

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

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 19 November 2021	10:00	Remotely by MS Teams,

### **Present**

Councillor Jacqueline Cameron, Councillor Jennifer Adam-McGregor, Councillor Lisa-Marie Hughes and Councillor James MacLaren (all Renfrewshire Council); Margaret Kerr, John Matthews and Frank Shennan (all Greater Glasgow & Clyde Health Board); Karen Jarvis (Registered Nurse); Dr Shilpa Shivaprasad (Registered Medical Practitioner (non-GP)); Louise McKenzie (Council staff member involved in service provision); Diane Young (Health Board 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); Dr Stuart Sutton (Registered Medical Practitioner (GP)); Christine Laverty, Interim Chief Officer (Renfrewshire Health and Social Care Partnership) and Sarah Lavers, Chief Finance Officer (Renfrewshire Health and Social Care Partnership).

### **In Attendance**

Ken Graham, Head of Corporate Governance (Clerk) and Elaine Currie, Senior Committee Services officer (both Renfrewshire Council); and Jackie Dougall, Head of Health and Social Care (West Renfrewshire), Frances Burns, Head of Strategic Planning and Health Improvement, Carron O'Byrne, Head of Health and Social Care (Paisley), Amanda Kilburn, Finance Business Partner, James Higgins, Corporate Business Officer, David Fogg, Service Improvement Manager, John Miller, Communications Manager and Karen Hanley, Team Manager (all Renfrewshire Health and Social Care Partnership).

### **Chair**

John Matthews, Chair, presided.

### **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**

Margaret Kerr (for lateness) and Dorothy McErlean (both Greater Glasgow & Clyde Health Board); John Boylan (Trade Union representative for Council) and John Trainer, Chief Social Work Officer (Renfrewshire Council).

## **Declarations of Interest**

Councillor Hughes declared an interest in items 7 and 10 of the agenda as she was Chair of the Board of Renfrewshire Leisure Limited. However, as she was not conflicted by the items, she did not consider it necessary to leave the meeting.

### **1 Minutes**

The Minute of the meeting of the Integration Joint Board (IJB) held on 17 September 2021 and the Minute of the special meeting of the IJB held on 29 October 2021 were submitted.

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

### **2 Rolling Action Log**

The rolling action log for the IJB was submitted.

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

### **3 Timetable for Expiry and Renewal of IJB Memberships**

The Clerk submitted a report relative to the expiry of the period of membership of members of the IJB.

The report intimated that the membership of the IJB was split between voting members and non-voting members and the group of non-voting members was further divided into different categories to which different rules on period of membership applied.

The Schedule to the report set out when the appointment of each of the current members of the IJB was due to expire. As the majority of the non-voting members in category 3 were appointed by the IJB on 23 November 2018, their membership required to be renewed prior to 22 November 2021. It was noted that the appointing bodies of those non-voting members had expressed an interest for future representation for their organisation on the IJB for the next three years. Members were advised that Lisa Cameron would replace Louise McKenzie as the Council Staff Member on the IJB.

Following discussion, the Interim Chief Officer intimated that substitute members would now be invited to attend all future development sessions.

**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;

(b) That the IJB confirm that those non-voting members appointed by the IJB who fall to be reappointed by 22 November 2021 be reappointed for a period of three years;

(c) That it be noted that Dorothy McErlean would retire from NHSGGC on 31 December 2021 and that the NHS Board would confirm the appointment of a RIJB non-executive member;

(d) That it be noted that Lisa Cameron would replace Louise McKenzie as the Council Staff Member on the IJB; and

(e) That the Interim Chief Officer make arrangements for substitute members to be invited to all future development sessions.

## **Valedictory**

At this point in the meeting Councillor Cameron, on behalf of the IJB, wished Dorothy McErlean best wishes for her retirement and thanked her for the assistance and advice provided to elected members since joining the IJB in 2017.

Prior to consideration of the following item of business, the Head of Health and Social Care (Paisley) provided members with an update on the Disability Resource Centre which had been damaged by fire during the night. Investigations were ongoing and that service users and carers had been advised. She further advised that the outreach work would continue and the HSCP was working with partners to establish if other premises were available to allow a building-based service to be offered to service users. All members of staff had been advised of the situation and further communication would be issued to all service users.

