

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

Date	Time	Venue
Friday, 20 September 2019	10:00	Abercorn Conference Centre, Renfrew Road, Paisley, PA3 4DR

Present

Councillor Jacqueline Cameron, Councillor Jennifer Adam-McGregor, Councillor Lisa-Marie Hughes and Councillor James MacLaren (all Renfrewshire Council); Dr Donny Lyons and Margaret Kerr (both Greater Glasgow & Clyde Health Board); Karen Jarvis (Registered Nurse); Louise McKenzie (Council staff member involved in service provision); Stephen Cruickshank (service user residing in Renfrewshire); John Boylan (Trade Union representative for Council); Graham Capstick (Trade Union representative for Health Board); Dr Chris Johnstone (proxy for Dr Stuart Sutton); David Leese, 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 Jacqueline Cameron, Chair, presided.

In Attendance

Ken Graham, Head of Corporate Governance (Clerk) and Tracy Slater, Senior Committee Services Officer (both Renfrewshire Council); Jackie Dougall, Head of Health and Social Care (West Renfrewshire), Christine Lavery, Head of Mental Health, Addictions and Learning Disability Services and Frances Burns, Head of Strategic Planning and Health Improvement (all Renfrewshire Health and Social Care Partnership).

Apologies

Dorothy McErlean (Greater Glasgow & Clyde Health Board); David Wylie (Health Board staff member involved in service provision); and Alan McNiven (third sector representative).

Welcome and Introductions

Prior to the start of the meeting, the Chair welcomed everyone to the meeting and invited members and officers to introduce themselves.

The Chair also reiterated her thanks to Dr Donny Lyons for his input to the work of the Board as Chair over the past two years.

Declarations of Interest

Dr Lyons declared a non-financial interest in item 13 on the agenda as he was a Board Member of Ayrshire Hospice which was one of the signatories to the Memorandum of Understanding. He intimated that it was his intention to remain in the meeting and take part in any discussion.

1 Minute

The Minute of the meeting of the Integration Joint Board (IJB) held on 28 June 2019 was submitted.

DECIDED: That the Minute be approved.

2 Rolling Action Log

The rolling action log for the IJB was submitted.

Following members' questions, the Chief Officer provided a brief update on the housing development at Dargavel. The Chief Officer advised that, while capital and estate matters were reserved matters for NHS Greater Glasgow and Clyde, he was in continuous dialogue with them. Consideration would be given to providing an update report at a future IJB meeting.

DECIDED: That the rolling action log be noted.

3 Integration Joint Board Membership Update

Under reference to item 3 of the Minute of the meeting of the IJB held on 28 June 2019, the Head of Administration submitted a report providing an update on the Chairing arrangements of the IJB Audit Committee.

The report intimated that Margaret Kerr had been appointed as Chair and Councillor Lisa-Marie Hughes had been appointed as Vice-Chair of the IJB Audit Committee from 15 September 2019.

DECIDED: That it be noted that Margaret Kerr had been appointed as Chair and Councillor Lisa-Marie Hughes had been appointed as Vice-Chair of the IJB Audit Committee from 15 September 2019.

4 Financial Report 1 April 2019 to 31 July 2019

The Chief Finance Officer submitted a report relative to the revenue budget position at 31 July 2019 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 July 2019 and the year-end position was detailed in Appendices 1 to 4 of the report. The revenue budget position of Adult Social Care and 'other delegated services' for the period 1 April to 16 August 2019 and the year end was detailed in appendices 5 to 7 of the report. Appendices 8 and 9 to the report provided a reconciliation of the main budget adjustments applied this current financial year and Appendix 10 detailed the projected movement in reserves.

In line with the IJB's approved Reserves Policy, the Chief Finance Officer recommended that the IJB should work towards achieving a 2% reserve balance, however, this would depend on the financial performance of the IJB and the availability of funds.

The report intimated that the Chief Finance Officer had commenced financial planning for the period 2020 to 2023, with a focus on continuing to ensure safe and sustainable services whilst meeting significant financial challenges. Information was provided on work to develop a 3-year planning cycle which would allow for a more strategic approach and provide the required time to support and embed change to structures, processes and behaviours. Approval was sought to create a 'Transformation Programme' reserve which would be used to provide resources to mitigate the risk of change, support the transition of HSCP services and provide resource capacity to deliver the HSCP change programme.

The report outlined the financial framework required to support the implementation programme for the Five-Year Mental Health Services Strategy.

The report also provided information on Scottish Government funding 2019/20; the Living Wage increase for 2019/20; and the National Care Home Contract 2019/20.

