introduced Lynn Barker who presented the lived experience video highlighting the significant impact that the STAND Group have in supporting individuals and their friends and family who have been diagnosed with early onset dementia. Arlene Wood advised that the link for the video would be issued to members following the meeting for those who experienced technical issues.

VS

8 INTEGRATED PERFORMANCE

8.1 Finance Update

Item deferred to be discussed at future Extraordinary IJB Meeting.

8.2 Performance Report – Executive Summary

This report has been discussed at the Finance, Performance & Scrutiny Committee on 15th May.

Arlene Wood introduced Fiona McKay who presented this report advising it was the regular summary that is submitted to the IJB and wished to highlight that the waiting times for Care at Home is the lowest it has been for quite some time. In addition, the Partnership has been contacted by Audit Scotland who would like to highlight Fife's Care at Home Collaborative in their Annual Report.

Arlene Wood invited Alastair Grant, Chair of Finance, Performance & Scrutiny Committee to comment on discussions at the Committee before questions from Board members. Alistair confirmed there were no issues raised from the Committee meeting.

In my notes i have written that further narrative to supplement the data and performance trajectories is needed to provide the Board with necessary assurances around the actions taken in response to the

performance data, also highlighted that the metrics needed to evolve to include mental health

The Board were assured that the full report has been discussed at the Finance, Performance & Scrutiny Committee and had no further comment. I don't think we are being assured about the report being discussed we are taking assurance from the performance ??

9 GOVERNANCE & OUTCOMES

9.1 Recruitment for Director of HSCP

This report has been discussed with the Chair and Vice Chair and Joint Trade Union Leads and the Chief Executives of Fife Council and NHS Fife.

Arlene Wood introduced David Miller who presented this report and advised that the recruitment for the Chief Officer rotated between Fife Council and NHS Fife, and it was the responsibility of NHS Fife to support the recruitment on this occasion, however a similar process as previously undertaken by Fife Council would be followed as outlined in the paper. Following approval, the Recruitment Agency, Eden Scot, who have recent experience of recruiting to Chief Officer positions, will be appointed.

Arlene Wood advised that both she and Graeme Downie have met with Chief Executives of both NHS Fife and Fife Council and confirmed all interested parties were keen that there is no delay with commencing the recruitment process.

The Board approved the process outlined for the appointment of an Interim Director as set out in this report. The Board agreed the recruitment and selection process for a permanent appointment which closely mirrors previous CO appointments. The Board noted the appointment panel will consist of 4 NHS and 4 Fife Council members inclusive of the Chair and Vice Chair of the IJB and will be supported by an Independent Professional Advisor. The Board were assured that an element of the interview process would include an opportunity for stakeholder engagement.

9.2 Governance Committee Assurance Statements

This report was discussed at the Quality and Communities Committee on 10 May 2024, Finance, Performance & Scrutiny Committee on 15 May 2024 and Audit & Assurance Committee on 17 May 2024.

Arlene Wood introduced Vanessa Salmond who presented this report advising, as per the established governance process, that these Statements confirm to the IJB that adequate governance is in place.

Arlene Wood invited in turn Sinead Braiden, Chair of Quality & Communities, Alastair Grant, Chair of Finance, Performance & Scrutiny and Dave Dempsey, Chair of Audit and Assurance to comment on discussions at the Committee before questions from Board members. All Chairs confirmed that the reports were supported by the committees.

The Board took assurance that good governance is in place across the partnership.

9.3 Revised Directions Policy

This report was discussed at the Finance, Performance & Scrutiny Committee on 15 May 2024 and Audit & Assurance Committee on 17 May 2024.

Arlene Wood introduced Vanessa Salmond who presented this report who advised that this report is seeking support for the implementation of a revised Directions Policy to provide clarity around the process for formulating, approving, issuing, monitoring and reviewing Directions.

Arlene invited in turn Alastair Grant, Chair of Finance, Performance & Scrutiny and Dave Dempsey, Chair of Audit and Assurance to comment on discussions at the Committee before questions from Board members. All confirmed that the report was supported by the governance Committees.

The Board approved the Revised Directions Policy.

9.4 NHS Fife Annual Duty of Candour Report 2022/2023

This report was discussed at the Quality and Communities Committee on 10 May 2024.

