

## Minute of Meeting

### Renfrewshire Health and Social Care Integration Joint Board

Date	Time	Venue
Friday, 29 June 2018	10:00	Abercorn Conference Centre, Renfrew Road, Paisley, PA3 4DR

#### Present

Councillor Jacqueline Cameron, Councillor Jennifer Adam-McGregor, Councillor Lisa-Marie Hughes and Councillor Scott Kerr (all Renfrewshire Council); Dr Donny Lyons, Morag Brown, Dorothy McErlean and Dr Linda de Caestecker (all Greater Glasgow & Clyde Health Board); Karen Jarvis (Registered Nurse); Alex Thom (Registered Medical Practitioner (non-GP)); Liz Snodgrass (Council staff member involved in service provision); David Wylie (Health Board staff member involved in service provision); Christine Melville (substitute for Helen McAleer) (unpaid carer residing in Renfrewshire); Stephen Cruickshank (service user residing in Renfrewshire); John Boylan (Trade Union representative for Council); Graham Capstick (Trade Union representative for Health Board); Dr Stuart Sutton (Registered Medical Practitioner (GP)); David Leese, Chief Officer and Sarah Lavers, Chief Finance Officer (both Renfrewshire Health and Social Care Partnership); and Dorothy Hawthorn (substitute for Peter Macleod, Chief Social Work Officer (Renfrewshire Council)).

#### Chair

Dr Donny Lyons, Chair, presided.

#### In Attendance

Ken Graham, Head of Corporate Governance (Clerk) and Elaine Currie, Senior Committee Services Officer (both Renfrewshire Council); and Iain Beattie, Head of Health and Social Care (Paisley), Christine Lavery, Head of Mental Health, Addictions and Learning Disability Services, Fiona Mackay, Head of Strategic Planning & Health Improvement and Jean Still, Head of Administration (all Renfrewshire Health and Social Care Partnership).

#### Also In Attendance

Dr Gordon Forrest and Dr Chris Johnstone.

## **Order of Business**

In terms of standing order 4.1 (iii), the Chair intimated that he proposed to alter the order of business to facilitate the conduct of the meeting by considering item 2 of the agenda and that part of item 8 of the agenda which dealt with the review of the learning disability services before item 1 of the agenda. This was due to the significant number of service users and carers attending the meeting for those items.

## **Apologies**

Helen McAleer (unpaid carer residing in Renfrewshire) and Peter Macleod (Chief Social Work Officer (Renfrewshire Council)).

## **Declarations of Interest**

There were no declarations of interest intimated prior to the commencement of the meeting.

### **1 Update on Capability Scotland**

Under reference to item 2 of the Minute of the meeting of the IJB held on 23 March 2018 the Chief Officer submitted a report providing an update on the day care services for adults with learning disabilities operated by Capability Scotland, on behalf of the Renfrewshire Health and Social Care Partnership (HSCP), at Whitehaugh, Paisley and West Lane Gardens, Johnstone.

The report intimated that staff from the Renfrewshire Learning Disability Service had worked with all current Capability Scotland service users and parents/carers to undertake individual assessments of their current needs and that these were all now completed. All service users had also been allocated an individual SDS budget. Staff continued to support service users and their carers/families to consider their options in line with SDS legislation and to meet their choice of alternative provision. Two dedicated resource officers continue to support service users during 2018/19.

Links to a range of services would continue to be supported and this would include the HSCP managed Community Networks Service. In early June 2018 an open session was held at the Community Networks Service and information had been made available to service users of West Lane Gardens and Whitehaugh. A follow-up open event for families/carers was being planned to demonstrate the model of the service provided and to facilitate further engagement.

### **DECIDED:**

(a) That it be noted that Capability Scotland were continuing to operate this service over the course of 2018/19 using the available funding from Renfrewshire Council; and

(b) That the ongoing work to support individual service users and their carers/families in relation to their care requirements be noted.

