Fife Health & Social Care Shadow Joint Board
Tuesday 10th February 2015
Committee Room 2, 5th Floor Main, Fife House

Present:  Ms Alison Rooney, NHS Fife, Chair
Cllr Andrew Rodger, Fife Council, Co-Chair
Mr Sandy Riddell, Director of Health and Social Care
Cllr David Ross, Council Leader
Mr Steve Grimmond, Chief Executive, Fife Council
Dr Brian Montgomery, Interim Chief Executive, NHS Fife
Mr Allan Burns, Chairman, NHS Fife
Mrs Janice Cameron, Development Officer, Scottish Care
Mrs Chris Bowring, Director of Finance, NHS Fife
Ms Rona Laing, NHS Fife
Cllr John Docherty, Fife Council
Cllr Neale Hanvey, Fife Council
Ms Tina Chapman, Chair Public Reference Group
Cllr Tim Brett, Fife Council
Cllr Judy Hamilton, Fife Council
Mrs Wilma Brown, Employee Director, NHS Fife
Cllr Gavin Yates, Fife Council
Dr Frances Elliot, Medical Director, NHS Fife

Apologies:
Cllr Dorothea Morrison, Fife Council
Professor Scott McLean, Interim Director of Acute Services & Board Director of Nursing, NHS Fife
Mr Kenny Murphy, Fife Voluntary Action

In Attendance:
Mrs Heather Ford, Integration Change Manager, Fife Council
Mrs Fiona Mackenzie, Integration Change Manager, NHS Fife
Mr Iain Matheson, Head of Legal Services, Fife Council
Ms Debbie Thompson, Joint Trades Unions Secretary

Minute Taker:  Kerry Elliott, Secretary to Sandy Riddell
Jennifer Michie, Secretary to Integration Change Managers
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<tr>
<th></th>
<th><strong>Apologies</strong></th>
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<td>1.</td>
<td>Apologies noted as detailed above.</td>
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<td><strong>Previous Minutes</strong></td>
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<td>2.</td>
<td>With reference to the previous minute, (page 5, paragraph 1) remove duplicate sentence starting “Mr Christie advised...”.</td>
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<td>Minute agreed on the basis of the above amendment.</td>
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<td><strong>Matters Arising</strong></td>
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<td>3.</td>
<td><strong>Montage of Video Clips</strong></td>
<td><strong>ACTION:</strong> Integration Change Managers to coordinate a summary of comments reflected in the video clips and circulate to Board members.</td>
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<td>Mr Riddell introduced a selection of video clips which related to the series of reports presented to the Board on 15th January 2015.</td>
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<td>Cllr Brett stated that the series of video clips were excellent and requested a summary of the comments made on film to be available.</td>
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<td><strong>Recruitment</strong></td>
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<td>Mr Riddell advised that Mrs Julie Paterson, current Head of Service for Adults Services, Fife Council and Mr David Heaney, current Service Manager (Resources), East Lothian Council had been successfully appointed to the positions of Divisional General Manager. Mr Riddell stated that it was hoped that Mrs Paterson and Mr Heaney would take up post on 1st May 2015. Mr Riddell advised the Board that Mrs Irons, previously appointed to the post of Divisional General Manager (East) had been successful in being appointed to the post of Chief Officer in Angus. Mr Riddell advised that the third Divisional General Manager post therefore would be re advertised in due course. Mr Riddell stated that work was currently ongoing to determine the services which would be delivered at locality level but managed within the three divisions of East, West and Fife-Wide. Mr Riddell stated that Mrs Paterson and Mr Heaney would now be given the opportunity to choose which division they would prefer to manage.</td>
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Mr Riddell advised that the advert for the third Divisional General Manager post would therefore be adapted to recruit for the particular skill mix required for the services within the third division.

Ms Rooney clarified that the Board had expressed a desire to get a leadership team which was able to work across all the responsibilities required and stated that the panel would, as before, appoint the best person for the job based on the suitability of their knowledge and skill mix for the specific Divisional General Manager post being advertised.

Ms Rooney acknowledged the considerable amount of work which had been undertaken in the short period of time since the last formal meeting of the Board.

4. Monitoring Report/ Gantt Chart

Mrs MacKenzie introduced the report which highlights the key tasks, prior commitments and relevant deadlines covered in the period 7th January to 2nd February 2015.

Mrs MacKenzie advised that a number of tasks populated on the Gantt chart had now been completed and going forward the Gantt chart would be refreshed with new tasks for the next phase of the programme.

Cllr Brett queried when the Board would be sighted on the joint transition plan for the partnership and requested that the details be populated in the refreshed Gantt chart. Mr Riddell advised that the NHS Senior Management Team were currently working on a report in relation to the transition plan for the Partnership, which would be presented at the NHS Fife Board on the 24th February 2015 and thereafter Fife Council’s Executive Committee on 3rd March 2015.

5. Update on the development of the Strategic Commissioning Plan

Mrs Briggs attended the Board on behalf of Mrs Irons to provide an update on work progressed in the development of Fife’s Strategic (Commissioning) Plan. Mrs Briggs summarised the activity undertaken by the Strategic Planning Group at the workshops held in December 2014 and January 2015 and advised that summary reports from the workshops would be available for members of the Board in due course.