## **4 Chief Officer's Report**

The Interim Chief Officer submitted a report providing an update on key operational activity, including the HSCP's operational response to COVID-19, since the last meeting of the IJB held on 17 September 2021.

The report provided detail in relation to the vaccination programmes; care homes; the COVID assessment centre; operational services; HSCP strategic and operational updates; the financial planning process for 2022/23 and future years; staffing pressures; business continuity; the Scottish Government letter on winter planning; the review of administration and business support; and the IJB response to the National Care Service consultation.

### **DECIDED:**

(a) That the COVID updates, particularly the continued progress in rolling out the COVID booster and winter flu vaccination programmes, as detailed in sections 3 to 6 of the report, be noted;

(b) That the operational service updates, including the awaited decision from Renfrewshire Council CMT on the reopening of the Falcon Day Centre and the Disability Resource Centre on a limited capacity basis in early November 2021, as detailed in section 7 of the report, be noted;

(c) That the update on the delivery of agreed savings and the process being developed by the HSCP to support financial planning for 2022/23 and future years, as detailed in section 8 of the report, be noted;

(d) That the further strategic updates provided by the HSCP describing ongoing actions undertaken by the Partnership to address resource constraints arising through current vacancies; further development of Winter Plans, including guidance received from the Scottish Government; and progress on the review of administration and business support, as detailed in sections 9 to 12 of the report, be noted;

(e) That the IJB's submission of a response to the consultation on proposals for a National Care Services, as detailed in section 13 of the report, be noted; and

(f) That the update provided by the Head of Health and Social Care (Paisley) relative to the Disability Resource Centre be noted and that members be provided with regular updates.

## **Sederunt**

Margaret Kerr joined the meeting prior to consideration of the following item of business.

### **5 Financial Report 1 April to 30 September 2021**

The Chief Finance Officer submitted a report relative to the revenue budget position at 30 September 2021 and the projected year-end position for the year ended 31 March 2022.

The report intimated that the impact of COVID-19 on services delivered by the HSCP had been unprecedented and continued to create additional delivery and financial pressures for the HSCP as well as impacting on the HSCP's transformation and savings plans, which were subject to ongoing review and realignment.

The IJB year-to-date position, including the impact of COVID-19 funding, was an underspend of £606,000 and the projected outturn for 2021/22 was an underspend of £1,187,000. It was noted that the current projections assumed that once all COVID-19 related earmarked reserves had been fully utilised, any remaining balances would be fully funded by the Scottish Government.

The report advised that the financial outlook for the IJB would be extremely challenging. The IJB's transformation programme would be central to the IJB achieving financial sustainability in the medium-term. Therefore, as previously agreed by the IJB and to allow time for the IJB to develop and implement its transformation programme, any underspend in 2021/22 would be used to offset expected financial pressures in 2022/23 and beyond. The key pressures were highlighted in section 4 of the report.

The report provided information on responding to the COVID-19 pandemic; the current vacancy position; Scottish Government funding 2021/22; other delegated services; reserves; the 2021/22 Scottish Living Wage; and the National Care Home Contract 2021/22.

Appendices 1 to 5 of the report detailed the revenue budget position of the HSCP, Adult Social Care, Health and Renfrewshire Council other delegated services; Appendices 6 and 7 to the report provided a reconciliation of the main budget adjustments applied this current financial year; Appendix 8 to the report detailed the Scottish Government funding streams; Appendix 9 to the report detailed the movement in reserves; and Appendix 10 to the report detailed the vacancy position for the HSCP as at 15 October 2021.

## **DECIDED:**

- (a) That the in-year position as at 30 September 2021 be noted;
- (b) That the projected year-end position for 2021/22 be noted; and
- (c) That the current estimated financial assessment of the consequences of the COVID-19 pandemic for 2020/21 be noted.

## **6 IJB Audited Annual Accounts 2020/21**

Under reference to item 7 of the Minute of the meeting of the IJB held on 25 June 2021, the Chief Finance Officer submitted a report relative to the audited annual accounts for the IJB for 2020/21, a copy of which was appended to the report.

The report intimated that Audit Scotland had provided an audit opinion which was free from qualification. It was noted that Audit Scotland had also submitted a report to the IJB Audit, Risk and Scrutiny Committee held on 12 November 2021 which detailed matters arising over the course of the audit.

