

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

Date	Time	Venue
Friday, 20 March 2020	10:00	Corporate Meeting Room 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

### Present

Councillor Jacqueline Cameron, Councillor Michelle Campbell (substitute for Councillor Adam-McGregor) and Councillor James MacLaren (all Renfrewshire Council); Shilpa Shivaprasad (Registered Medical Practitioner (non-GP)); and David Leese, Chief Officer and Sarah Lavers, Chief Finance Officer (both Renfrewshire Health and Social Care Partnership).

### Present by Skype

Dr Donny Lyons, Margaret Kerr, Dorothy McErlean and Dr Linda de Caestecker (all Greater Glasgow & Clyde Health Board); David Wylie (Health Board staff member involved in service provision); Alan McNiven (third sector representative); and Amanda Kelso (Trade Union representative for Health Board).

### Chair

Councillor Jacqueline Cameron, Chair, presided.

### In Attendance

Mark Conaghan, Legal and Democratic Services Manager (on behalf of Clerk) and Tracy Slater, Senior Committee Services Officer (both Renfrewshire Council); and Adam Haahr, Senior Auditor, Audit Scotland (by Skype).

### Apologies

Councillor Jennifer Adam-McGregor and Councillor Lisa Marie-Hughes (both Renfrewshire Council); John Boylan (Trade Union representative for Council); and John Trainer, Chief Social Work Officer (Renfrewshire Council).

## **Declarations of Interest**

Councillor Campbell declared an interest as she was a member of staff for NHS Greater Glasgow and Clyde. However, as she considered the interest to be insignificant in terms of the Code of Conduct and that she was not conflicted by any items on the agenda, she did not consider it necessary to leave the meeting.

Councillor Cameron declared a non-financial interest in relation to items 3 and 4 of the agenda as she was the Chair of the Alcohol and Drugs Commission and intimated that she would remain in the meeting.

Alan McNiven declared a non-financial interest in relation to items 3 and 4 of the agenda as he was a member of the Alcohol and Drugs Commission and intimated that he would remain in the meeting.

## **Order of Business**

In terms of Standing Order 4.1 (iii), the Chair intimated that she proposed to alter the order of business to facilitate the conduct of the meeting by considering item 17 then 15 of the agenda after item 2 of the agenda.

### **1 Minute**

The Minute of the meeting of the Integration Joint Board (IJB) held on 31 January 2020 was submitted.

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

### **2 Rolling Action Log**

The rolling action log for the IJB was submitted.

**DECIDED:** That the rolling action log be noted.

### **3 COVID-19 Emergency Governance Arrangements**

The Clerk submitted a report requesting approval for authority to be delegated to the Chief Officer to enable decisions to be taken without there being a requirement for the IJB to meet. This was in accordance with guidance issued by the UK Government, the Scottish Government and NHS Scotland on measures to restrict the spread of the COVID-19 virus.

The report outlined the advice, which was that members of the public should avoid unnecessary meetings and those in defined groups should take steps to self-isolate. It was, therefore, proposed that members of the IJB follow the guidance available and that arrangements be put in place to enable the business of the IJB to be carried on in circumstances where members may not be able to meet.

The next meeting of the IJB was due to take place on 26 June 2020 and, given the uncertainty surrounding whether that meeting could take place, it was recommended that authority be delegated to the Chief Officer, in consultation with the Chair and Vice Chair, to cancel that meeting, if necessary, and to make all decisions required relating to the functions of the Integration Joint Board until the next meeting could take place.

Following discussion, it was proposed that, in addition, if there was any item that the Chair or Vice Chair felt should be circulated to members for consideration, this would be done. This was agreed.

**DECIDED:**

(a) That authority be delegated to the Chief Officer, in consultation with the Chair and Vice Chair of the Integration Joint Board to cancel, if necessary, the planned meeting of the Integration Joint Board on 26 June 2020 and any subsequent meeting;

(b) That authority be delegated to the Chief Officer, in consultation with the Chair and Vice Chair, to make all decisions required relating to the functions of the Integration Joint Board in advance of its next meeting; and

(c) That, if required by the Chair or Vice Chair, any item be circulated to members for consideration.

