



Minute of Meeting

Renfrewshire Health and Social Care Integration Joint Board.

Date	Time	Venue
Friday, 29 September 2023	10:00	Remotely by MS Teams,

Present

Councillor Jacqueline Cameron, Councillor Jennifer Adam, Councillor Fiona Airlie-Nicolson and Councillor Iain McMillan (all Renfrewshire Council); Margaret Kerr, John Matthews, Frank Shennan and Ann Cameron Burns (all Greater Glasgow & Clyde Health Board); Karen Jarvis (Registered Nurse); Paul Higgins (Health Board staff member involved in service provision); Lisa Cameron (Council staff member involved in service provision); Alan McNiven (third sector representative); Fiona Milne (unpaid carer residing in Renfrewshire); Stephen Cruickshank (service user residing in Renfrewshire); John Boylan (Trade Union representative for Council); Dr Stuart Sutton (Registered Medical Practitioner (GP)); Christine Laverty, Chief Officer and Sarah Lavers, Chief Finance Officer (both Renfrewshire Health and Social Care Partnership) and John Trainer, Chief Social Work Officer (Renfrewshire Council).

Chair

Councillor Adam, Chair, presided.

In Attendance

Mark Conaghan, Head of Corporate Governance (Clerk) and Elaine Currie, Senior Committee Services Officer (both Renfrewshire Council); and Pauline Robbie, Head of Health & Social Care (West Renfrewshire), Frances Burns, Head of Strategic Planning & Health Improvement, John Goldie, Independent Chair (ADP), Donna Reid, ADP Co-ordinator, John Millar, Communications Business Lead (Transformation), Sian Ramsay, Finance Business Partner, James Higgins, Corporate Business Officer, David Fogg, Service Improvement Manager and Jade Collins, Senior Communications Officer (all Renfrewshire Health and Social Care Partnership) and Grace Scanlin, Senior Auditor (Ernst & Young).

Recording of Meeting

Prior to the commencement of the meeting the Chair intimated that this meeting of the IJB would be recorded and that the recording would be available to watch on both the Council and HSCP websites.

Apology

Annie Hair (Trade Union representative for Health Board).

Declarations of Interest and Transparency Statements

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

1 Minute

The Minute of the meeting of the Integration Joint Board (IJB) held on 30 June 2023 was submitted.

DECIDED: That the Minute be approved.

2 Rolling Action Log

The rolling action log for the IJB was submitted.

In relation to NHSGGC Mental Health Strategy: Renfrewshire Implementation Update, the Chief Officer advised that funding allocations had been agreed by the Health Board and that an update would be provided to the next meeting of the IJB; in relation to Unscheduled Care Winter Update, the Chief Officer advised that this was on track; and in relation to the Chair and Vice Chair of the IJB and the IJB Audit, Risk and Scrutiny Committee, the Clerk advised that a report on this matter would be submitted to the IJB following the development session currently being arranged for members of the Committee.

It was noted, that reports or updates in connection with the Primary Care Improvement Plan, the financial outlook for 2023/24 and the draft Scorecard for 2023/24 and the draft Year 2 Strategic Delivery Plan would be considered during the course of the meeting.

DECIDED: That the updates to the rolling action log be noted.

Sederunt

Stephen Cruickshank joined the meeting during consideration of the following item of business.

3 **Chief Officer's Report**

The Chief Officer submitted a report providing an update on recent key developments and operational activity and additional policy developments which would be built into future workplans, strategies and action plans.

The report provided an update on the HSCP's preparation for the winter planning period alongside ongoing business continuity planning to ensure robust plans were in place to manage potential challenges. More widely, the report provided updates on the reduction of reported alcohol and drug related deaths in Renfrewshire in 2022; the key initiatives being taken locally to continue tackling drug and alcohol related harm death and several policy updates alongside key operational policy relating to COVID-19.

DECIDED:

(a) That the range of key HSCP updates, as detailed in sections 4 to 10 of the report, be noted; and

(b) That the national policy updates, as detailed in sections 11 to 15 of the report, be noted.