Mrs Briggs advised that a small editing team had been established who were currently developing a preliminary draft of the Strategic (Commissioning) Plan, which would be considered by the Strategic Commissioning Group at their meeting on 17th February 2015.
Mr Riddell advised that Prof Grint, Warwick Business School had been invited to attend the Strategic Planning Group’s meeting on 17th February to act as Fife’s ‘critical friend’. Mr Riddell advised that the first iteration of Fife’s Strategic Plan would be presented to the Board at the formal meeting of the Board in March 2015.

Ms Laing enquired as to whether a development session would be arranged following the initial draft being presented to the Board in March to enable the Board to have a broader discussion and debate on the content. Mr Riddell confirmed that a development session would be scheduled to take place following the March meeting and the date would be circulated to the Board in due course.

**ACTION:** Mr Riddell’s office to schedule development session and advise Board members accordingly.

Ms Rooney acknowledged the huge amount of work undertaken and reminded the Board of the need to be adventurous and ambitious when developing Fife’s Strategic (Commissioning) Plan.

6. **Finance Update**

Mrs Bowring advised the Board that the post of Chief Financial Officer had now been graded and an advert has now been circulated internally to NHS Fife and Fife Council staff to apply. Mrs Bowring confirmed that the post was advertised on a 2-year secondment basis in the first instance and that notes of interest were to be forwarded to Mr Riddell by close of business Friday 20th February 2015.

Mrs Bowring advised that all budgets detailed in Appendix 1 of the report had now been updated to reflect the services agreed to be in scope for the Partnership.

7. **Draft Risk Register for the Integrated Joint Board**

Mr McDonald, Fife Council and Ms Cumming, NHS Fife attended the Board to highlight the risks which had been identified for the Integrated Joint Board, summarised in appendix 1 of the previously circulated report. Mr McDonald advised that further work would be undertaken to develop the identified risks into a formal risk register format.

Ms Rooney asked Mr McDonald and Ms Cumming to clarify whether the risk register was for the programme or for the Shadow Board. Mr McDonald confirmed that the risk register was for the Integrated Joint Board but there was also a risk register in place for the programme.

Mr Burns stated that it would be helpful to identify and consider what the top ten risks and mitigating actions were for the Partnership. Mr McDonald confirmed that the next stage of work to be carried out in
relation to the risk register would be to identify and score key risks, including external factors.

Mr McDonald stated that in addition to the Integrated Joint Board's risk register the parent bodies, NHS Fife and Fife Council, would have their own risk registers. Mr McDonald clarified that there would be risks which may span across all three risk registers.

Ms Rooney stated that the risk register was directly linked to Fife's emerging Strategic Plan and stated that the risk register would need to reflect this.

Dr Montgomery requested that a distinctive list differentiating the risks to the Integrated Joint Board and the wider programme be created so that the Board were fully aware of all potential risks.

On behalf of the Board Ms Rooney requested that a further iteration of Fife’s risk register be presented to the Board.

**ACTION:** Mr McDonald to link with Mr Riddell in relation to scheduling when the amended risk register is to be presented to the Board.

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<th>8. Information Management &amp; Technology (IM&amp;T)</th>
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<td>Mr Riddell advised that at the request of the Board the IM&amp;T report, previously circulated, had been submitted by Mr Edwards and Mr Anderson to ensure that the Board were sighted on the ongoing progress in relation to this critical area of work for the Programme.</td>
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Mr Riddell asked the Board to note the progress outlined in the report and stated that he would feed back to Mr Edwards and Mr Anderson any questions raised by the Board from the paper following the meeting.

Cllr Brett asked Mr Riddell to clarify whether Mr Edwards or Mr Anderson were aware of the National work ongoing in relation to IMT. Mr Riddell confirmed that Mr Edwards was involved with IM&T work both at a local and national level.

Ms Chapman asked Mr Riddell how the Partnership would sell the IM&T developments to members of the public. Mr Riddell acknowledged that, as work progressed, different types and levels of feedback and communication would be required to be disseminated to both staff and members of the public, targeting the specific areas which would be of interest to them.

In relation to the progression of a single patient identifier, Cllr Yates asked whether there were any known legal implications which would hold up the progress. Through the chair Mr Mathieson confirmed that there were no known legal implications which had not already been addressed by the work undertaken by the IM&T work stream.
Dr Elliott stated that Fife was the first joint Board to seek input from the Information Commissioner and commended this innovative approach.

On behalf of the Board, Ms Rooney expressed gratitude for the extensive work carried out but asked that it was fed back to Mr Edwards and Mr Anderson to be mindful to engage with the work being undertaken in relation to the Strategic Planning process.

**ACTION:** Mr Riddell to provide feedback to Mr Edwards and Mr Anderson on behalf of the Board.

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### Equality Impact Assessment Report (EQIA)

Mrs Mackenzie advised that the report presented to the Board was the first formal report based on the outcomes of the two EQIA reports carried out following the recent consultations on Localities and Fife’s Integration Scheme. Mrs Mackenzie clarified that the EQIA report was required to be undertaken in line with legislative requirements.