**Sederunt**

Shilpa Shivaprasad entered the meeting during consideration of the following item of business.

**4 Coronavirus Update**

The Chief Officer provided a verbal update of the work being undertaken by the Health and Social Care Partnership to manage the impact of the COVID-19 virus.

The Chief Officer advised that the Integration Joint Board had a Business Continuity Plan which made provision for the response to major or significant events. However, due to the enduring impact of this situation, the Business Continuity Plan had been revisited.

A Primary Care Escalation Plan had been developed and shared with GPs to ensure that they were operating consistently. Within the Plan, there would be a move away from face-to-face appointments, the sharing of read-only patient records and providing Pharmacists with summarised read-only patient records.

Consideration was being given to home working where possible, protecting high risk staff and the re-deployment of staff from non-essential to essential services. The paramount consideration being staff and service user safety.

A range of communications had been issued to staff and service users from both Renfrewshire Council and NHS Greater Glasgow & Clyde (NHSGGC).

Management teams had been working to ensure that staff had some down time so as not to compromise their health, and advice in relation to equipment and social distancing was being followed.

The Chief Officer then responded to members' questions.

The Chair, Vice Chair and Chief Officer commended and thanked HSPC staff for the work that they were doing at this time.

**DECIDED:** That the verbal update by the Chief Officer be noted.

## **Declarations of Interest**

Councillor Cameron and Alan McNiven having previously declared a non-financial interest in relation to the following item of business, remained in the meeting.

Prior to consideration of the undernoted report, the Chief Finance Officer advised that the Medium Term Financial Plan 2020/21 to 2025/26 submitted to the meeting of the IJB held on 22 November 2019 should in fact have referred to financial years 2020/21 to 2024/25 on the front page and each header page. She advised that all references to the financial years in the report would be amended and the revised report made available on the committee management system.

## **5 Financial Report 1 April 2019 to 31 January 2020**

The Chief Finance Officer submitted a report relative to the revenue budget position at 31 January 2020 and the projected year-end position for the year ended 31 March 2020.

The overall revenue position for the HSCP for the year-to-date and projected outturn for 2019/20 was an underspend, as detailed in the report, prior to the transfer of balances to General and Earmarked Reserves at the financial year-end. The key pressures were highlighted in section 4 of the report.

The revenue budget position of the HSCP and Health for the financial period 1 April to 31 January 2020 and the year-end position was detailed in Appendices 1 to 4 to the report; the revenue budget position of Adult Social Care and 'other delegated services' for the period 1 April to 31 January 2020 and the year-end position to 31 March 2020 was detailed in appendices 5 to 7 to the report; appendices 8 and 9 to the report provided a reconciliation of the main budget adjustments applied this current financial year; Appendix 10 to the report detailed the projected movement in reserves; appendices 11 and 12 to the report detailed the vacancy position for the HSCP as at 31 January 2020 and Appendix 13 to the report outlined Mental Health Officer capacity pressures.

The report also provided information on Scottish Government funding 2019/20; reserves, including an increase to and creation of Ear Marked reserves; and the Living Wage increase for 2019/20.

### **DECIDED:**

- (a) That the in-year position as at 31 January 2020 be noted;
- (b) That the projected year-end position for 2019/20 be noted; and
- (c) That the increase and creation of Ear Marked reserves, as detailed in paragraphs 6.3 and 6.4 of the report be approved.

## **Declarations of Interest**

Councillor Cameron and Alan McNiven having previously declared a non-financial interest in relation to the following item of business, remained in the meeting.

## **6 2020/21 Delegated Health and Social Care Budget**

The Chief Finance Officer submitted a report relative to the financial allocation and budgets made available to the IJB for 2020/21 by Renfrewshire Council and NHS GGC and outlining the main financial pressures on health and adult social care services.