## **2 Change and Improvement Programme Update**

Under reference to item 4 of the Minute of the meeting of the IJB held on 23 March 2018 the Chief Officer submitted a report providing an update on the HSCP's evolving Change and Improvement Programme and seeking approval to progress a number of service reviews to support the delivery of the IJB's financial and strategic plans.

The report intimated that the Change and Improvement Programme was being delivered through three workstreams, 1. Optimising Joint and Integrated Working and shifting the balance of care; 2. Financial Planning; and 3. Statutory Requirements, National Policy and Compliance. Appendix 1 to the report provided an overview of the supporting projects which were being delivered by workstreams 1 and 3 and progress to date.

It was noted that in 2018/19 the service review work would include the Learning Disability Service; Older People Services; and Charging, Eligibility Criteria and Thresholds. The Chair proposed that at this point in the meeting, the IJB would only consider the service review in relation to the learning disability service. This was agreed.

In terms of standing order 17.2 the Chair intimated that he would allow members of the public to address the IJB and respond to questions from members of the IJB.

Significant discussion took place at the meeting, involving IJB members and carers, regarding the review of the learning disability services in Renfrewshire. It was noted that there was a high level of anxiety and a strength of feeling around this review and that some members of the public indicated that there was a lack of trust in the NHSGG&C and IJB and that the public perception was that this review would lead to the closure of all day centres in Renfrewshire, similar to what had happened in Glasgow. Members of the public felt that Renfrewshire HSCP and the IJB were divorced from the community. Concern was also expressed around the timing of the implementation of the review and the lack of time given to those on the Learning and Disability Group to consider and respond to the draft Terms of Reference for the review.

Some members of the IJB expressed concerns regarding communication with members of the public and those on the Learning and Disability Group and proposed that a development session be arranged for members of the IJB to address indications of a lack of trust in the NHSGG&C, HSCP and IJB and improving communication with relevant parties. This was agreed.

It was noted that the review would be supported by an independent person or organisation over the course of the three to four months review period.

Following this significant discussion, involving contributions from representatives of carers present, it was proposed (i) that the content of report be noted; (ii) that it be agreed that the proposed service review in relation to the learning disability service be progressed; (iii) that the concerns raised at the meeting be taken on board during the review of learning disability services; (iv) that it be noted that the review of the learning disability services would be supported by an independent person or organisation and that this be welcomed; (v) that it be noted that updates would be brought to the IJB to report on progress; and (vi) that an IJB development session would be planned to reflect on how best to ensure effective ongoing communication and engagement with service users. This was agreed.

**DECIDED:**

- (a) That the content of the report be noted;
- (b) That it be agreed that the proposed service review in relation to learning disability services be progressed;
- (c) That the concerns raised at the meeting be taken on board during the review of learning disability services;
- (d) That it be noted that the review of learning disability services would be supported by an independent person or organisation and that this be welcomed;
- (e) That it be noted that updates would be brought to the IJB to report on progress; and
- (f) That an IJB development session would be planned to reflect on how best to ensure ongoing communication and engagement with relevant parties.

**Adjournment**

The meeting adjourned at 10.45 am and reconvened at 10.50 am.

**3 Minute**

The Minute of the meeting of the Integration Joint Board (IJB) held on 27 April 2018 was submitted.

**DECIDED:** That the Minute be approved.

**4 Timetable for Expiry and Renewal of Integration Joint Board Memberships**

Under reference to item 3 of the Minute of the meeting of the IJB held on 23 March 2018 the Clerk submitted a report setting out when the appointment of each of the current members of the IJB expired to enable members to discuss with the bodies they represented their future representation on the IJB.

The schedule to the report detailed the existing members of the IJB and indicated when their current membership of the IJB expired.