Arlene Wood introduced Helen Hellewell who presented this report and highlighted that the 33 events noted within the report were for NHS Fife wide. Helen provided clarity that the General Practitioners noted within the report were part of the 2C Practices which are managed by NHS Fife therefore not Independent Practitioners.

Arlene Wood invited Sinead Braiden, Chair of Quality & Communities, to comment on discussions at the Committee before questions from Board members. Sinead confirmed that there were no issues raised at the Committee.

There was discussion around what systems were in place across the Partnership to ensure that learning and actions are completed and sustainable. Confirmation was provided that Services follow the appropriate policies in place such as the Adverse Event Policy and issues are discussed at the Quality Matters Assurance Group (QMAG) for shared learning.

The Board confirmed that they had been assured that NHS Fife and Fife Health and Social Care Partnership comply with their duties relating to Duty of Candour for 2022-23.

9.5 Fife Council Duty of Candour Report 2022/2023

This report was discussed at the discussed at the Quality and Communities Committee on 10 May 2024.

Arlene Wood introduced Jennifer Rezendes who presented this report noting that it was for assurance and similar to the NHS Fife report the Fife Council report included all Fife Council Services that have a requirement to report on Duty of Candour.

Arlene Wood invited Sinead Braiden, Chair of Quality & Communities, to comment on discussions at the Committee before questions from Board members. Sinead confirmed that there were no issues raised at the Committee.

The Board confirmed that they had been assured that Fife Council and Fife Health and Social Care Partnership comply with their duties relating to Duty of Candour for 2022-23.

10 LEGISLATIVE REQUIREMENTS & ANNUAL REPORTS

10.1 Risk Management Annual Report

This report was discussed at the Audit & Assurance Committee on 17 May 2024.

Arlene Wood introduced Audrey Valente who presented this report noting it was for discussion and decision. Audrey advised following the IJB agreeing the Risk Management Policy and Strategy in March 2023 a Short Life Working Group had been set-up to ensure the actions from the delivery plan were progressed. An updated delivery plan is provided in Appendix 1 of the report.

Carol we asked about risk appetite and levels of assurance around risk and risk mitigation can you check and add this in thanks

Arlene Wood invited Dave Dempsey, Chair of Audit and Assurance to comment on discussions at the Committee before questions from Board members. Dave confirmed that the Committee had looked in detail to the report and endorsed the report.

The Board confirmed that they approved the Risk Reporting Framework, the Risk Management Process and Guidance and the Risk Management Training Resources.

10.2 United Nations Convention on the Rights of the Child (Implementation) (Scotland) Act 2024

This report was discussed at the Quality and Communities Committee on 10 May 2024.

Arlene Wood introduced Lisa Cooper who presented this report noting that it was for assurance that the Partnership was complying with its duties of UNCRC and following royal assent it will become an Act in July 2024.

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 Committee were content with the Partnership readiness for the implementation of UNCRC.

There was discussion around how the work linked with the IJB Strategic Risk to ensure that any risks are incorporated. Questions were asked about the action plan for implementation, risks, reporting structures etc. Lisa Cooper advised that the action plan had been presented at the Qualities and Communities Committee and wished to provide assurance that the Action Plan and Risks would be brought to a future cycle of the Governance Committees and will include the IJB.

The Board confirmed that they were assured that appropriate preparations are in place in NHS Fife and Fife HSCP for the Act coming into force in July 2024.

10 MINUTES OF GOVERNANCE COMMITTEES / LOCAL PARTNERSHIP FORUM / STRATEGIC PLANNING GROUP

The minutes of the following Governance Committees were provided for information:

- Audit and Assurance Committee – 15 March 2024
- Finance, Performance & Scrutiny – 12 March 2024
- Quality & Communities Committee – 8 March 2024
- Local Partnership Forum – 13 March 2024
- Strategic Planning Group – 7 March 2024

11 AOCB

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 dates of the next meetings.

12 DATES OF NEXT MEETINGS

IJB DEVELOPMENT SESSION – FRIDAY 21 JUNE APRIL 2024 (Visit details to be confirmed prior to IJB Meeting)

INTEGRATION JOINT BOARD – FRIDAY 26 JULY 2024