The Scottish Government draft budget for 2020/21 had been published on 6 February 2020 and approved on 5 March 2020. Due to the unscheduled General Election on 12 December 2019, the UK Government's spending review scheduled for November 2019 and the Scottish Government's draft budget scheduled for 12 December 2019 had been postponed. The Scottish Government decided to publish its draft budget ahead of the UK budget, based on announcements already made by the UK Government as well as ongoing engagement with the UK Government and HM Treasury, recognising that, should the UK budget differ materially from the assumptions made, the Scottish Government budget may have to be reconsidered.

Included within the conditions of the 2020/21 budget was the continued prioritisation of financial support for social care and integration, with a further £100 million for investment in this area. The allocation of this funding would be as follows: £57.2 million to support cost and demand pressures; £25 million to support continued delivery of the real living wage; £11.6 million to support the ongoing implementation of the Carers Act; £4 million to support school mental health services; and £2.2 million to support free personal and nursing care.

The Chief Finance Officer intimated that for 2020/21, the adult social care budget offer was £72,626 million and the health budget offer was £233,543 million.

A copy of the letter dated 6 February 2020 from the Interim Director of Health Finance and Governance, Scottish Government formed Appendix 1 to the report; a copy of the letter dated 6 February 2020 from the then Minister for Public Finance and Digital Economy, Scottish Government formed Appendix 2 to the report; a copy of the joint letter dated 28 February 2020 from the Interim Director of Health, Finance and Governance and the Director of Community Health and Social Care, Scottish Government, providing further clarification, formed Appendix 3 to the report; a copy of the letter dated 11 March 2020 from the Director of Finance and Resources, Renfrewshire Council formed Appendix 4 to the report; and a copy of the letter from the Assistant Director of Finance, NHS GGC formed Appendix 5 to the report.

The Chief Finance Officer highlighted that the 2020/21 budget proposals had been presented on a 'business as usual' basis, however, ongoing and developing COVID-19 issues had impacted on this and extraordinary costs were being incurred and would continue to be incurred for the foreseeable future. For accounting purposes, those costs would be recorded separately, with the assumption that the costs would be covered by the Scottish Government.

It was proposed (i) that the delegated adult social care budget for 2020/21 be accepted; (ii) that authority be delegated to the Chief Officer, in consultation with the Chair, to accept the 2020/21 delegated health budget, subject to the expected uplift of 3% reflecting the Board's uplift for 2020/21 including any final adjustments in relation to

recurring budget adjustments at month 12 and the final budget offer including a budget for set-aside for 2020/21; (iii) that the drawdown of reserves, in order to fund any shortfall in funding for 2020/21, be approved; and (iv) that, as highlighted in section 10 of the report, the 2020/21 budget proposals assumed 'business as usual', however, the potential financial and economic impact of COVID-19 represented a significant additional risk to the IJB and the wider public sector going forward. This was agreed.

**DECIDED:**

(a) That the delegated adult social care budget for 2020/21 be accepted;

(b) That authority be delegated to the Chief Officer, in consultation with the Chair, to accept the 2020/21 delegated health budget, subject to the expected uplift of 3% reflecting the Board's uplift for 2020/21 including any final adjustments in relation to recurring budget adjustments at month 12 and the final budget offer including a budget for set-aside for 2020/21;

(c) That the drawdown of reserves, in order to fund any shortfall in funding for 2020/21, be approved; and

(d) That it be noted that, as highlighted in section 10 of the report, the 2020/21 budget proposals assumed 'business as usual', however, the potential financial and economic impact of COVID-19 represented a significant additional risk to the IJB and the wider public sector going forward.

## **7 Performance Management Report: Unscheduled Care**

The Chief Officer submitted a report relative to unscheduled care, with particular focus on the six Scottish Government Ministerial Strategic Group (MSG) targets.

The report intimated that unscheduled care was the unplanned treatment and care of a patient usually as a result of an emergency or urgent event. Most of the focus on unscheduled care was on accident and emergency attendances and emergency admissions to hospital. It was an important area of focus for Renfrewshire HSCP, working in partnership with NHSGGC acute and local primary care services.