**DECIDED:** That the dates for expiry of membership of each of the current IJB members, as set out in the schedule to the report, be noted subject to the expiry date of Morag Brown's membership being changed to 31 March 2019 and that those members whose appointments expired later in 2018 be encouraged to ask the groups they represented to seek expressions of interest for future representatives for those groups on the IJB.

**5 Financial Report 1 April 2017 to 31 March 2018**

The Chief Finance Officer tabled an amended report relative to the revenue budget year-end outturn for the HSCP for the 2017/18 financial year, as detailed in appendices 1 and 2 to the report.

Budget monitoring throughout 2017/18 had shown the IJB projecting a breakeven position subject to the drawdown of reserves to fund any shortfalls and the transfer of specific ring-fenced monies, including Scottish Government funding for health visitors and the Primary Care Improvement Fund, and agreed commitments to earmarked reserves. At the close of 2017/18, as anticipated, the IJB showed an overspend of £2.052 million. The IJB approved the drawdown of reserves throughout 2017/18 to deliver a breakeven position leaving an overall reserves balance of £3.442 million, of which £2.5 million was ringfenced or earmarked for specific commitments in 2018/19. The balance of £930,000 would be carried forward as a general contingency to manage unanticipated budget pressures in future years to support Strategic Plan priorities. Appendix 7 to the report provided a summary of the IJB's reserves at 31 March 2018.

The key pressures were highlighted in sections 4 and 5 of the report and appendices 3 and 4 to the report provided a reconciliation of the main budget adjustments applied this current financial year. Appendix 5 to the report detailed the NHSGG&C budget performance for April 2017 to March 2018; Appendix 6 detailed the HSCP hosted budget position as at 31 March 2018; the letter dated 23 May 2018 from the Head of Mental Health and Protection of Rights confirming the 2018/19 funding for Action 15 of the Mental Health Strategy formed Appendix 8 to the report; and the letter dated 23 May 2018 from the Deputy Director and Head of Primary Care confirming the 2018/19 funding for the Primary Care Improvement Fund formed Appendix 9 to the report.

Consistent with the IJB's Reserves Policy the report sought approval of earmarked reserves for drawdown as required in 2018/19 totalling £1.873 million. Details of the earmarked reserves were detailed in section 11.6 and Appendix 7 of the report.

The report provided an update in relation to the Living Wage 2017/18; the Living Wage increase 2018/19 and the National Care Home Contract 2018/19.

### **DECIDED:**

- (a) That the year-end financial position be noted; and
- (b) That the proposed transfers to earmarked reserves as detailed in section 11.6 and Appendix 7 to the report be approved.

## **6 Unaudited Annual Accounts 2017/18**

The Chief Finance Officer tabled an amended report relative to the unaudited annual accounts 2017/18 for the IJB which would be submitted for audit by the statutory deadline of 30 June 2018. A copy of the unaudited annual accounts 2017/18 formed the appendix to the report.

The report intimated that the accounts fully complied with International Financial Reporting Standards (IFRS) and that the Auditor was planning to complete the audit process by early September 2018. The Auditor's report on the accounts would be made available to members and submitted to a future meeting of the IJB Audit Committee for consideration.

The report detailed the approval process and timetable in relation to approval of the IJB's annual accounts.

It was proposed (i) that the annual accounts for 2017/18 be approved, subject to audit;

(ii) that it be noted that the Auditor was planning to complete the audit of the accounts by early September 2018 and that their report would be made available to all members and submitted to a future meeting of the IJB Audit Committee for detailed consideration; and (iii) that the annual governance statement be approved for inclusion in the annual accounts.

**DECIDED:**

(a) That the annual accounts for 2017/18 be approved, subject to audit;

(b) That it be noted that the Auditor was planning to complete the audit of the accounts by early September 2018 and that their report would be made available to all members and submitted to a future meeting of the IJB Audit Committee for detailed consideration; and

(c) That the annual governance statement be approved for inclusion in the annual accounts.

## **7 Performance Management End of Year Report 2017/18**

The Chief Officer submitted a report relative to the Performance Management End of Year Report 2017/18.

