MINUTES OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD
HELD ON 22 JUNE 2017 AT 10:00 AM IN FIFE VOLUNTARY ACTION OFFICES,
GLENROTHES

Present: Simon Little, (Chair), Martin Black, Christina Cooper, Dr Frances
Elliot, Paul Hawkins, Helen Wright, NHS Fife; Councillors David
Alexander; Tim Brett, David Graham, Fiona Grant, Mary Lockhart,
David J Ross and Richard Watt, Fife Council; Ian Dall, Chair of
Public Engagement Network; Karen Mack, Independent Sector
Representative; Carolyn McDonald, Associate Director, Allied Health
Professionals and Kenny Murphy, Third Sector Representative.

Professional
Advisers: Nicky Connor, Associate Nurse Director; Dougie Dunlop, Chief Social
Work Officer, Fife Council; Michael Kellet, Director of Health and
Social Care/Chief Officer; Lesley Kenworthy, Chief Finance Officer
and Dr Katherine Paramore, Medical Practitioner, NHS Fife.

Attending: Norma Aitken, Head of Corporate Services; Claire Dobson, Divisional
General Manager (West); Steve Grimmond, Chief Executive, Fife
Council; David Heaney, Divisional General Manager (East); Paula
King, Corporate Services Manager (Minutes); Dr Seonaid McCallum,
Associate Medical Director, NHS Fife; Fiona McKay, Head of
Strategic Planning, Performance & Commissioning; Julie Paterson,
Divisional General Manager (Fife-wide) and Andrea Smith, Lead
Pharmacist for Health & Social Care (for Evelyn McPhail).

NO  HEADING ACTION

25 CHAIRPERSON’S WELCOME AND OPENING REMARKS

The Chair welcomed everyone to the Health & Social Care Partnership
Integration Joint Board (IJB). Since the last meeting, Rona Laing had
stepped down as Chair and new members had been appointed from
Fife Council following the local elections and from NHS Fife. An
induction session was held on 13 June 2017 to brief new members on
the work of the partnership and the challenges it faced. The purpose of
the Health & Social Care Partnership remained to change service
delivery for the benefit of users and carers in Fife.

The Chair offered the following congratulations, that helped to show the
extensive work of the partnership and the quality of services being
delivered:

• The NHS Awards Ceremony was held on 5 May 2017. The
Intermediate Care Team at St Andrews Community Hospital won
the Community Award with the Outstanding Contribution Award
being presented to Margaret Pirrie, Learning Disabilities Service
Manager, Lynebank Hospital.

- Jane Winch has been awarded the Lydia Sydie Award for Academic and Clinical Excellence in Health Visiting from Queen Margaret University.

- Lynne Parsons has been awarded the Society of Chiropodists & Podiatrist Meritorious Award for services to the podiatry profession. Ms Parsons will be presented with the award at a ceremony in the House of Lords later this year.

- Dawn Adams, Clinical Director for Community Dental Services, has been awarded an OBE in the Queen’s Birthday Honours list.

26 DECLARATION OF MEMBERS’ INTERESTS

The following interests were declared:

- Cllr Brett, Director of Fife Alcohol Support Service;

- Simon Little, previously Health Care Associate for Healthcare Improvement Scotland (HIS) looking at the impact of housing, particularly in areas of delayed discharges and including looking at Fife data. He would relinquish this role shortly.

27 APOLOGIES FOR ABSENCE

Wilma Brown, Simon Fevre, Morna Fleming, Cllr Sam Steele and Debbie Thompson.

28 MINUTES OF PREVIOUS MEETING

The minutes held on 23 March 2017 were approved as a correct record.

An up-date on the actions was provided.

29 MATTERS ARISING

17/1 Presentation – Up-date by Healthcare Improvement Scotland

Work with HIS was in the planning stages and would be focused on community hospital design specific to understanding flow. Monthly meetings had been scheduled to progress this work.

30 PERFORMANCE

30/1 Finance & Performance Report
The Board considered a joint report by the Chief Finance Officer and the Head of Strategic Planning, Performance and Commissioning, detailing the financial position and operational activity of the delegated and managed services based on 31 March 2017 financial information.