4 **Financial Report 1 April to 31 July 2023**

The Chief Finance Officer submitted a report relative to the revenue budget position at 31 July 2023 and the projected year end position for the year ending 31 March 2024.

The report referred to the current volatility of the IJB's budget due to the current economic and cost of living crisis and the likelihood that this would have a negative impact on projections through the financial year, as highlighted in the report on the 2023/24 Delegated Health and Social Care Budget report considered at the meeting of the IJB held on 31 March 2023. It was noted that given the current fluid discussions on pay negotiations for local government, the final impact on the overall budget position for 2023/34 and the level of funding being passed through to the IJB to meet these increased costs was not yet clear. The current projections did not include the impact of the pay award above the 3% included as part of the overall budget assumptions for 2023/24.

The report intimated that due to a delay in receiving some of the ring-fenced allocations from the Scottish Government in respect of specific Scottish Government priorities, the impact on the in-year budget or the conditions attached to the funding was not yet clear.

The report advised that the projected final outturn for 2023/24 was an overspend of £4,601k, prior to any draw down from general reserves, and included a transfer of any in-year underspend at 31 March 2024 to earmarked reserves in line with Scottish Government funding arrangements in relation to winter pressure monies, Action 15, the Primary Care Improvement Programme and the Alcohol and Drug Partnership.

The report provided information on the key pressures; prescribing; Scottish Government funding 2023/24; other delegated services and reserves.

Appendices 1 to 4 of the report detailed the revenue budget position of the HSCP, adult social care, health, and Renfrewshire Council other delegated services; Appendices 5 and 6 to the report provided a reconciliation of the main budget adjustments applied this current financial year; Appendix 7 to the report detailed the Scottish Government funding streams and Appendix 8 to the report detailed the movement in ear marked reserves.

The Chair proposed that both she and Margaret Kerr, Chair of the IJB Audit, Risk and Scrutiny Committee, meet with relevant officers from the HSCP and the Council around the level of funding that would be passed through to the IJB to meet increased staffing costs in connection with the pay negotiations. Further, that an update report be submitted to the next meeting of the IJB to be held on 24 November 2023. This was agreed.

DECIDED:

(a) That the in-year position at 31 July 2023 be noted;

(b) That the projected year-end position for 2023/24 be noted; and

(c) That it be noted that the Chair and Margaret Kerr, Chair of the IJB Audit, Risk and Scrutiny Committee, would meet with relevant officers from the HSCP and the Council around the level of funding that would be passed through to the IJB to meet increased staffing costs in connection with the pay negotiations and that an update report be submitted to the next meeting of the IJB to be held on 24 November 2023.

5 **IJB Audited Annual Accounts 2022/23**

Under reference to item 7 of the Minute of the meeting of the IJB held on 30 June 2023, the Chief Finance Officer submitted a report relative to the Audited Annual Accounts for the IJB for 2022/23, a copy of which was appended to the report.

The report intimated that Ernst & Young (EY) had provided an audit opinion which was free from qualification and advised that EY had submitted a report to the IJB Audit, Risk and Scrutiny Committee held on 18 September 2023 which detailed matters arising over the course of the audit.

The report advised that under the Local Authority Accounts (Scotland) Regulations 2014, the IJB must meet to consider the annual accounts and approve those accounts for signature no later than 30 September.

Grace Scanlin, EY, addressed members on the Audited Accounts and on EY's report considered at the last meeting of the IJB Audit, Risk and Scrutiny Committee. Grace advised that following discussion and comments from the Chair of the IJB Audit, Risk and Scrutiny Committee during the meeting, EY had reflected on the amber rating given in relation to Best Value and intimated that this amber rating would be removed from the final version of EY's report prior to being submitted to Audit Scotland.

DECIDED: That the Annual Accounts for 2022/23 be approved for signature in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

6 **Development of a Sustainable Futures Programme: Update**

Under reference to item 8 of the Minute of the meeting of the IJB held on 30 June 2023, the Head of Strategic Planning & Health Improvement submitted a report providing detail on the HSCP's implementation of the Sustainable Futures Programme and seeking approval for two further areas of scope being progressed alongside the previously approved projects.