DECIDED:

- (a) That the in-year position as at 31 July 2019 be noted;
- (b) That the projected year-end position for 2019/20 be noted;
- (c) That the creation of a 'Transformation Programme' reserve, to provide resources to mitigate the risk of change and support the transition of HSCP services, be approved;
- (d) That the Chief Finance Officer's recommendation to work towards a 2% reserve balance in recognition of the level of risk which the organisation was likely to be exposed to over the medium terms to mitigate risk be approved; and

(e) That the proposed financial framework to support the implementation programme for the Five-Year Mental Health Services Strategy be approved.

5 Integration Joint Board Audited Annual Accounts 2018/19

Under reference to item 6 of the Minute of the meeting of the IJB held on 28 June 2019, the Chief Finance Officer submitted a report relative to the audited annual accounts for the IJB for 2018/19, 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 Committee held earlier in the morning which detailed matters arising over the course of the audit.

Margaret Kerr, as Chair of the earlier IJB Audit Committee, advised that the Audit Committee recommended approval of the audited accounts 2018/19 for signature in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

DECIDED: That the audited annual accounts 2018/19 be approved for signature in accordance with the Local Authority Accounts (Scotland) Regulations 2014.

6 Performance Framework 2019/20

The Chief Officer submitted a report relative to the HSCP Performance Framework for 2019/20.

The report intimated that performance would be presented to all meetings of the IJB and that the full scorecard would be presented twice-yearly, at mid-year and end of year 2019/20. Performance would be reported in a number of ways including updates from service areas; exception reporting; updates on survey results as they became available; and benchmarking performance on the national indicators against other Scottish HSCPs.

The report included a list of all proposed indicators and targets for 2019/20 set against the nine national outcomes, as detailed in the appendix to the report, and a weblink to the 2018/19 annual report.

Following discussion, the Chief Officer agreed to provide members with information on services, their targets and performance, either in a future report to the Board, or through a development session for members.

DECIDED:

(a) That the proposed indicators and targets for 2019/20, as set out in the appendix to the report, be approved;

(b) That the Renfrewshire HSCP Annual Performance Report 2018/19 be noted; and

(c) That the Chief Officer consider the best format for providing members with information on services, their targets and performance, which would either be in the form of a report to a future meeting of the Board or a development session for members.

7 Delivery of the New General Medical Services (GMS) Contract: Update on Primary Care Improvement Plan

The Chief Officer submitted a report providing an update on the implementation of Primary Care Improvement Plans (PCIPs) across NHS Greater Glasgow and Clyde, as detailed in Appendix 1 to the report.

The report detailed the key developments since April 2019. An implementation tracker for the period April to September 2019, which required to be shared with the Scottish Government by 30 October 2019, formed Appendix 2 to the report. It was noted that the implementation tracker had been submitted to the Scottish Government in April 2019.

DECIDED:

(a) That the progress on the implementation of PCIPs and the new GMS contract across NHS Greater Glasgow and Clyde, as detailed in Appendix 1 to the report, be noted; and

(b) That the local progress made and the implementation tracker for the period April to September 2019, as detailed in Appendix 2 to the report, be noted.

8 Non-financial Governance Arrangements

The Chief Officer submitted a report providing an update on the non-financial governance arrangements in place from 1 April 2018 to 31 March 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.

9 Change and Improvement Programme Update

The Chief Officer submitted a report providing an update on the HSCP's evolving Change and Improvement Programme including the ongoing service reviews.

The report intimated that the Change and Improvement Programme was being delivered through four workstreams, 1. optimising joint and integrated working and shifting the balance of care; 2. statutory requirements, national policy and compliance; 3. service reviews; and 4. delivering safe and sustainable services.

The report advised that the HSCP Senior Management Team (SMT), led by the Chief Finance Officer, had developed a two-tiered financial planning model which would enable Renfrewshire to address the 2019/20 financial pressures and introduce a more strategic approach to ensure financial sustainability in the medium term. Tier 1, the short-term financial planning work for 2019/20, which was being supported by experienced external support to provide independent challenge to SMT thinking, would be submitted to a future meeting of the IJB for approval in late 2019/early 2020.

DECIDED:

- (a) That the content of the report be noted; and
- (b) That it be noted that Tier 1 financial planning proposals would be submitted to a meeting of the IJB in late 2019/early 2020 for approval.

10 Strategic Delivery Plan

Under reference to item 7 of the Minute of the meeting of the IJB held on 22 March 2019, the Chief Officer submitted a report relative to delivery of the Renfrewshire Health and Social Care 2019/22 Strategic Plan.

The report intimated that the HSCP faced similar challenges to other public sector organisations across Scotland and recognised that a change in the way the HSCP worked was required to ensure sustainability of health and social care services going forward.

