

Minute of Meeting Renfrewshire Health and Social Care Integration Joint Board.

Date	Time	Venue
Friday, 30 June 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); 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

John Matthews, Chair, presided.

In Attendance

Mark Conaghan, Head of Corporate Governance (Clerk) and Elaine Currie, Senior Committee Services Officer (both Renfrewshire Council); and Jackie Dougall, Head of Health & Social Care (West Renfrewshire), Frances Burns, Head of Strategic Planning & Health Improvement, Laura Howat, Interim Head of Mental Health, Alcohol & Drugs Recovery & Learning Disability Services, Fiona McLaren, Finance Operational Manager, Lorna Finnie, Finance Planning & Improvement Manager, James Higgins, Corporate Business Officer, David Fogg, Service Improvement Manager, Jade Collins, Communications Officer, Thomas Paterson, Service Manager (Contracts and Commissioning) and Fiona Ralph, Team Lead (Rehabilitation & Enablement) (all Renfrewshire Health and Social Care Partnership).

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.

Apologies

Dr Shilpa Shivaprasad (other Medical Practitioner (non-GP)) and Dr Stuart Sutton (Registered Medical Practitioner (GP)).

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 31 March 2023 was submitted.

DECIDED: That the Minute be approved.

2 IJB Action Log

The rolling action log for the IJB was submitted.

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

3 Chair and Vice Chair of the IJB and the IJB Audit, Risk and Scrutiny Committee

The Clerk submitted a report relative to the appointment of the Chair and Vice Chair of both the IJB and the IJB Audit, Risk and Scrutiny Committee.

The report intimated that in accordance with the Integration Scheme and the IJB Procedural Standing Orders, Councillor Adam would be appointed as Chair of the IJB from 15 September 2023 for a period of two years with John Matthews being appointed as Vice Chair of the IJB from 15 September 2023 until the end of June 2024, when his term as a non-executive director with NHSGGC was due to end. A further report would be submitted to the meeting of the IJB scheduled to be held on 28 June 2024 relative to both the replacement of John Matthews and the appointment of a Vice Chair to be nominated by the Health Board from its voting members.

The report advised that the IJB Audit, Risk and Scrutiny Committee terms of reference stated that the Chair must not be the Chair of the IJB or be a representative of the same constituent authority as the Chair of the IJB. The report proposed that the IJB consider the arrangements for the Chair and Vice Chair of the IJB Audit, Risk and Scrutiny Committee from 15 September 2023.

The Chair invited nominations for the posts of Chair and Vice Chair of the Committee. Margaret Kerr and Councillor Cameron, being the only nominees for the posts of Chair and Vice Chair, respectively, were appointed to those posts.

Following discussion, the Chair proposed that the Clerk submit a report to the next meeting of the IJB relative to the two-year fixed term of office for the Chairs and Vice Chairs of the IJB and the IJB Audit, Risk and Scrutiny Committee. This was agreed unanimously.

DECIDED:

(a) That it be noted that Councillor Adam had been appointed as Chair of the IJB from 15 September 2023 for a period of two years with John Matthews being appointed as Vice Chair of the IJB from 15 September 2023 until the end of June 2024, when his term as a non-executive director with NHSGGC was due to end;

(b) That it be noted that a further report would be submitted to the meeting of the IJB scheduled to be held on 28 June 2024 relative to both the replacement of John Matthews and the appointment of a Vice Chair to be nominated by the Health Board from its voting members;

(c) That Margaret Kerr be appointed as Chair of the IJB Audit, Risk and Scrutiny Committee from 15 September 2023 for a period of two years and that Councillor Cameron be appointed as Vice Chair of the IJB Audit, Risk and Scrutiny Committee from 15 September 2023 for a period of two years; and

(d) That the Clerk submit a report to the next meeting of the IJB relative to the two-year fixed term of office for the Chairs and Vice Chairs of the IJB and the IJB Audit, Risk and Scrutiny Committee.

4 **Chief Officer's Report**

The Chief Officer submitted a report providing an update on key developments and operational activity since the last meeting of the IJB held on 31 March 2023 and additional policy developments which would be built into future workplans, strategies and action plans.

The report provided an update on the Primary Care Improvement Plan which outlined the funding challenges impacting on the HSCP's ability to fully deliver on the objectives of the 2018 General Medical Services Contract and supporting Memorandum of Understanding; the Audit Scotland publication on the national operating context of IJBs and the significant financial and service challenges facing IJBs including the level of transformation expected to be required to ensure the long-term sustainability of services; and policy updates including key operational policies on the seasonal flu immunisation programme and COVID-19 vaccination and guidance.

