Fife Health & Social Care Shadow Joint Board  
Thursday 18th June 2015  
Conference Room 1, Ground Floor West, Fife House

Present:  
Cllr Andrew Rodger, Fife Council, Chair  
Ms Alison Rooney, NHS Fife, Co-Chair  
Mr Sandy Riddell, Director of Health and Social Care  
Ms Rona Laing, NHS Fife  
Dr Les Bisset, NHS Fife  
Cllr Dorothea Morrison, Fife Council  
Cllr Gavin Yates, Fife Council  
Ms Debbie Thompson, Joint Trades Unions Secretary  
Cllr Tim Brett, Fife Council  
Dr Frances Elliot, Medical Director, NHS Fife  
Mr Paul Hawkins, Chief Executive, NHS Fife  
Mr Kenny Murphy, Fife Voluntary Action  
Mr Steve Grimmond, Chief Executive, Fife Council  
Cllr Judy Hamilton, Fife Council  
Cllr David Ross, Council Leader  
Ms Tina Chapman, Chair Public Reference Group  
Mrs Janice Cameron, Development Officer, Scottish Care

In Attendance:  
Mrs Heather Ford, Integration Change Manager, Fife Council  
Mrs Fiona Mackenzie, Integration Change Manager, NHS Fife  
Mrs Julie Paterson, Divisional General Manager Fife-Wide  
Mrs Mary Porter, Divisional General Manager West  
Ms Jan Carter, Chief Financial Officer  
Mr Iain Matheson, Head of Legal Services, Fife Council

Apologies:  
Cllr Neale Hanvey, Fife Council  
Professor Scott McLean, Interim Director of Acute Services & Board Director of Nursing, NHS Fife  
Mr Allan Burns, Chairman, NHS Fife  
Cllr John Docherty, Fife Council  
Mrs Wilma Brown, Employee Director, NHS Fife

Minute Taker:  
Kerry Elliott, Secretary to Sandy Riddell, Director of Health & Social Care
1. **Introductions/Apologies**

Cllr Rodger formally welcomed and introduced Mr Paul Hawkins, Chief Executive NHS Fife and Dr Les Bissett, NHS Fife Board.

Mr Riddell introduced the Senior Leadership Team for the Health and Social Care Partnership, Mrs Paterson, Divisional General Manager Fife-Wide, Mrs Porter, Divisional General Manager West and Ms Carter, Chief Finance Officer. Mr Riddell advised that unfortunately Mr Heaney was unable to attend the meeting as planned due to personal circumstances which had arisen.

Apologies noted as detailed above.

2. **Previous Minutes**

In relation to the action detailed on page 4 of the previous minute, Cllr Ross requested that the wording be changed to:

**ACTION:** Performance reporting to be tabled as a standing item at future Board meetings.

Minute approved on the basis of the above amendments.

3. **Matters Arising**

Cllr Brett queried whether the CHI seeding process was now completed. Mrs Mackenzie confirmed that the CHI seeding had now been fully implemented.

In relation to the Head of Strategic Planning, Performance and Commissioning post, Mr Riddell confirmed that the recruitment process was almost complete.

4. **Shadow Board Development Session 16th June 2015 – Outcomes/Agreements**

Mr Riddell stated that the session had allowed for useful discussion to take place in relation to the commissioning intentions for Fife’s Strategic Plan and confirmed that a scribing group would now refocus and rework information collated from the session to allow that the 1st draft of the Strategic Plan to be presented to the Board at the formal meeting of the Board in August 2015.

Ms Laing requested that the reflections captured from the development session on Tuesday be circulated to ensure that priorities and visions expressed were clear and accurate to allow the scribing group to progress.
**ACTION:** Integration Change Managers to ensure that feedback from the development session is circulated to all Board members for their consideration.

Cllr Brett queried whether the Board would be sighted on implementation plans at a future Board meeting. Mr Riddell confirmed that implementation plans would be developed in line with the Strategic Plan and brought before the Board in due course.