The report outlined a number of key principles that underpinned the Strategic Plan; the risks and challenges associated with the transformational change required to address the significant pressures faced; governance and resources; and the work that would be undertaken over the coming months, working with managers, service users, carers and partners, to further refine the approach and development of the Strategic Plan.

It was noted that an update report would be submitted to the next meeting of the IJB to be held on 22 November 2019.

DECIDED:

- (a) That the direction set out in the report for the delivery of the Strategic Plan 2019/22 be endorsed; and
- (b) That it be noted that an update report would be submitted to the next meeting of the IJB to be held on 22 November 2019.

11 Review of Learning Disability Day and Respite Services Action Plan

Under reference to item 6 of the Minute of the meeting of the IJB held on 22 March 2019, the Chief Officer submitted a report relative to the review of Learning Disability Day and Respite Services which had been taken forward as part of the Renfrewshire HSCP Change and Improvement Programme.

The report advised that Paradigm, who had been commissioned to support the review, had engaged with over 300 people and undertook research to support recommendations across four broad themes – Strategic Direction and Relationships; Day Opportunities; Respite and Short Breaks; and People and Processes.

The report outlined the consultation process and highlighted that the HSCP was committed to continuing meaningful engagement with key stakeholders.

A range of service practice highlights had been outlined in Appendix 1 to the report for information and an Action Plan had been attached as Appendix 2 to the report.

DECIDED:

(a) That the content of the Action Plan, which formed Appendix 2 to the report, be agreed;

(b) That the HSCP's progress in strengthening communication and engagement with families and carers be noted; and

(c) That the next steps and the HSCP's commitment to continuing to work with families and carers be noted.

Sederunt

Stephen Cruikshank left the meeting during consideration of the following item of business.

12 Update on Review of Older People's Services in Renfrewshire

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. A summary of progress in Phase 1, 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', had been presented to the IJB at its meeting on 22 March 2019.

The report outlined the aim of Phase 2, which took a more user-centred, cooperative approach to refining the themes into tangible, deliverable actions. It was anticipated that a draft delivery plan for Renfrewshire's Older People's Services would be submitted to the IJB by March 2020.

The Chief Officer advised that he would share the dates of the co-design workshops and invited members to attend to hear the discussions and suggestions from older citizens, staff and partner organisations.

DECIDED:

(a) That the contents of the report and planned approach for Phase 2 be noted; and

(b) That the dates of the co-design workshops be shared with members to enable them to attend and hear the discussions and suggestions coming from older citizens, staff and partner organisations.

Sederunt

John Trainer left the meeting during consideration of the following item of business.

13 Memorandum of Understanding between Integration Joint Boards and Independent Hospices

The Chief Officer submitted a report advising of the development of a Memorandum of Understanding (MoU) between IJBs and independent hospices.

The MoU built upon the arrangements set out in a Scottish Government letter to NHS Chief Executives in 2012 (CEL 12) and represented a wider statement of intent, recognising the statutory role, as set out in the Public Bodies (Joint Working) (Scotland) Act 2014, of IJBs in commissioning palliative care services.

The aim of the MoU was to provide a strategic and financial framework for integration authorities and independent hospices to work in partnership to deliver high quality, responsive and personalised palliative and end of life care.

DECIDED:

(a) That the national Memorandum of Understanding between IJBs and Independent Scottish Hospices for local delivery in Renfrewshire be adopted; and

(b) That it be noted that an update on local delivery in Renfrewshire would be reported to a future meeting of the IJB.

14 Drug-related Deaths Update

The Chief Officer submitted a report relative to drug-related deaths in Renfrewshire in 2018.

The report intimated that there had been 50 drug-related deaths in Renfrewshire in 2018, an increase of 31.6% on the 38 drug-related deaths in 2017. Further analysis was provided in a briefing from Dr Tony Martin, Drug Deaths Research Associate, NHS Greater Glasgow and Clyde, a copy of which was appended to the report.

Early discussions at the Renfrewshire Alcohol and Drug Partnership (ADP) identified a range of actions with partners to prevent and reduce drug-related deaths in Renfrewshire. The ADP would continue to work to further develop and refresh the Drug Death Prevention Action Plan.

DECIDED:

(a) That the content of the briefing from Dr Tony Martin, Drug Deaths Research Associate, NHS Greater Glasgow and Clyde, as appended to the report, be noted;

(b) That the further development and refresh of the ADP Drug Death Prevention Action Plan be supported; and

(c) That the complex nature of drug-related deaths and the need for a multi-agency response be noted.

15 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the IJB would be held at 10.00 am on 22 November 2019 in the Abercorn Conference Centre, Renfrew Road, Paisley.