**Finance:** The Financial Monitoring report covered three areas, namely the provisional outturn 2016/17, investment and savings and revenue budget 2017/18 update. The provisional outturn overspend is £9.263m, a significant improvement of circa £2m from the previously projected outturn, noting the outturn is provisional until completion of the audit of the IJB Annual Accounts on 30 September 2017. Table 1 provided a summary of the provisional outturn overspend for the delegated and managed services. The main areas of overspend continue to relate to Community Healthcare, Family Health Services and Prescribing and Social Care. Para 5 outlined the funding arrangements for the overspend as per the Fife Integration Scheme.

Questions were asked about the level of savings achieved within Prescribing. Although all the savings had not been realised, a large proportion had been achieved and of the £2m reduction in the overall overspend position, around £1.05m was due to progressive good movement in the reduction in the overspend within Prescribing. An on-going programme of work was in place for 2017-18 to achieve medicines efficiencies across the partnership.

The investment and savings section provided an overview position for 2016-17 and proposed changes for 2017-18. A number of questions were asked related to the Front Door Discharge Programme, Reducing Delayed Discharge, Veteran First Point, Mental Health Review and Dementia Care and these were responded to.

The paper set out the position for 2017-18, noting in particular a budget gap of £2.1m and the ongoing work to identify savings proposals to meet this gap. An explanation of the Acute Set Aside Budget is also provided in the paper.

**Performance:** Key areas discussed related to Voluntary Organisations, specifically the possibility of returning to 3-year funding and monitoring of the grants which is currently reported to Divisional General Managers and is something that Finance & Performance Committee might want to consider; Performance against National Outcomes, particularly around emergency admissions and the preparation of a comparison
against other areas for End of life Care; and Health & Social Care Absence Statistics and the on-going work to reduce rates particularly in the challenging area of home care. Alternative ways of providing data on absence is being considered.

The Chair commented on the need to consider the information being provided and draw out the over-arching themes and actions that flow from them to highlight to the Board. The Director of Health & Social Care would discuss with officers.

The Board:

1. noted the provisional outturn for the Health & Social Care Partnership for 2016/17, the funding arrangements for the overspend and the outcome of the 2016/17 approved savings and investment;

2. approved the proposed changes to the 2017/18 approved savings and investments, noting the revised 2017/18 budget gap of £2.1m and the ongoing work to identify savings proposals to meet this gap;

3. noted the proposed Acute Set Aside budget and agreed the restatement of the acute set aside budget; and

4. noted the content of the report in relation to operational activity and management information.

It was agreed to re-order the agenda at this point.

31  STRATEGY

31/1 Localities and Cluster Planning Report

The Board considered a report by the Locality Planning Coordinator that provided an update on the development of Locality and Cluster Planning.

In response to comments it was noted that locality and cluster planning is driven strongly by GPs and is about a local blend of services responding to the demands of local people. Communication and information sharing is key together with ensuring the public and stakeholders are kept involved as plans develop through a wide range of media and engagement. Resources will remain a challenge. Achieving a shift in resources to address locality issues requires the direction of travel to be about devolution of power to localities, as set out in
the guidance, but it is important to first get locality planning working with proper engagement and this process will take place over some time.

The Board noted progress in relation to localities and cluster planning in Fife.

31/2 Care at Home Update

The Board considered a report by the Service Manager (Care at Home) that provided an update on progress made on the re-design of the In-House Care at Home Service to date and sets out the approach to further develop and enhance the service to meet growing demand.

The plan was to implement phase 3 before the end of this year but this is dependent on the consultation process.

The Board:

1. noted the content of the report;
2. approved the proposal to enter into formal consultation on Phase 3 with Trade Unions; and
3. requested updates on delivery of Phases 2 and 3 in six months. DH/NA

Steve Grimmond left the meeting.

32 GOVERNANCE

32/1 Representatives from IJB to Sub-Committees

The Board considered a report by the Head of Strategic Planning, Performance and Commissioning seeking agreement to appoint members to the already agreed sub Committees.

The Chair had discussed with individuals to identify Chairs, namely:

Audit & Risk Committee – Christina Cooper; Clinical & Care Governance – Tim Brett; and Finance & Performance – David Graham.

He would consider further with the Chairs to populate the sub-Committees as soon as possible. The Integration Scheme would also be reviewed over the summer.
The Board agreed appointing to the sub Committees of the IJB as per the terms of reference.