The report advised that the intent of the Programme was to progress projects and proposals to deliver savings which would contribute towards addressing an overall cumulative gap of approximately £14.7 million in the next financial year.

The report provided detail on the proposed initial project areas and the two further areas of scope and advised that an updated position on costed savings would be brought to the IJB in November 2023 which would also outline the next steps and further work required including the phasing of projects and the associated development of savings options.

DECIDED:

(a) That the updates provided on the progress made in implementing the Sustainable Futures Programme approach and supporting governance, as detailed in sections 4 to 6 of the report, be noted;

(b) That the key programme risks, outlined in section 8 of the report, be noted; and

(c) That the proposed additions to the scope of the Programme, as set out in section 7 of the report, be approved.

7 **Strategic Plan 2022/25: Year 2 Strategic Delivery Plan**

Under reference to item 9 of the Minute of the meeting of the IJB held on 30 June 2023, the Strategic Lead & Improvement Manager submitted a report providing detail on the work undertaken to develop further deliverables in Year 2 of the Strategic Plan, a copy of which was appended to the report.

The report intimated that the delivery plan, provided for review and approval, had been focused on the coming six-month period to the end of March 2024, to realign with the dates of the Strategic Plan.

The report advised that at the meeting of the IJB held on 30 June 2023, the Annual Performance Report 2022/23, which included an overview of the progress made in delivering the objectives and supporting deliverables included in the Strategic Delivery Plan for Year 1, had been approved.

The report provided detail on the delivery of the Strategic Plan; the updates to strategic objectives; and on how progression and completion of the activities would be measured. The report noted that the process followed for developing deliverables for Year 1 and Year 2 would be utilised to identify deliverables for Year 3 and that the Year 3 Strategic Delivery Plan would be submitted to the IJB in March 2024. Further, that there might be a knock-on impact on the ability to deliver all of the ambitions set out in the Plan in the context of the wider demand pressures, financial challenges and external factors

which required further clarity. This would remain under review and any further developments would be incorporated in future updates.

The Head of Strategic Planning & Health Improvement advised that quarterly update reports in relation to CAMHS and speech and language therapy would be submitted to the IJB.

DECIDED:

(a) That the process undertaken to develop the 'Year 2' Strategic Delivery Plan, as detailed in sections 4 to 6 of the report, be noted;

(b) That the challenges associated with delivering the full Strategic Plan by 2025, as detailed in section 7 of the report, be noted; and

(c) That the contents of the Strategic Delivery Plan, which formed Appendix 1 to the report, be approved.

8 **Performance Scorecard 2023/24**

Under reference to item 9 of the Minute of the meeting of the IJB held on 30 June 2023, the Head of Strategic Planning & Health Improvement submitted a report setting out the HSCP's proposed Performance Scorecard for 2023/24.

The report intimated that the Performance Scorecard for 2023/24 had been reviewed and the report provided detail on the performance indicators removed; those targets which required to be amended; amendments to indicators; and the new performance indicators added. Appendix 1 to the report detailed the proposed changes.

The report advised that the full Scorecard updating all performance measures would be presented to the IJB twice yearly, at mid-year in January 2024 and end of year in June 2024.

The report indicated that the HSCP was currently undergoing a Performance Audit which was expected to be completed in Autumn 23 and that a summary of the findings would be reported to the IJB Audit, Risk and Scrutiny Committee with any proposed changes being reported to the IJB via future performance reporting.

The Head of Strategic Planning & Health Improvement advised that regular update reports in relation to CAMHS and speech and language therapy would be submitted to the IJB.

DECIDED:

(a) That the HSCP's draft Performance Scorecard for 2023/24 be approved;

(b) That it be noted that the full Scorecard updating all performance measures would be presented to the IJB twice yearly, mid-year in January 2024 and end of year in June 2024 as part of the Annual Performance Report; and

(c) That it be noted that regular update reports in relation to CAMHS and speech and language therapy would be submitted to the IJB.