Councillor Hughes, as Chair of the IJB Audit, Risk and Scrutiny Committee, advised that the Audit, Risk and Scrutiny Committee recommended approval of the audited accounts 2020/21 for signature in accordance with the Local Authority Accounts (Scotland) Regulations 2014. Councillor Hughes thanked the Chief Finance Officer and her team and the team from Audit Scotland for the work undertaken and the collaborative approach taken to ensure the accuracy and quality of the accounts.

**DECIDED:** That the audited annual accounts 2020/21 be approved for signature in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

### **Declaration of Interest**

Councillor Hughes, having declared an interest in the following item of business, remained in the meeting.

## **7 Strategic Plan 2022/25: Update on Approach and Progress**

Under reference to item 6 of the Minute of the meeting of this Joint Board held on 17 September 2021, the Head of Strategic Planning and Health Improvement submitted a report providing an update on the progress made by the HSCP in developing the IJB's Strategic Plan 2022/25.

The report provided a consultation draft of the Strategic Plan which had been developed for the IJB's review and approval. It was noted that, subject to approval, a period of formal consultation would be undertaken with prescribed consultees and key stakeholders during December 2021 and January 2022 to test the draft Strategic Plan and obtain further feedback. Following this consultation, a final draft of the Strategic Plan would be developed, incorporating feedback received, as appropriate, and submitted to the IJB for approval in March 2022.

Members thanked the Head of Strategic Planning and Health Improvement and her team for the partnership work and meaningful engagement being undertaken; for involving carers in consultation processes and for listening to them and valuing their input; and for developing a plan in which partners were seen all the way through, highlighting that the IJB did not only involve the NHS and Renfrewshire Council but also third and voluntary sectors.

**DECIDED:**

- (a) That the consultation draft of the Strategic Plan be approved; and
- (b) That the consultation plan to be taken forward, which set out the engagement process to be followed during the formal consultation period, be approved.

**8 Performance Management Mid-year Report 2021/22**

The Head of Strategic Planning and Health Improvement submitted a report relative to the Performance Management Mid-year Report 2021/22 covering the period April to September 2021. The full scorecard which updated all performance measures was appended to the report.

The report intimated that there were 57 performance indicators of which 39 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 exceeds target. At the mid-year point, the scorecard detailed the status of the 39 indicators which had targets set against them and it was noted that 12 had red status, 7 had amber status and 20 had green status.

It was noted that paragraph 6.1 of the report should read “Performance at September 2021 for the percentage of children seen within 18 weeks for paediatric Speech and Language Therapy assessment to appointment (Outcome 4) was 52.4% down from 63% at March 2021.”

**DECIDED:** That the Performance Management Mid-year Report 2021/22 for Renfrewshire HSCP be approved.

**9 Annual Report of the Chief Social Work Officer 2020/21**

The Chief Social Work Officer submitted a report relative to the 2020/21 annual report by the Chief Social Work Officer (CSWO). In Renfrewshire this role was held by the Head of Child Care and Criminal Justice, Renfrewshire Council.

The report provided an overview of the role of the CSWO, outlined local governance arrangements for the discharge of the functions of the post, highlighted key areas of activity of the CSWO locally, provided an overview of activities undertaken by social work services and identified key priorities for 2021/22.

A copy of the annual report by the CSWO was appended to the report. The report intimated that the scope of the CSWO role covered all social work and social care services, whether provided directly by the local authority, or in partnership with others, including the health and social care partnership. Where these services were purchased or commissioned from external providers, the CSWO had responsibility to advise on the specification, quality and standards of services commissioned.

**DECIDED:**

- (a) That the key activities outlined in the CSWO annual report be noted;
- (b) That it be noted that the CSWO annual report had been submitted to the Office of the Chief Social Work Advisor at the Scottish Government; and

(c) That it be agreed that the CSWO annual report for 2021/22 be presented to the IJB in Autumn 2022.

### **Declaration of Interest**

Councillor Hughes, having declared an interest in the following item of business, remained in the meeting.

#### **10 Renfrewshire Children's Services Partnership Plan 2021/24**

The Chief Social Work Officer submitted a report relative to the Renfrewshire Children's Services Partnership Plan 2021/24 which provided details of the plan which had been produced in line with the joint statutory duty of local authorities and health boards.