The IJB had a set-aside budget for commissioning unscheduled care and, to date, there had been no scope for this budget to be used differently.

The report detailed the progress and the work being done to achieve the six MSG targets, as outlined in the report.

It was proposed (i) that it be noted that the NHSGGC Strategic Commissioning Plan for Unscheduled Care Services would be presented to the IJB at its meeting in June 2020; and (ii) that Renfrewshire's HSCP's performance against the Ministerial Strategy Group (MSG) targets for 2019/20 and the ongoing work to reduce reliance on unscheduled care be noted. This was agreed.

**DECIDED:**

(a) That it be noted that the NHSGGC Strategic Commissioning Plan for Unscheduled Care Services would be presented to the IJB at its meeting in June 2020; and

(b) That Renfrewshire's HSCP's performance against the Ministerial Strategy Group (MSG) targets for 2019/20 and the ongoing work to reduce reliance on unscheduled care be noted.

## **8 Change and Improvement Update**

The Chief Officer submitted a report providing an update on the developing Renfrewshire Health and Social Care Partnership's (HSCP) Transformation Programme.

The report provided further detail on the emerging programme structure and supporting governance which would comprise two strands: (i) developing a Renfrewshire-wide approach to improving health and wellbeing; and (ii) delivering organisational change within the HSCP.

Information was provided on progress to date, which included: the creation of a Transformation Programme reserve to deliver a 'step change' in approach, provide resources to mitigate the risk of change and to support the transition of HSCP services; the approval of the Medium-Term Financial Plan 2020/21 which set out a two-tiered approach to delivering savings; the approval of tier one savings; and progress on the development of the programme scope and governance which was being informed by ongoing engagement with the IJB, Programme Board, Strategic Planning Group, HSCP senior managers, services and partners.

Following ongoing engagement by the HSCP with key stakeholders, the following four guiding principles were proposed which would underpin all activity undertaken as part of the Transformation Programme: 1. We share responsibility and ownership with our communities; 2. We take a person-led approach to public health and wellbeing; 3. We provide realistic care; and 4. We deliver the right services at the right time and in the right place. This was agreed.

A further progress report on the Programme's emerging scope and financial framework would be submitted to the IJB at its meeting in June 2020.

### **DECIDED:**

(a) That the progress made in developing the Transformation Programme approach and governance be noted;

(b) That it be noted that a further update on the Programme's emerging scope and financial framework would be submitted to the IJB at its meeting in June 2020; and

(c) That the finalised guiding principles which would underpin activity undertaken across the two strands of the Transformation Programme be approved.

## **9 Older People's Services Review Update**

Under reference to item 12 of the Minute of the meeting of this IJB held on 20 September 2019, the Chief Officer submitted a report relative to the review of Older People's Services in Renfrewshire.

The report advised that the review of Older People's Services was part of the HSCP's transformation programme. An overview of Phase 1 was provided, the purpose of which was to establish a clear service user view of Older People's service provision across Renfrewshire and to encourage aspirational thinking in relation to 'how good could we be when we work together'.

The report provided an update on the progress of Phase 2, which took a more user-centred, cooperative approach to refining the themes into tangible, deliverable actions. Between September 2019 and February 2020, Journey Associates carried out a series of consultation and engagement events to explore the opportunities to develop and re-design community-based services for older people in a way that might best meet changing need and demand. This comprised of 10 interviews, 12 workshops, one public event and a final feedback session involving over 150 participants from across the partnership, including older adults and unpaid carers.

Four thematic themes had been identified through the consultation and engagement events: services provided by the HSCP; health & wellbeing; early intervention and prevention; and living in our community. Proposals were outlined focusing on theme one, 'services provided by the HSCP'.

The report provided an illustration of the range of care and support services provided by the HSCP which, in order of needs, included day support, care at home, locality services, extra care housing, care homes and end of life care. It was also highlighted that a considerable amount of work was already underway, most notably, the draft Carers Strategy, Local Dementia Strategy and loneliness and isolation which would be taken forward by the Strategic Planning Group. A draft Local Dementia Strategy would be submitted to the IJB for consideration at its meeting in June 2020. It was proposed that the first tranche of work focus on care at home services and day support and information was provided on the actions to be taken to progress the review.