Mr Grimmond reinforced the need for the Strategic Plan to be drafted and brought to the formal Board meeting in August to ensure that the Board meets the relevant timescales outlined in the programme for the consultation process and submission to Scottish Government.

Mr Hawkins stated that this piece of work required to be jointly resourced in order to be fully supported.

5. **Monitoring Report/ Gantt Chart**

Mrs MacKenzie introduced the report which highlights the key tasks, prior commitments and relevant deadlines covered in the period 15th April to 10th June 2015.

Mrs MacKenzie advised that the Gantt chart had now been refreshed following the completion of tasks from the previous phase of the programme. Mrs MacKenzie advised that update reports from the work stream leads would be tabled at a future meeting of the Shadow Board.

Mr Hawkins requested that the Gantt chart also showed the full was timeline and circulated in its full form for future meetings.

In reference to the recommendations made following the joint Internal Audit, Ms Laing queried whether progress made by each of the work streams was now formally documented in order to provide a clear and consistent audit trail. Mrs Mackenzie confirmed that work streams were now starting to use the documentation in the form of a monitoring report which fed into the high level programme Gantt chart.

Cllr Brett requested confirmation that the Shadow Board are not currently responsible for an actual budget. Mr Riddell confirmed that work was ongoing to finalise the starting budget of the Partnership but confirmed at present the Shadow Board were not responsible for an actual budget.

Cllr Ross raised concern in relation to the refreshed Gantt chart in relation to there being no link from tasks completed in the previous version. Mr Riddell suggested that a RAG status may be added to
the Gantt chart.

In relation to page 2 of the Gantt chart Ms Rooney queried the finish date populated against the approval of the Integration Scheme. Ms Rooney raised concern in relation to how realistic the start date of the consultation period was, as detailed on page 3 of the Gantt chart. Mrs MacKenzie advised that following the development session on Tuesday 16\textsuperscript{th} June dates within the Gantt chart would be required to be refreshed to take into consideration resubmission to the Scottish Government.

**ACTION:** Integration Change Managers to refresh Gantt chart taking into consideration concerns and comments raised by members of the Shadow Board. Future Gantt chart to be populated against a timeline and to feature a RAG status indicator where possible.

6. **Workforce – Locality Events**

Mr Riddell introduced the previously circulated report and advised members of the Board that the papers purpose was to provide detail of feedback collated from the engagement events held across Fife in February and March 2015.

In addition Mr Riddell advised that a planning meeting had taken place on 16\textsuperscript{th} June between the Divisional General Manager’s and Dr Alan McGovern, Clinical Director and practicing General Practitioner to progress some quick wins for staff. Mr Riddell stated that this meeting was the first meeting which he hoped to progress across Fife.

Mr Riddell confirmed that the first meeting of the Integrated Service Delivery Steering Group was due to meet on Friday 19\textsuperscript{th} June 2015 and stated that the information collated from the engagement sessions would be used to develop the local action plans and tests of change initiatives.

7. **Information Management & Technology Update**

Mr Edwards, NHS Fife and Mr Anderson, Fife Council attended the Board to provide feedback in relation to progress made to date within the Information Management and Technology work stream. Mr Edwards confirmed that an agreed data set had now been confirmed for use across the Partnership and confirmed that the single patient identifier, the CHI number had now been fully implemented. In relation to the supporting of the development of the performance framework for the Shadow Board Mr Edwards confirmed that information services both in NHS Fife and Fife Council were now progressing this area of work under the guidance of Yvonne McCallion.
Mr Edwards stated that the next milestone for the Partnership would be the delivery of a practitioner’s portal. Mr Edwards stated that this would be presented to the Senior Leadership Team for their consideration and approval in mid-July.

Dr Elliot highlighted the requirement that the detail subject to data sharing was required to be progressed through the NHS Fife Governance Committee.

Ms Rooney acknowledged on behalf of the Board the amount of progress made in relation to work undertaken by the Information Management and Technology work stream.