Following discussion, it was proposed that Dr Stuart Sutton provide members with a briefing around treatment rooms and the Primary Care Improvement Plan. This was agreed unanimously.

DECIDED:

- (a) That the updated Primary Care Improvement Plan and tracker, as detailed in section 4 of the report, be noted;
- (b) That the update on the development of Mental Health and Wellbeing in Primary Services, as detailed in section 5 of the report, be noted;
- (c) That the publication of the Scottish Government Adult Neurodevelopmental Pathways Report on Actions, Outcomes and Recommendations, as detailed in section 6 of the report, be noted;
- (d) That the withdrawal of the Scottish Government COVID-19 face-masks and face coverings guidance, as detailed in section 7 of the report, be noted;
- (e) That the update on the Scottish Government COVID-19 programme for at-risk children aged six months to four years of age, as detailed in section 8 of the report, be noted;
- (f) That the update on the Scottish Government confirmation of adult cohorts for the seasonal flu immunisation programme 2023/24, as detailed in section 9 of the report, be noted;
- (g) That the progress update on the National Care Service (Scotland) Bill, as detailed in section 10 of the report, be noted;
- (h) That the publication of the Audit Scotland Local Government in Scotland: Overview 2023, as detailed in section 11 of the report, be noted;
- (i) That the publication of the Audit Scotland Integration Joint Boards Financial Analysis 2021/22, as detailed in section 12 of the report, be noted; and
- (j) That it be noted that Dr Stuart Sutton would provide members with a briefing around treatment rooms and the Primary Care Improvement Plan.

5 **Financial Report 1 April 2022 to 31 March 2023**

The Chief Finance Officer submitted a report relative to the revenue budget year-end outturn for the HSCP for the 2022/23 financial year, as detailed in appendices 1 to 4 of the report. The report also sought approval for the transfer of funds to reserves to allow completion of the IJB's accounts by the statutory deadline of 30 September 2023.

The report intimated that the year-end position reflected changes to the health budget in relation to a non-recurring budget allocation from the Scottish Government to fund the increased pay settlement for health employees in line with the agreed uplift for 2022/23.

The report advised that budget monitoring throughout 2022/23 had shown the IJB projecting an underspend prior to the transfer of year-end balances to general and earmarked reserves. The IJB final outturn was an underspend of £627k, as detailed in section 3.4 of the report, and these figures included the impact of COVID-19 funding from the draw-down of COVID-19 earmarked reserves, and, in line with Scottish Government funding arrangements, assumed a transfer of any in-year underspend as at 31 March 2023 to earmarked reserves in relation to winter pressure monies, Action 15, the Primary Care Improvement Programme, and the Alcohol and Drug Partnership.

The key pressures were highlighted in section 4 of the report; appendices 5 and 6 of the report provided a reconciliation of the main budget adjustments applied this current financial year; Appendix 7 of the report detailed the Scottish Government funding streams; and Appendix 8 of the report detailed the HSCP funded earmarked reserves.

The report provided information on prescribing; responding to the COVID-19 pandemic; Scottish Government funding 2022/23; other delegated services; reserves and the adult social care pay uplift.

In closing the annual accounts and in line with the IJB's Reserves Policy approval was sought to approve an increase to general reserves of £758k, and the creation of an additional £8,164k of earmarked reserves, as detailed in the tables in section 9.5 of the report, which would be drawn down in line with their relevant spending profile reflecting the flexible funding approach agreed with the Scottish Government. The reserves had been split into Scottish Government ring-fenced monies, amounting to £5,723k and funding carried forward to deliver on specific projects, amounting to £2,441k.

The Chief Finance Officer advised that further detail and clarification around the financial outlook for 2023/24 and beyond, as mentioned in paragraph 3.5 of the report, would be provided as soon as the detail was available.

DECIDED:

(a) That the year-end financial position for 2022/23 be noted;

(b) That the proposed transfers to earmarked reserves, as detailed in section 9.4.3 and 9.5 of the report, be approved;

(c) That the proposed transfer of the year-end underspend of £758k to general reserves in line with the IJB's Reserves Policy, as detailed in section 9.4.3 of the report, be approved; and

(d) That it be noted that further detail and clarification around the financial outlook for 2023/24 and beyond, as mentioned in paragraph 3.5 of the report, would be provided as soon as the detail was available.

