MINUTE OF THE FIFE HEALTH AND SOCIAL CARE – INTEGRATION JOINT BOARD
HELD ON TUESDAY 20 MARCH 2018 AT 9.30 AM IN CONFERENCE ROOMS 2 & 3,
GROUND FLOOR, FIFE HOUSE, NORTH STREET, GLENROTHES

Present
Simon Little (Chair)
Non-Executive Members - Martin Black, Eugene Clarke, Margaret Wells - NHS Fife
Councillors Rosemary Liewald (Vice-Chair), David Alexander, Tim Brett, David Graham, Fiona Grant, David J Ross and Richard Watt, Fife Council
Frances Elliott, Medical Director NHS Fife
Helen Wright, Director of Nursing
Carolyn McDonald, Associate Director, Allied Health Professionals
Debbie Thompson, Joint TU Secretary
Ian Dall, Chair of Public Engagement Network
Karen Mack, Independent Sector Representative
Kenny Murphy, Third Sector Representative
Morna Fleming, Carer Representative
Simon Fevre, Staff Representative, NHS Fife

Professional Advisers
Michael Kellet, Director of Health and Social Care/Chief Officer
Jen McPhail, Chief Finance Officer
Evelyn McPhail, Director of Pharmacy
Nicky Connor, Associate Nurse Director
Dougie Dunlop, Chief Social Work Officer
Dr Susie Mitchell, General Medical Practitioner Representative
Dr Katherine Paramore, Medical Representative

Attending
Paul Hawkins, Chief Executive NHS Fife
Steve Grimmond, Chief Executive Fife Council
Claire Dobson, Divisional General Manager (West)
David Heaney, Divisional General Manager (East)
Julie Paterson, Divisional General Manager (Fife-Wide)
Fiona McKay, Head of Strategic Planning, Performance & Commissioning
Ashleigh Allan, for Eileen Rowand
Norma Aitken, Head of Corporate Services
Wendy Anderson, H&SCP Co-ordinator (Minute)

NO HEADING ACTION
1 CHAIRPERSON’S WELCOME AND OPENING REMARKS
The Chair welcomed everyone to the Health & Social Care Partnership (H&SCP) Integration Joint Board (the Partnership Board).

Chair advised that a recording pen was in use at the meeting to assist with Minute taking.
CHAIRPERSON’S WELCOME AND OPENING REMARKS (Cont)

The Chair extended the thanks of the H&SC Partnership to our staff and partners for their commitment in delivering services to those who needed them most over what has been a very challenging winter. Issues have included norovirus, flu and the difficult weather conditions and staff ensured that services were maintained and coped magnificently with all of the challenges thrown at them.

Also acknowledged was the assistance of Police, Armed Services, 3rd Sector Organisations, Peter Vardy individuals and others who worked together to ensure services where able to carry on despite the challenges.

Marie Curie Services In Fife - Claire Dobson advised that a meeting was held on Monday 19 March 2018 which enabled a way forward to be agreed. A workshop planned for April 2018 will assist with redesigning services. Chair expressed his thanks for the work undertaken to enable services to continue.

Staff Seasonal Flu Update - Through a refreshed communications approach we delivered a sustained flu fighters campaign we have busted myths, worn t-shirts, taken selfies, gone on tour round Fife and we achieved the following:-

NHS Staff Exceeding the 50% national target for NHS Fife. This has increased from 26% last year. Special thanks to Occupational Health, Immunisation Team and our peer immunisers (nursing staff in local wards and teams) who have all been key to making vaccinations as accessible as possible.

Social Care Staff We have immunised 563 social care staff. This is the first time we have approached the vaccination of social care staff in this way resulting in a record number of social care staff receiving vaccination at work. This was made possible by the immunisation team taking the vaccine to local staff meetings across Fife and huge thanks to social care managers for supporting this this.

Independent Sector We worked closely with Karen Mack and provided a pack of information/resources that was sent every care home/care at home independent provider in Fife. This initiative has been picked up by the Care Inspectorate and shared as an example of good practice and good collaborative work.

Winter Plan Update - The HSCP response to the challenges of winter has been outstanding, as an HSCP Board we are extremely grateful and proud of each and every member of staff. Staff have gone the extra mile, working on days off and working long hours.

Demand for services has been high; for example the Primary Care Emergency Service has seen demand 45% above predictions.

In terms of discharges and community flow, social work and health staff have worked closely together to achieve as many discharges as possible from the acute setting to community services. The work done ahead of winter to smooth and ease
discharge pathways has really helped with flow and staff themselves have spoken of how they are working in more integrated ways.

The HSCP has worked really closely with acute colleagues, flexing capacity in the community hospitals, increasing our bed base across Fife and redeployed resources.

We are also grateful to our partners in the Independent and Third Sector who have worked side by side with us to support people discharged from hospital and people in the community.

The winter plan thus far is holding from the HSCP perspective, it continues to be extremely busy and challenging. Plan performance November 116%, December 98% and January 107%

In summary, a huge thanks to all of our staff and our partners for their commitment in delivering services to those who need them most over what has been a very challenging winter.

The Chair then thanked Councillor Sam Steele for her contribution to the Partnership Board as she has stepped down from the Board and welcomed Councillor Rosemary Liewald who is replacing Councillor Steele on the Board and as Vice-Chair.