9 **Quality, Care and Professional Governance Annual Report 2022/23**

The Head of Health & Social Care submitted a report relative to the HSCP's Quality, Care and Professional Governance Annual Report for the period April 2022 to March 2023, which provided a variety of evidence to demonstrate the continued delivery of the governance core components within Renfrewshire HSCP and the clinical and care governance principles specified by the Scottish Government, a copy of which formed Appendix 1 to the report.

The report advised that the governance care components within Renfrewshire HSCP were based on service delivery, care and interventions that were person-centred, timely, outcome focused, equitable, safe, efficient and effective. Further, that arrangements remained in place to support enhanced multidisciplinary arrangements to support care homes, aimed to provide scrutiny, support including ongoing assurance visits, and oversight of care homes across Renfrewshire.

DECIDED:

(a) That the content of the report, attached as Appendix 1, provided on HSCP governance to provide the necessary assurance to the IJB that services continued to operate safely and effectively, be noted; and

(b) That the number of examples included within the report be noted.

10 **Primary Care Improvement Plan**

Under reference to item 4 of the Minute of the meeting of the IJB held on 30 June 2023, Dr Stuart Sutton gave a presentation on the Primary Care Improvement Plan (PCIP) and wider primary care update.

The presentation provided the background and information in relation to PCIP progress to date locally in Renfrewshire; the interventions provided locally by the Community Treatment and Care Services (CTAC); phlebotomy services available in all 28 GP practices in Renfrewshire; the location of the Wider Treatment Room Services; the challenges faced; the developments which would be undertaken within the next few months; the wider Primary Care update; and work carried out by the HSCP to support sustainability.

DECIDED: That the presentation be noted.

11 **Property and Accommodation Update**

The Chief Finance Officer submitted a report relative to property and accommodation matters to support service delivery across the HSCP.

The report intimated that the HSCP continued to work with both parent organisations whilst reviews of their property estate portfolios were undertaken and that the outputs from these would ultimately inform and shape the HSCP's Property Strategy over the coming years, which would be shared with the IJB when available.

The report highlighted the key areas of activity over the past months and which were currently in progress. In addition, the report set out some of the ongoing challenges faced and were likely to be faced in the future.

DECIDED: That the contents of the report be noted.

12 **Renfrewshire Alcohol and Drug Partnership (ADP) Annual Reporting Survey 2022/23**

The Alcohol and Drug Partnership (ADP) Co-ordinator submitted a report relative to the Renfrewshire ADP Annual Reporting Survey 2022/23, a copy of which was appended to the report.

The report intimated that Renfrewshire ADP had key responsibility for implementing the National Policy Frameworks and driving forward local action to reduce the impact of alcohol and drugs. The Survey demonstrated some of the work undertaken by Renfrewshire ADP, focused on a range of key priorities which related to the delivery of the National Mission Action Plan during 2022/23.

The report advised that the Survey comprised of single option and multiple-choice questions designed by the Scottish Government to allow consistent recording and analysis by all ADPs nationally.

The ADP Co-ordinator advised that a report in relation to the refreshed ADP Strategy and high-level delivery plan would be submitted to a future meeting of the IJB.

The Independent Chair (ADP) intimated that a more localised report would be drawn up as part of the refresh for Renfrewshire and advised that he would make contact with IJB members to discuss what was happening on the ground in Renfrewshire.

DECIDED:

(a) That the contents of the Survey, appended to the report, be noted;

(b) That the ADP Annual Reporting Survey 2022/23 be approved;

(c) That it be noted that a report in relation to the refreshed ADP Strategy and high-level delivery plan would be submitted to a future meeting of the IJ; and

(d) That it be noted that the Independent Chair (ADP) would make contact with IJB members to discuss what was happening on the ground in Renfrewshire.

13 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the IJB would be held remotely on MS teams at 10.00 am on 24 November 2023.