### **DECIDED:**

- (a) That the proposed approach to the next phase of the review, as outlined in sections 6.8 to 6.13 of the report, be agreed;
- (b) That a draft dementia strategy be presented to the IJB for consideration at its meeting in June 2020;
- (c) That the progress made in engaging with stakeholders during Phase 2, carried out by Journey Associates, be noted; and
- (d) That it be noted that regular progress updates would continue to be presented to the IJB.

## **10 Adult Carers Strategy and Action Plan 2020/22**

The Chief Officer submitted a report relative to the consultative draft of the Adult Carers' Strategy 202/22 and Action Plan.

The report advised that the Carers (Scotland) Act 2016 required local authorities, through IJBs, to prepare a local carers' strategy. The Strategy set out how the HSCP and its partners would support carers to continue in their caring role, whilst not compromising their own health and wellbeing.



The development of the Strategy and Action Plan was being overseen by the Carers Strategic Steering Group and to inform the content of the Strategy, a phased consultation process had been agreed. The outcomes from the first phase of the consultation had been incorporated into the current draft of the Strategy and Action Plan, attached as appendices to the report.

The second phase of the consultation would seek input from IJB members to shape the final draft which would be submitted to the IJB for consideration at its meeting in June 2020.

**DECIDED:**

(a) That the draft Adult Carers' Strategy 2020/22 and Adult Carers' Strategy 2020/22 Action Plan be noted; and

(b) That the final draft of the Adult Carers' Strategy 2020/22 and Adult Carers' Strategy 2020/22 Action Plan be submitted to the IJB at its meeting on 26 June 2020.

**Declaration of Interest**

Dr Lyons declared a non-financial interest in item 9 on the agenda as he was a member of the Mental Health Tribunal for Scotland. He intimated that he did not deal with any GGCHB cases and it was his intention to remain in the meeting and take part in any discussion.

**11 Role of Mental Health Officers in Emergency Detentions under the Mental Health (Care and Treatment) (Scotland) Act 2003**

The Chief Officer submitted a report relative to the role of Mental Health Officers (MHOs) in emergency detentions under the Mental Health (Care and Treatment) (Scotland) Act 2003.

The report advised that the Act provided a number of 'Orders' ranging from Emergency Detention Certificates (EDCs) Short Term Detention Certificates (STDCs) and Compulsory Treatment Orders (CTOs) and outlined the requirements of EDCs and STDCs. EDCs, which were designed to be used only in crisis or emergency situations, could be issued by any doctor, with the input of an MHO and allowed someone to be kept in hospital for up to 72 hours for assessment. Treatment was not authorised under these certificates and there was no right of appeal. STDCs required the recommendation of a psychiatrist and consent of an MHO. STDCs allowed for the detention of an individual for up to 28 days for assessment and treatment, and there was a right to appeal to the Mental Health Tribunal.

The report further advised that the use of the Mental Health Act was monitored by the Mental Health Commission (MHC) for Scotland which reported annually and highlighted the concerns of the MHC about the levels of emergency detentions with no MHO consent. Information was provided on EDCs within Renfrewshire for 2018/19 with and without MHO consent and the systems in place to monitor their use.

**DECIDED:** That the contents of the report be noted.

## **12 Equality Outcomes and Mainstreaming Progress Update Report and Consultation on Equality Outcomes 2020/24**

The Chief Officer submitted a report relative to the Equality Outcomes and Mainstreaming Progress report 2020 and the development of the refreshed Equality Outcomes for 2020/24.

The report advised that the IJB had a statutory duty to set Equality Outcomes every four years and report on progress on achieving those outcomes and mainstreaming the general equality duty. The IJB's draft Equality Outcomes and Mainstreaming Progress report 2020 was attached as Appendix 1 to the report.

The report detailed the proposed Equality Outcomes for 2020/24 for approval and confirmed that the statutory requirement to consult with stakeholders had been undertaken.