The report intimated that the plan was framed around a joint vision that "Renfrewshire's children are happy, healthy, safe and thriving" and four outcomes, informed by a needs assessment, which partners wanted to achieve for the children and young people of Renfrewshire.

The report also intimated that partners would continue to monitor their own single-agency plans, which included many initiatives which also contributed to the four outcomes identified in the Children's Services Plan and that these contributions would be reflected as part of the monitoring and reporting process.

The report advised that the circumstances for children and families might change further as supports such as the UK government furlough scheme were wound down and the economy moved into a recovery phase. As such, it was expected that the plan might need a significant refresh for its second and third years should new priorities emerge as a result of the social and economic impact of COVID-19.

The Renfrewshire Children's Services Partnership Plan 2021/24 formed Appendix 1 to the report and a shorter and more accessible version, mirroring the plan on a page approach used for the 2018/21 plan, formed Appendix 2 to the report.

#### **DECIDED:**

(a) That it be noted that the plan had been submitted to the Scottish Government in June 2021;

(b) That the Renfrewshire Children's Services Partnership Plan 2021/24, attached as Appendix 1 to the report, be homologated; and

(c) That the plan on a page, attached as Appendix 2 to the report, be noted.

#### **11 Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the IJB would be held at 10.00 am on 28 January 2022.





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

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 14 January 2022	10:00	Remotely by MS teams,

### **Present**

Councillor Jacqueline Cameron, Councillor Jennifer Adam-McGregor, Councillor Lisa-Marie Hughes and Councillor James MacLaren (all Renfrewshire Council); Margaret Kerr, Ann Cameron-Burns, John Matthews and Frank Shennan (all Greater Glasgow & Clyde Health Board); Karen Jarvis (Registered Nurse); Dr Shilpa Shivaprasad (Registered Medical Practitioner (non-GP)); Lisa Cameron (Council staff member involved in service provision); Diane Young (Health Board 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 Lavery, Interim Chief Officer (Renfrewshire Health and Social Care Partnership); Sarah Lavers, Chief Finance Officer (Renfrewshire Health and Social Care Partnership) and John Trainer, Chief Social Work Officer (Renfrewshire Council).

### **In Attendance**

Ken Graham, Head of Corporate Governance (Clerk) and Elaine Currie and Robert Devine, both Senior Committee Services Officers (all Renfrewshire Council); Frances Burns, Head of Strategic Planning and Health Improvement, Carron O'Byrne, Head of Health and Social Care (Paisley), James Higgins, Corporate Business Officer, David Fogg, Service Improvement Manager and John Miller, Communications Manager (all Renfrewshire Health and Social Care Partnership) and Aimee MacDonald, Senior Auditor (Audit Scotland).

### **Chair**

John Matthews, Chair, presided.

## **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**

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

The Chair welcomed Ann Cameron-Burns and Lisa Cameron to their first meeting of the IJB.

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

The Clerk submitted a report providing an update on the current position following the emergence of a new variant of coronavirus, Omicron, in November 2021, which with very high transmission rates had already become the dominant variant of COVID-19 within Scotland.

The report sought delegated authority to the Interim Chief Officer, in consultation with the Chair and Vice Chair of the Integration Joint Board (IJB), to make urgent decisions where those decisions could not wait until the next scheduled meeting of the IJB to ensure that Renfrewshire Health and Social Care Partnership (HSCP) could take swift action to respond to the rapidly changing position.

The report intimated that the HSCP was continuing to deploy resources to where they were needed most, taking an informed, risk-assessed approach which could flex and adapt to changing circumstances and detailed the immediate priorities. The report noted that governance arrangements had been reviewed to ensure the IJB could respond to evolving circumstances.

### **DECIDED:**

(a) That the existing situation with regard to the impact of the Omicron variant of COVID-19 on services provided by Renfrewshire HSCP be noted;

(b) That, as a temporary measure, the Interim Chief Officer, in consultation with the Chair and Vice Chair of the IJB, be authorised to make urgent decisions, where necessary, arising from the impact of the Omicron variant of COVID-19 that required to be taken prior to the next meeting of the IJB, including on the temporary suspension of services and/or the redeployment of staff from areas to maintain service provision in priority areas; and

(c) That it be agreed that a report would be brought to the next scheduled meeting of the IJB on 28 January 2022 setting out the decisions taken by the Interim Chief Officer under the delegated powers authorised in this report.