The report intimated that data was not yet available for all performance measures to March 2018 and that the information detailed in the report was the most up-to-date available.

The performance dashboard which summarised progress against the nine national outcomes formed Appendix 1 to the report; the full scorecard which updated all performance measures formed Appendix 2 to the report; and the health and social care experience survey 2017/18 formed Appendix 3 to the report.

There were 91 performance indicators of which 45 had targets set against them. Performance status was assessed as either red, more than 10% variance from target; amber, within 10% variance of target; or green, on or above target. The dashboard indicated that currently 27% of performance measures had red status, 15% had amber status and 58% had green status.

In relation to HSCP/AS/ACP/02 (Number of adults with an Anticipatory Care Plan), it was proposed that this data would be amended to increase the number of adults who had an Anticipatory Care Plan since publication of the scorecard and the final Performance Management End of Year Report 2017/18; and in relation to SOA13CHP.04 (Reduction in the rate of alcohol related hospital admissions per 1,000 population), it was proposed that further information be included in the final Performance Management End of Year Report 2017/18 detailing what work had been done in order to meet this target. This was agreed.

In relation to HSCP/CI/HCES/08 (Percentage of carers who feel supported to continue in their caring role) (National Survey), it was highlighted that work required to be done to increase the number of carers who felt supported to continue in their caring role.

Work had begun on the 2017/18 report which would follow a similar format of balancing qualitative information against statistical data and highlighting the importance of patients', service users' and carers' feedback in the development and improvement of

services. The final report would be published on 31 July 2018 and would feature an overview of each service area and measure performance against the nine National health and wellbeing outcomes.

**DECIDED:**

(a) That the Performance Management End of Year Report 2017/18 for Renfrewshire HSCP be approved, subject to the amendments and updates in relation to HSCP/AS/ACP/02 (Number of adults with an Anticipatory Care Plan) and SOA13CHP.04 (Reduction in the rate of alcohol related hospital admissions per 1,000 population); and

(b) That the process to finalise the Renfrewshire HSCP Annual Performance Report 2017/18, which would be published on 31 July 2018 and submitted to the next meeting of the IJB to be held on 14 September 2018, be approved.

## **8 Market Facilitation Plan**

The Chief Officer submitted a report relative to the draft Market Facilitation Plan developed in partnership with stakeholders and the Strategic Planning Group.

The report intimated that the Market Facilitation Plan would be used to shape and influence health and care services for Renfrewshire's population; would direct the Service Improvement Plan; would be regularly reviewed as services were reviewed and patterns of health and care needs changed; and would directly inform financial planning and how resources were allocated to achieve best value.

It was noted that some of the paragraph references detailed in the appendices would require to be amended.

**DECIDED:**

(a) That the progress made in developing a Market Facilitation Plan be noted and that the draft Market Facilitation Plan, as appended to the report, be amended where required and approved; and

(b) That it be agreed that further engagement be carried out over the summer months to inform a final plan in September 2018.

## **9 Change and Improvement Programme**

Under reference to item 2 of this Minute consideration of the Chief Office's report was resumed. The Chair intimated that at this point in the meeting, the IJB would be considering the proposed service reviews in relation to older people services and charging, eligibility criteria and thresholds. It was also proposed that the terms of reference for the service reviews be remitted to the planning groups. This was agreed.

**DECIDED:**

(a) That it be agreed that the service reviews in relation to older people services and charging, eligibility criteria and thresholds be progressed;

(b) That it be noted that updates would be brought to the IJB to report on progress; and

(c) That the terms of reference for the service reviews be remitted to the planning groups.

## **10 GP Contract and Primary Care Improvement Plan**

Under reference to item 7 of the Minute of the meeting of the IJB held on 26 January 2018 the Chief Officer submitted a report relative to the draft HSCP Primary Care Improvement Plan (PCIP), a copy of which was appended to the report.