Following approval of the Equality Outcomes for 2020/24, an action plan, incorporating SMART objectives, would be produced and submitted to the IJB at its meeting on 26 June 2020.

### **DECIDED:**

- (a) That the draft Equality Outcomes and Mainstreaming Progress Report 2020, attached as Appendix 1 to the report, be approved;
- (b) That the refreshed Equality Outcomes for 2020/24 be approved; and
- (c) That it be noted that an action plan, based on the Equality Outcomes for 2020/24 would be submitted to the IJB at its meeting in June 2020.

## **13 Non-financial Governance Arrangements**

The Chief Officer submitted a report providing an update on the non-financial governance arrangements in place from 1 April 2019 to 30 September 2019, as detailed in Appendix 1 to the report.

The report provided performance information regarding Freedom of Information; health and safety; complaints; compliments; civil contingencies and business continuity; insurance and claims; risk management; general data protection regulations; records management plan; and communication.

**DECIDED:** That the content of the report be noted.

## **14 Directions**

The Head of Administration submitted a report outlining the requirements that the Public Bodies (Joint Working) (Scotland) Act 2014 placed on the IJB to make Directions to the Council and NHSGGC and to propose a standardised format for those Directions.

The Scottish Government had recently published statutory guidance for IJBs in relation to Directions, as outlined in the report. However, no template or model for Directions had been provided.

A proposed template for Directions by the IJB, to ensure that Directions for the IJB complied with the statutory requirements of the Act, was attached as Appendix 1 to the report. A revised report format was attached as Appendix 2 to the report.

As of 26 June 2020, a log would be recorded of all papers submitted to the IJB which would also include the establishment of a central register for Directions that would be updated and maintained by the Head of Administration.

**DECIDED:**

(a) That the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014 for Renfrewshire IJB to issue Directions, in writing, to the Council and/or Health Board be noted;

(b) That the 'Directions from integration authorities to health boards and local authorities: statutory guidance' published by the Scottish Government, be noted;

(c) That the draft template for Directions for Renfrewshire IJB to the Council and Health Board, attached as Appendix 1 to the report, be approved;

(d) That the format of the IJB reports to identify the Direction issued to either the Council and/or Health Board, attached as Appendix 2 to the report, be approved; and

(e) That the establishment of a central register for Directions from 26 June 2020, to be maintained by the Head of Administration, be agreed.

## **15 Climate Change Reporting**

The Head of Administration submitted a report confirming that the IJB had submitted its Climate Change Report, attached as Appendix 1 to this report, to the Scottish Government in compliance with recent legislation on Climate Change Duties.

The Climate Change (Scotland) Act 2009 and subsequent Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015, required significant public bodies to prepare a report on their compliance with climate change duties. This included IJBs which were required to submit a report on or before 30 November 2019.

The report was to a standard template identical to that completed by all other public bodies, such as local authorities and NHS boards. Therefore, officers from the IJB, Council and NHSGGC liaised to ensure that duplication of reporting was avoided.

**DECIDED:** That the content of the report be approved.

## **16 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 November 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.

The report advised that a number of voting and substitute voting members appointed by the Council fall to be re-appointed by 17 May 2020. It was proposed that those voting members be re-appointed for a period up to the next Council elections scheduled to be held in May 2022.

Dorothy McErlean questioned the expiry date of her membership and it was agreed that this would be checked and amended accordingly.

**DECIDED:**

(a) 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 of Dorothy McElrean's membership being checked and amended accordingly;

(b) That those voting members and substitute voting members appointed by the Council who fell to be re-appointed by 17 May 2020, be re-appointed for a period up to the next Council elections scheduled to be held in May 2022; and

(c) That it be noted that a report would be submitted to the NHS Board on 28 April 2020 which would confirm the Renfrewshire IJB non-executive membership.

## **17 Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the IJB would be held at 10.00 am on 26 June 2020 in the Abercorn Conference Centre, Renfrew Road, Paisley, subject to the provisions agreed at item 3 of this minute.