33 PERFORMANCE

33/1 Pharmaceutical Care Services Report 2017/18

The Board considered a report by the Director of Pharmacy, the primary function of which is to describe the unmet need for pharmaceutical services within the Health Board population and the recommendation of the Health Board as to how these needs should be met. It appeared that overall there were no identified gaps in provision of pharmaceutical services in NHS Fife and community pharmacies were well distributed across the region and met the access needs of the vast majority of the population with no large gaps identified.

The Board noted the report for information.

Paul Hawkins and Carolyn McDonald left the meeting.

33/2 Pharmacy Budget Alignment

This paper required further discussion and would be re-submitted to the IJB at its September meeting.

33/3a Issue of Directions Report 2016/17

The Board considered a report by the Chief Finance Officer outlining that the IJB is required, by virtue of the terms of Section 26 of the Public Bodies (Joint Working) Act 2014, to give directions to Fife Council and Fife Health Board to carry out each function delegated to the IJB. A further direction is required as the IJB has a 2016/17 provisional overspend of £9.263m.

The Board agreed that:

1. the further direction addressed to Fife Health Board (Appendix 1 of the paper) be approved and issued to the Health Board; and

2. the further direction addressed to Fife Council (Appendix 2 of the paper) be approved and issued to Fife Council.

33/3b Issue of Directions Report 2017/18
The Board considered a report by the Chief Finance Officer outlining that the IJB is required, by virtue of the terms of Section 26 of the Public Bodies (Joint Working) Act 2014, to give directions to Fife Council and Fife Health Board to carry out each function delegated to the IJB.

The Board agreed that:

1. the further direction addressed to Fife Health Board (Appendix 1 of the paper) be approved and issued to the Health Board; and

2. the further direction addressed to Fife Council (Appendix 2 of the paper) be approved and issued to Fife Council.

33/4 Fife Community Equipment Budget Alignment

The Board considered a report by the Divisional General Manager (West) seeking approval to form a single budget for the Fife Community Equipment Partnership.

Two issues were raised related to a high risk item overspend in North East Fife and work to be concluded regarding any VAT implications. Improvements in the store had already been noted with a single manager in place and related to stock management and this would lead to a more efficient service for service users and patients.

The Board agreed the transfer of NHS Fife Equipment budget of £874,000 to Fife Council to allow a new single budget system to be developed; conditional on there being no detrimental VAT implications.

34 STRATEGY

34/1 New Guidance by the Scottish Public Services Ombudsman (SPSO)

The Board considered a joint report by the Divisional General Managers (Fife Wide/East) on changes to social work complaints handling through the Public Services Reform (Social Work Complaints Procedure (Scotland) Order 2016, implemented as of 1 April 2017. A letter had been received from the SPSO confirming that having assessed the new procedure it was satisfied that it was fully compliant.
Good progress had been made in aligning the two processes. The independent and voluntary sectors did not report under the Ombudsman but had separate complaints procedures. Discussion took place around the need for those that the IJB commissions services from to have an effective complaints process and assurance was given that these services are required to have an effective complaints mechanism and this was part of the contract. The issue of complaints is also picked up in the annual monitoring process. Monitoring and reporting of complaints would be submitted through the Clinical & Care Governance Committee.

The Board noted the report for information.

Claire Dobson, Dougie Dunlop, Fiona McKay and David Heaney left the meeting.

35 MINUTES FROM OTHER COMMITTEES & ITEMS FOR NOTING

35/1 Clinical & Care Governance Committee dated 24 February 2017

Active work remains in progress and is being looked at on a day by day basis in relation to Medical Cover at Community Hospitals.

35/2 Local Partnership Forum dated 23 February 2017

The LFP was the mechanism for engaging with staff side across Fife Council and NHS Fife and membership was a combination of managers from the service and staff side.

35/3 Finance & Performance dated 23 January 2017 and 9 March 2017

It was essential to have the right level of scrutiny in the right place with no duplication of effort and effective decision making was a key part of a governance review that would take place over the summer.

The Board noted the above minutes.

35/4 Schedule of Work

The Board noted the Schedule of work for 2017/18.
DATE OF NEXT MEETING

Thursday 27 July 2017 at 10:00 am in Conference Room 2/3, Ground Floor, Fife House, Glenrothes.

The Clinical & Care Governance Committee scheduled for 30 June 2017 would be re-arranged.

TEWB/
SMcC