The report intimated that the HSCP was required to develop a PCIP in partnership with GPs and other key stakeholders including NHS Boards to document and establish how the key priorities within the Memorandum of Understanding were to be embedded into primary care. The PCIP required to be approved by the GP Sub-committee of the Local Medical Committee by the end of July 2018.

Over the next three years, every practice within NHSGG&C should be supported by expanded teams of HSCP and NHS Board employed health professionals, to create a skilled multidisciplinary team surrounding Primary Care and support the role of GPs as expert medical generalists.

An overarching NHSGG&C Primary Care Board and the local Renfrewshire Primary Care Transformation Group would ensure delivery of contractual changes in line with the new GMS contract agreement and provide direction and oversight for the development of the PCIP in line with the Memorandum of Understanding.

Following a presentation led by Dr Gordon Forrest and Dr Stuart Sutton it was proposed (i) that the progress towards delivery to date be noted and that it be noted that ongoing communication and engagement would guide further iterations of the local PCIP; (ii) that it be agreed that the Chief Officer and Clinical Director work to agree this PCIP with the local GP Committee representative; (iii) that regular updates on progress with implementation of the PCIP be provided to the IJB; and (iv) that it be noted that the PCIP would be submitted to the next meeting of the IJB to be held on 14 September 2018 for approval.

### **DECIDED:**

(a) That the progress towards delivery to date be noted and that it be noted that ongoing communication and engagement would guide further iterations of the local PCIP;

(b) That it be agreed that the Chief Officer and Clinical Director work to agree this PCIP with the local GP Committee representative;

(c) That regular updates on progress with implementation of the PCIP be provided to the IJB; and

(d) That it be noted that the PCIP would be submitted to the next meeting of the IJB to be held on 14 September 2018 for approval.

## **11 Workforce, Organisational Development and Service Improvement Implementation Plan Update**

The Chief Officer submitted a report relative to progress made in implementing the HSCP Workforce, Organisational Development and Service Improvement



Implementation Plan.

The report outlined activities undertaken in 2017/18 in implementing the 2016/19 Organisational Development and Service Improvement Strategy and the 2017/19 Workforce Plan and provided evidence and information to demonstrate the delivery of the key objectives. The report also detailed key achievements and key challenges.

**DECIDED:** That the progress made in 2017/18 to deliver the HSCP Workforce, Organisational Development and Service Improvement Plan be noted.

## **12 Quality, Care and Professional Governance Annual Report 2017/18**

The Chief Officer submitted a report relative to the Quality, Care and Professional Governance Annual Report 2017/18, a copy of which formed Appendix 1 to the report.

The report intimated that the annual report provided a variety of evidence to demonstrate continued delivery of the care components within the HSCP Quality, Care and Professional Governance Framework and Clinical and Care Governance principles specified by the Scottish Government.

A review of HSCP governance arrangement had been undertaken and it was proposed that a new HSCP Quality, Care and Professional Governance – Operational Procedures and Guidelines Group be introduced and that the work of the Professional Executive Group be incorporated into the HSCP Localities Clinical and Care and Mental Health, Addictions and Learning Disability Services Governance Groups. A copy of the proposed new HSCP Quality, Care and Professional Governance structure formed Appendix 2 to the report.

### **DECIDED:**

(a) That the Quality, Care and Professional Governance Annual Report 2017/18, as detailed in Appendix 1 to the report, be noted;

(b) That the proposed new HSCP Quality, Care and Professional Governance Structure, as detailed in Appendix 2 to the report, be approved; and

(c) That it be noted that future annual reports would be produced in line with NHS GG&C's reporting cycle of April to March.

## **13 Inspection of Adult Health and Social Work Services in Renfrewshire**

Under reference to item 14 of the Minute of the meeting of the IJB held on 15 September 2017 the Chief Officer submitted a report relative to the joint inspection of adult health and social work services in Renfrewshire, undertaken by the Care Inspectorate and Healthcare Improvement Scotland in October to December 2017.