6 2023/24 Delegated Health and Social Care Update - Due Diligence report on Support Services Recharges

Under reference to item 8 of the Minute of the meeting of the IJB held on 31 March 2023, the Chief Finance Officer submitted a report providing an update on the outcome of the due diligence process carried out by the Chief Finance Officer in respect of the proposed additional recharge for support services delivered by Renfrewshire Council of c£1.5 million for the financial year 2023/24.

The report provided the background and detail around the 2023/24 financial due diligence process in respect of each recharge and a summary of adjustments agreed with the Director of Finance & Resources, Renfrewshire Council, which had resulted in a reduction of £139k.

The report advised that, the Director of Finance & Resources, Renfrewshire Council, in his report to the meeting of Renfrewshire Council held on 2 March 2023, highlighted

that these costs would be updated annually to reflect inflationary cost pressures and any service level changes requested by the HSCP.

DECIDED:

(a) That the financial due diligence work completed by the Chief Finance Officer in relation to the proposed additional recharge for support services delivered by Renfrewshire Council of c£1.5 million for the financial year 2023/24 be noted;

(b) That the increased recharge in respect of property related costs totalling £358k be approved;

(c) That the increased recharge in respect of business support related costs totalling £153k be approved;

(d) That the increased recharge in respect of transport related costs totalling £284k be approved;

(e) That the increased recharge in respect of soft facilities management (soft FM) related costs totalling £543k be approved; and

(f) That the Chief Finance Officer's recommendation, as detailed in section 6.6.4 of the report, that the Head of Health & Social Care, HSCP, work with the Head of Facilities & Property Services, Environment, Housing & Infrastructure, Renfrewshire Council, to review soft FM services currently delivered to identify where efficiencies could be made in order that these services remained financially sustainable or identify alternative routes for delivery.

7 **Unaudited Annual Accounts 2022/23**

The Chief Finance Officer submitted a report relative to the unaudited Annual Accounts 2022/23 for the IJB which would be submitted for audit by the statutory deadline of 30 June 2023, a copy of which was appended to the report.

The report intimated that the accounts had been prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom and the requirements of the International Financial Reporting Standards and that, once approved, the unaudited accounts and associated working papers would be passed to Ernst & Young for review. The auditor's report on the accounts would be submitted to a future meeting of the IJB Audit, Risk and Scrutiny Committee for consideration prior to the audited accounts being presented to the IJB for approval in September 2023, in line with the statutory deadline.

On behalf of the IJB, Margaret Kerr thanked the HSCP finance team for the work undertaken in the preparation of the accounts.

DECIDED:

(a) That, subject to audit, the Annual Accounts for 2022/23, as appended to the report, be approved; and

(b) That it be noted that Ernst & Young would endeavour to complete the audit of the Annual Accounts in line with the timescales indicated in section 5 of the report.

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

Under reference to item 7 of the Minute of the meeting of the IJB held on 31 March 2023, the Head of Strategic Planning & Health Improvement submitted a report providing further detail on the HSCP's proposed approach to delivering a Sustainable Futures Programme in the next financial year and future years within an extremely challenging financial context.

The report advised that a focus on Sustainable Futures was a core overarching theme within the IJB's Strategic Plan for 2022/25 and focussed on ensuring that available resources within the HSCP were used effectively, whilst recognising that service reform and financial savings would be required to achieve this.

The report provided detail on the budget gap and the proposed direction of travel previously agreed by the IJB to identify future opportunities for savings and reform activity with consideration initially being given to reviewing what accommodation was used, and how it was used; reviewing existing eligibility criteria; focusing on the provision of statutory services; and assessing all elements of support services, such as soft FM.

DECIDED:

(a) That the proposed programme management approach and scope for the implementation of a Sustainable Futures Programme, as set out in sections 5 and 6 of the report, be approved; and

(b) That the considerations set out relating to stakeholder engagement and the identification of future savings options, as set out in sections 7 and 8 of the report, be noted.

9 **Draft Annual Performance Report 2022/23**

The Head of Strategic Planning & Health Improvement submitted a report relative to the draft Annual Performance Report 2022/23, a copy of which was appended to the report and included the Performance Scorecard, the National Core Suite of Integration Indicators and the HSCP Inspection of Services report.

The report intimated that the Scottish Government had advised that the reporting deadline had reverted to that defined in the Public Bodies (Joint Working) (Scotland) Act 2014 and that Annual Performance Reports for the period 2022/23 should be published by 31 July 2023. It was noted that the information provided in the Annual Performance Report was the most up to date available and that data would continue to be updated until publication on 31 July 2023, and that any significant variation would be reported to the meeting of the IJB on 29 September 2023.