The Chair welcomed Jen McPhail, Chief Finance Officer to her first Integration Joint Board. Jen joint the H&SC Partnership on 21 November 2017. He also welcomed Margaret Wells, Non-Executive Member of NHS Fife who has replaced Moira Adams on the Partnership Board.

Congratulations were extended to Rebecca Band, Modern Apprentice Care Assistant who was nominated for the COSLA Rising Star Award. The Awards Ceremony took place on 4 December 2017. Rebecca did not win the award but did really well to get to the final three.
Cllr Brett declared that he was a Director of Fife Alcohol Support Service.

Simon Little is a research associate to NHS Health Scotland commissioned research into the impact of Minimum Unit Pricing of alcohol.

### 3 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Mary Lockhart and Wilma Brown.

### 4 BUDGET 2018-2019

Jen McPhail, Chief Finance Officer presented the 2018-19 Budget Proposal and covered a presentation on the proposal. A period of discussion and questions was then undertaken and the Board-

1. approved the 2018/19 Revenue Budget.
2. approved the newly identified savings.
3. noted the financial risk to the Board of not setting an in year balanced budget, however this is mitigated by a three year financial strategy.
4. approved the proposal to bring a three year financial strategy for submission.

Kenny Murphy, Steve Grimmond and Dougie Dunlop joined the meeting during the previous item.

A comfort break was held. Debbie Thomson left the meeting prior to the next of the next item.

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<tr>
<td>5</td>
<td>MINUTES OF PREVIOUS MEETING</td>
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<td></td>
<td>The minutes of the meeting held on 16 November 2017 were approved as an accurate record.</td>
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<td>MATTERS ARISING</td>
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<td>68/1 – Finance Report</td>
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<td>Wilma Brown had previously requested information on the breakdown of costs for bank and agency staff. Chief Finance Officer has this information and it will be circulated.</td>
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<td>Simon Little previously requested a briefing on the new GP contracts. Seonaid McCallum is providing an update at the Development Session on Thursday 22 March 2018.</td>
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7 PERFORMANCE

7.1 Finance Report

Jen McPhail, Chief Finance Officer presented the Finance Report and updated on the financial position as at 31 January 2018. Following discussion the Board:

1 noted the financial position as reported as 31 December 2017.
2 noted the next steps and key actions.
3 approved the updated Directions to Fife Health Board and Fife Council.

7.2 Terms of Reference – Finance & Performance Sub-Committee

Jen McPhail, Chief Finance Officer presented this report and following discussion the Board:

1 approved the contents of the report and the Terms of Reference.

7.3 Performance Report

Fiona McKay, Head of Strategic Planning Performance and Commissioning presented this report which was for Information. There is an updated report which will be circulated.

Discussion took place around the content of the report including clarification of several issues.

8 STRATEGY

8.1 Local Outcome Improvement Plan Fife

Michael Kellet, Director of Health and Social Care spoke to this paper and the Board noted the Plan for Fife.

8.2 Mental Health Redesign
Julie Paterson, Divisional General Manager (Fife-wide) spoke to this report which was a progress report for information. An event has been planned for 25 April 2018.

April Adam, Chair of the Alcohol and Drug Partnership joined the meeting.

9 GOVERNANCE

9.1 Alcohol and Drug Partnership (ADP) Annual Report 2016/17

Julie Paterson, Divisional General Manager (Fife-wide) introduced April Adam, Chair of the Alcohol and Drug Partnership who spoke to this report. The report was for noting and feedback. April was asked to provide regular updates to the Partnership Board via the Clinical and Care Governance Committee.

Helen Wright, Paul Hawkins, Nicky Connor, Susie Mitchell and Julie Paterson left the meeting during previous item.

10 MINUTES FROM OTHER COMMITTEES & ITEMS FOR NOTING

10.1 Clinical & Care Governance Committee – 12.12.17 - Unconfirmed

10.2 Finance & Performance Committee – 20.12.17 - Confirmed

10.3 Local Partnership Forum Committee – 26.09.17 - Confirmed

NO HEADING ACTION

10.4 Local Partnership Forum Committee – 24.01.18 – Unconfirmed

The Board noted the above Minutes.

10.5 Schedule of Work

The Board noted the Schedule of Work for 2018.

11 AOCB

David Heaney, Divisional General Manager (East) gave a verbal update on the Carers Strategy. Fife is well positioned for the introduction of the Carers (Scotland) Act 2016 as work has already been undertaken.

A detailed report on this will come to the Integration Joint Board meeting on Thursday 26 April 2018.

Morna Fleming has access to leaflets on the Carers Act which will be

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circulated once finalised.

Kenny Murphy left the meeting.

An updated version of the Health and Social Care Integration Scheme dated February 2018 was circulated to Partnership Board members prior to the meeting. The only changes to this at present are in relation to the implementation of the Carers (Scotland) Act 2016. Scottish Government require these changes to be approved by the end of March. A fuller review of the Integration Scheme is currently ongoing.

This was approved by the Partnership Board but still requires formal approval of Fife Council and NHS Fife.

Eugene Clarke is attending a Telehealth Conference on 21 March 2018 and will provide feedback for circulation.

12 DATE OF NEXT MEETINGS

**Development Session** – Thursday 22 March 2018 at 10.00 am in Fife Renewable Innovation Centre, Ajax Way, Methil Docks, Fife, KY8 3RS

**IJB Meeting** – Thursday 26 April 2018 at 10.00 am in Conference Rooms 2&3, Ground Floor, Fife House, North Street, Glenrothes, Fife, KY7 5LT