The report intimated that the aim of the inspection was to ensure that the relatively newly formed integration authority had the necessary building blocks in place to plan, commission and deliver high quality services in a co-ordinated and sustainable way.

The Care Inspectorate and Healthcare Improvement Scotland published their report detailing their findings from the inspection entitled 'Joint Inspection (Adults) the Effectiveness of Strategic Planning in Renfrewshire on 18 April 2018. This report

highlighted that the HSCP were making significant progress on improving residents' health and social services; concurred with the self-assessment that quality indicators 1 and 6 were level 4 – good; and that very positive comments on quality indicator 9 had been provided. In advance of the inspection, the HSCP had been advised that quality indicator 9 would not be given a formal grade.

The inspection report was positive and highlighted key successes which were detailed in section 3.5 and identified areas for improvement which were detailed in section 3.6 of the report. The inspectors feedback highlighted that the HSCP had built a strong foundation to work from in taking forward improvement actions. The Inspection Improvement Plan, which was appended to the report, would support the HSCP to address the areas for improvement identified.

Following approval of the Inspection Improvement Plan, the actions would be taken forward and an update would be provided as part of the Annual Performance Report 2018/19. The inspection report would also be considered by the Public Protection Chief Officers Group, the NHS Board's Clinical and Care Governance Committee and the HSCP's Staff Partnership Forum and more specific or detailed recommendations from these groups would support the improvement programme.

**DECIDED:**

- (a) That the publication of the inspection report be noted;
- (b) That the work of the staff throughout the HSCP in delivering the positive leadership and performance, reflected in the inspection report, be acknowledged; and
- (c) That the Inspection Improvement Plan, as appended to the report, be agreed.

## **14 Integrated Children's Services Partnership Plan 2018/21**

The Chief Officer submitted a report relative to the Integrated Children's Services Partnership Plan 2018/21.

The report intimated that Part 3 of the Children and Young People (Scotland) Act placed a joint duty on local authorities and health boards to produce three-yearly children's services plans.

The report advised that a new three-year Children's Services Partnership Plan for 2018/21 had now been produced in collaboration with children and young people, Council colleagues, statutory partners and third sector organisations. Taking into account feedback from children and young people, the HSCP had created a 'Plan on a Page' which conveyed all of the essential information required of a plan in a manner which was accessible to children and young people.

The Plan on a Page was underpinned by detailed action plans which set out how partners would deliver the Plan and how progress would be monitored. Finalisation of the action plans would take place once the new inspection framework had been published.

Discussion took place concerning CAMHS; the service provided by school counsellors which ceased during school holidays; bullying; and mental health services and pathways which children could access. It was proposed that a future development

session be arranged for members of the IJB on these matters. This was agreed.

**DECIDED:**

(a) That the Children's Services Partnership 'Plan on a Page' including the interactive multi-media resources be approved;

(b) That the ongoing development of detailed action plans to support delivery of the priorities detailed in the Plan be noted. The actions plans would be finalised when the new inspection framework and requirements of the new national minimum dataset were confirmed by the Scottish Government, which was anticipated early in the summer 2018; and

(c) That a future development session be arranged for members of the IJB around mental health services and pathways for children.

## **15 Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the IJB would be held at 10.00 am on 14 September 2018 in the Abercorn Conference Centre, Renfrew Road, Paisley.

## **16 Additional Item - Chairman's Update**

The Chair intimated that once the items on the agenda had been considered he wished to provide an update on his activities as Chair.

The Chair advised of the visits he had undertaken since the last meeting of the IJB including the addictions service, Renfrew Health and Social Care Centre, Family Nurse Partnership, Johnstone Town Hall – Addictions Service, the Carers Centre AGM, and Renfrew Care Home Day Centre.

**DECIDED:** That the Chair's update be noted.