The report advised that this year, the Annual Performance Report had been structured to align with the five key themes within the Strategic Plan 2022/25 and provided an overview of both the Year 1 Strategic Plan delivery and overall performance in 2022/23, highlighting key areas of achievement as well as areas for improvement.

The Head of Strategic Planning & Health Improvement delivered a presentation to members on the Annual Performance Report 2022/23.

It was noted that, in relation to alcohol and drug waiting times, those referred to treatment within three weeks should read 84.3% and not 76.3% as detailed in the Annual Performance Report 2022/23.

On behalf of the IJB, Councillor Cameron thanked the team for all the work undertaken.

DECIDED:

(a) That the draft Annual Performance Report 2022/23 be approved; and

(b) That it be noted that the updated draft Scorecard for 2023/24 and the draft Year 2 Strategic Delivery Plan would be presented for approval at the IJB meeting in September 2023.

10 Market Facilitation Plan 2023/25

The Chief Finance Officer submitted a report advising of the steps taken to develop the Renfrewshire IJB Market Facilitation Plan 2023/25, a copy of which was appended to the report.

The report advised that the development of Market Facilitation Plans or Statements were a requirement under the Public Bodies (Joint Working) (Scotland) Act 2014 and aimed to inform, influence and adapt service delivery to ensure the right services were available at the right time. Renfrewshire IJB published its first Market Facilitation Plan in 2019 which set out the IJB's priorities and informed the local health and social care market of trends and developments which could have an impact on service developments in subsequent years. In 'Shaping our Future' Renfrewshire IJB's Strategic Plan 2022/25 the IJB committed to updating the Market Facilitation Plan, taking into account the impact of the COVID-19 pandemic on the nature and demand of services.

The Service Manager (Contracts & Commissioning) on behalf of the Chief Finance Officer delivered a presentation to members on the Market Facilitation Plan 2023/25.

DECIDED: That the Renfrewshire IJB Market Facilitation Plan 2023/25 be approved in line with 'Shaping our Future' Renfrewshire IJB's Strategic Plan 2022/25.

11 Arrangements for Future Meetings

Under reference to item 11 of the Minute of the meeting of the IJB held on 31 March 2023, the Clerk submitted a report relative the arrangements for future meetings of the IJB and the IJB Audit, Risk and Scrutiny Committee.

The report intimated that to allow for the remote attendance of members at meetings, the HSCP was continually investigating the possibility of meeting in venues, other than Council or Health Board venues, which offered a hybrid meeting facility. This matter would be kept under review and a report would be submitted to the first available IJB meeting should a suitable venue be identified which met IJB requirements.

The report advised that in the meantime and following discussion with the Chair and Vice Chair of the IJB, it was proposed that meetings of the IJB and the IJB Audit, Risk and Scrutiny Committee continue to be held remotely using MS teams until the IJB considered the timetable of future meetings to June 2025, a report on which would be submitted to the meeting of the IJB scheduled to be held on 22 March 2024. Therefore, the meetings of the IJB scheduled to be held on 29 September and 24 November 2023 and 26 January and 22 March 2024 and the meetings of the IJB Audit, Risk and Scrutiny Committee scheduled to be held on 18 September and 17 November 2023 and 15 March 2024 would be held remotely using MS teams.

DECIDED:

(a) That meetings of the IJB and the IJB Audit, Risk and Scrutiny Committee continue to be held remotely using MS teams until the IJB considered the timetable of future meetings to June 2025, and that meetings of the IJB scheduled to be held on 29 September and 24 November 2023 and 26 January and 22 March 2024 and the meetings of the IJB Audit, Risk and Scrutiny Committee scheduled to be held on 18 September and 17 November 2023 and 15 March 2024 be held remotely using MS teams; and

(b) That it be noted that a further report would be submitted to the meeting of the IJB scheduled to be held on 22 March 2024 to consider arrangements for the agreed meetings in June 2024 and also to consider the timetable of future meetings to June 2025 and the arrangements for these meetings.

12 **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 29 September 2023.

Valedictory

The Chair advised that Jackie Dougall, Head of Health & Social Care (West Renfrewshire), would soon be retiring from the HSCP. The Chair and members of the IJB thanked Jack for her contribution to the work of the HSCP and for the assistance provided to members and wished her well for a long and happy retirement.