Ms Rooney raised concern in relation to the funding issue referenced under 2.1 of the previously circulated report. Mr Edwards stated that extending the portal solution beyond the pilot stage did have a revenue cost attached. Mr Anderson advised that conversations with colleagues from the Scottish Government were taking place in relation to providing funding to Fife to resource the pilot. Mr Riddell advised that the Senior Leadership Team were sighted on the funding and resourcing issue and advised that if funding was not presented from the Scottish Government the Senior Leadership Team would be required to have a discussion on re-prioritising and re-focussing current resources. Mr Riddell advised that he intended to take this discussion to a future meeting of the Chief Executive Group for further consideration.

Cllr Ross requested that colleagues be mindful of work being undertaken by other Boards in Scotland to ensure that information was being shared to reduce duplication of work and effort. Mr Anderson advised that knowledge was currently being shared between colleagues but stated that at present it appeared that Fife was more advanced in the process.

Mr Hawkins raised concern that the funding and resourcing issue had not been highlighted within the programme overview and Gantt chart and requested that this task was populated in the Gantt chart going forward. Mr Hawkins requested that the risk register for the Partnership be updated to reflect the financial risk highlighted and that the risk register feature as a standing item on future Shadow Board agendas.

**ACTION:** Integration Change Managers to ensure that the Gantt chart is refreshed and to provide feedback to colleagues in relation to the risk register.

Cllr Yates stated that colleagues involved needed to be mindful that although progress had been made in relation to Council and NHS staff having access to systems that as a Partnership there may be a requirement for colleagues from the Voluntary and Independent Sector to gain access also.
Dr Bissett queried whether the portal access would be extended to include GP practices. Mr Edwards advised that although this was not in the initial scope it was a recognised priority and it would be something that could be progressed.

Mr Riddell formally acknowledged and thanked Mr Edwards and Mr Anderson in relation to the work which had been undertaken by the Information Management and Technology work stream. Mr Riddell agreed with Mr Hawkins in relation to the need to adopt a programmed approach to the work undertaken by the work stream.

8. **Clinical and care Governance**

Dr Elliot advised that following the development of a national framework by the Scottish Government to guide Health and Social Care Partnerships on the setting up of their Clinical and Care Governance Arrangements the paper had been drafted to seek the Board’s approval to create a Governance Committee and to seek advice in relation to the membership of the Committee.

In relation to the report the Board requested that the diagram on page 6 be amended to show the reporting strands which sit below the Clinical and Care Governance Committee.

In relation to the recommendations set out in the report the Board confirmed:

1. Consider the paper and agree that it will set up a Clinical and Care Governance Committee to oversee the development of quality assurance of care for the HSCP. – Agreed.

2. Task the Director of Health and Social Care, Medical Director and Chief Social Work Officer to develop the Terms of Reference and membership; - Further work to be progressed.

3. Agree reports will come to the Board and also go to the Clinical Governance Committee of NHS Fife and the appropriate scrutiny committee of Fife Council. – Not agreed.

**ACTION:** Dr Elliot to further develop with input from Fife’s Chief Social Work Officer, Mr Riddell and the Chief Executives.

9. **Integration Scheme – revisions following feedback from Scottish Government**

Mr Matheson advised that the revised version of Fife’s Integration Scheme was being finalised taking into consideration feedback received from the Scottish Government. Mr Matheson requested guidance from the Board as to how the Board wished to progress the resubmission of the Integration Scheme.
Following extensive discussion Ms Rooney confirmed on behalf of the Board that Mr Matheson should progress with redrafting the Integration Scheme following informal consultation with Civil Servants at the Scottish Government. If informal feedback on the amended Scheme suggests that the document would be successful in its resubmission, Mr Matheson should circulate to the Board in tracked change format for consideration.

The process for approval will depend on the timetable for submission to the Scottish Government. If time permits the revised Scheme should be submitted to the Board at its August meeting. If this is not possible then the Co-Chairs, Chief Officer and the CEOs should approve on behalf of the Board.

10. **Finance Update**

   **ACTION:** Jan Carter to provide an updated finance report to be circulated to Board members with minute.

11. **AOCB**

   Public Reference Group Minutes submitted for information.