Cllr Docherty stated that the report on a whole was a good report but lacked reference to the Equalities Act guidance produced for public service organisations. Cllr Docherty requested that for future EQIA reports this was acknowledged.

Cllr Brett asked for clarification in relation to who had set the recommendations, detailed under section 4 of the report. Mrs Mackenzie advised that the recommendations were raised by members of the EQIA group after using the EQIA as a tool to assess the procedures undertaken.

Ms Rooney asked Mrs Mackenzie to clarify that the EQIA assessed processes but not the overall outcome. Mrs Mackenzie confirmed that the EQIA tool helps public organisations to make sure that their policies and the way that functions are carried out are assessed for relevance in line with the Equality Act (2010).

Ms Laing asked Mrs Mackenzie to clarify what was meant by the recommendation detailed in 4.1 of the report. Mrs Mackenzie clarified that the EQIA group had passed comment that an EQIA should have been undertaken in advance of the 7 localities being decided.

Ms Rooney stated that the report highlighted that EQIA were required to be undertaken earlier in the process to reassure the Board in advance of the outcome. Mrs Mackenzie advised following the completion of the first EQIA that they had now adopted that approach for future pieces of work. Ms Rooney thanked Ms Mackenzie for the helpful report.
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<th><strong>Engagement and Participation</strong></th>
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<td>Mrs Ford summarised the feedback presented in the previously circulated report from the “Way Forward” event held on 29th January 2015. Mrs Ford advised the Board that those who attended the event had expressed their desire to be involved. Mrs Ford confirmed that a future event of the same nature would be planned to take place in April 2015 and that feedback from the event would be presented to the Board at a future Board meeting.</td>
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<td>Cllr Docherty recommended that Mrs Ford link with Fife’s Community Council’s to identify a person to relay information on their behalf in the future.</td>
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<td>On behalf of the Board Ms Rooney noted the work undertaken in relation to engagement and participation.</td>
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<th><strong>Integration Scheme – Consultation Report</strong></th>
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<td>Mr Riddell formally acknowledged and thanked those who had been involved in the preparation and editing of Fife's integration Scheme.</td>
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<td>Mr Matheson stated that the target date for submitting Fife's Integration Scheme to the Scottish Government was the 31st March 2015. Mr Mathieson advised that the intention would be to present a report on Fife’s Integration Scheme to the NHS Fife Board on 24th February 2015; Fife Council’s Executive Committee on 3rd March 2015 and the Shadow Board on the 19th March 2015 before submitting the final iteration to the Scottish Government. Mr Mathieson advised that the Integration Scheme would continue to be worked on until the submission date to the Scottish Government.</td>
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<td>Mr Matheson advised that an early draft had been shared with Civil Servants for comment. Mr Mathieson advised that on the whole, the Scheme had been positively received. However Civil Servants had highlighted that, in line with the guidance, the information detailed under Workforce, section 7, was not required to be presented in such detail, specifically item 7.4. Mr Mathesoon advised that there had been a suggestion to remove the detail presented in item 7 from the scheme and for it to be placed in the preamble of the report.</td>
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<td>Following discussion, the Board raised their concern in relation to removing the working currently detailed in section 7 of the report to the preamble and requested that section 7, specifically item 7.4, remain unchanged. The Board requested that Mr Matheson take legal advice in relation to employment law and employment status as the Integration Authority may be able to employ in the future.</td>
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Ms Rooney asked Mr Matheson to confirm when the chairs of the Board would require to be in place. Mr Matheson advised that the Shadow Board did not have to appoint chairs at the March meeting only to decide which organisation would take chair in year 1 and year 2 in advance of the Integration Scheme being submitted.

In relation to 7.8, Dr Montgomery requested that the wording be amended to a general statement which reflected that any legal obligations would be met but removed any specificity.

Ms Rooney confirmed that the Board were happy with the content of the mid consultation re-draft report on the basis that Mr Matheson sought legal advice in relation to the concerns raised.

Ms Rooney asked for the report to be proofed for grammatical and formatting issues in advance of the report being submitted to the NHS Fife Board and Fife Council’s Executive Committee.

**ACTION:** Mr Matheson to action the necessary changes in the document as highlighted by the Board.

Ms Rooney acknowledged that when finalised and submitted the Integration Scheme would be a major milestone achieved for the Partnership. Ms Rooney formally thanked those involved in progressing the Integration Scheme to this stage.

12. **AOCB**

Mr Riddell advised that a report on the recent Joint Inspection of Older People’s Services had been scheduled to be presented at the NHS Fife Board; Fife Council’s Executive Committee and Fife’s Health and Social Care Partnership in line with current Governance arrangements. Mr Riddell advised that the report would be scheduled to be presented to the Shadow Board for their information at a future Board meeting. Mr Riddell advised that following the inspection an action plan had been developed and signed off by the Care Inspectorate.