

# Minute of Meeting

## Renfrewshire Health and Social Care Integration Joint Board.

Date	Time	Venue
Friday, 02 October 2020	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, Dorothy McErlean, John Matthews and Frank Shennan (all Greater Glasgow & Clyde Health Board); Louise McKenzie (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); Amanda Kelso (Trade Union representative for Health Board); David Leese, Chief Officer (Renfrewshire Health and Social Care Partnership); and John Trainer, Chief Social Work Officer (Renfrewshire Council).

### Chair

Councillor Jacqueline Cameron, Chair, presided.

### In Attendance

Mark Conaghan, Legal & Democratic Services Manager (on behalf of Clerk), Elaine Currie, Senior Committee Services Officer and Julie Hughes, Assistant Committee Services Officer (all Renfrewshire Council); Christine Laverty, Head of Mental Health, Addictions and Learning Disability Services, Jackie Dougall, Head of Health and Social Care (West Renfrewshire), Shiona Strachan, Acting Head of Health and Social Care (Paisley), Frances Burns, Head of Strategic Planning and Health Improvement, Carron O'Byrne, Head of Health and Social Care (Paisley); Jean Still, Head of Administration, Amanda Kilburn, Finance Business Partner, James Higgins, Project Officer, David Fogg, Service Improvement Manager and John Miller, Communications Officer (all Renfrewshire Health and Social Care Partnership); and Mark Ferris, Senior Manager (Audit Scotland).

## **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**

Karen Jarvis (Registered Nurse); Dr Shilpa Shivaprasad (Registered Medical Practitioner (non-GP)); David Wylie (Health Board staff member involved in service provision); Dr Stuart Sutton (Registered Medical Practitioner (GP)); and Sarah Lavers, Chief Finance Officer (Renfrewshire Health and Social Care Partnership).

## **Declarations of Interest**

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

### **1 Minute**

The Minute of the meeting of the Integration Joint Board (IJB) held on 28 August 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 and updates be noted.

## **Sederunt**

Fiona Milne joined the meeting prior to consideration of the following item of business.

### **3 Membership Update**

The Head of Administration submitted a report providing an update on membership of the IJB and the IJB Audit, Risk and Scrutiny Committee.

The report intimated that Diane Young, Operations Manager (Mental Health), would replace David Wylie as a non-voting member of the IJB as the Health Board staff member involved in service provision with effect from 1 November 2020.

The report requested that that the IJB identify a representative non-voting member to sit on the IJB Audit, Risk and Scrutiny Committee to replace David Wylie.

The Chair thanked David Wylie for his contribution to the work of the IJB and intimated that she would contact David to thank him personally as he was not in attendance at the meeting.

**DECIDED:**

(a) That it be noted that Diane Young would replace David Wylie as the Health Board staff member involved in service provision; and

(b) That it be noted that the IJB would agree a replacement non-voting member to sit on the IJB Audit, Risk and Scrutiny Committee.

#### **4 Financial Report 1 April to 31 August 2020**

The Chief Finance Officer submitted a report relative to the revenue budget position at 31 August 2020 and the projected year-end position for the year ended 31 March 2021.

The report intimated that as highlighted to members in the financial report considered on 31 July 2020, the financial implications of the COVID-19 pandemic on the HSCP's services would become clearer over time. The current projected year-end position would therefore be subject to change as the magnitude of the financial impact on our services emerged.

The significant additional commitment required by external providers, budget managers and the finance team to track and make payments in relation to costs associated with COVID-19 was recognised.

The table in paragraph 3.2 of the report included the consolidated summary members were familiar with plus an added level of detail showing the current estimated cost to the HSCP of the response to COVID-19. This provided clarity of the potential risk of COVID-19 on the delegated 2020/21 IJB budget.

The IJB year-to-date position was an overspend of £3.2 million and the projected outturn for 2020/21 was an overspend of £8.1 million. This position included the next actual and estimated costs in relation to COVID-19 and prior to the transfer of any ringfenced 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 30 August 2020 and the year-end position was detailed in Appendices 1 and 2 to the report; the revenue budget position of Adult Social Care and 'other delegated services' for the period 1 April to 21 August 2020 and the year-end position was detailed in Appendices 3 and 4 to the report; Appendices 5 and 6 to the report provided a reconciliation of the main budget adjustments applied this current financial year; Appendix 7 to the report detailed the projected movement in reserves; Appendices 8 and 9 to the report detailed the vacancy position for the HSCP as at 31 August 2020 by client group and job description; and the letter to the Cabinet Secretary and her response formed Appendices 10 and 11 to the report.

The report also provided information on Scottish Government funding 2020/21; the delegated health budget update 2020/21; reserves; a summary of the 2020/21 Scottish Living Wage; and information on the National Care Home Contract 2020/21.

Following discussion, the Chief Officer intimated that development sessions could be arranged to provide members with further detail in relation to recruitment and vacancies and on COVID-19 spend. This was agreed.

#### **DECIDED:**

(a) That the in-year position as at 31 August 2020 be noted;

(b) That the projected year-end position for 2020/21 be noted;

(c) That the current estimated financial assessment of the potential revenue consequences of the COVID-19 pandemic for 2020/21 be noted; and

(d) That development sessions be arranged to provide members with further detail in relation to recruitment and vacancies and on COVID-19 spend.

### **Declaration of Interest**

John Matthews declared an interest in the following item of business as he was Chair of the NHSGGC Public Health and Wellbeing Committee.

## **5 COVID-19 Recovery and Renewal Planning Update**

The Chief Officer submitted a report providing an update on the HSCP's response to COVID-19 and ongoing recovery activity, focusing on activity undertaken since the last IJB meeting on 28 August 2020.

The report provided information on service operational updates; the Recovery and Renewal programme governance; taking forward Strand 2 activity; the Older People's Services Review; and enablers of ongoing transformation through recovery and renewal.

Members then heard from the Heads of Service who provided updates in relation to their specific service.

### **DECIDED:**

(a) That the operational service updates provided be noted;

(b) That the progress made in developing the HSCP's approach to defining recovery and renewal planning governance, subject to external events, aligned with the partnership's transformation objectives be noted; and

(c) That the progress made on taking forward the Older People's Services Review be noted.

## **6 Annual Performance Report 2019/20**

The Chief Officer submitted a report relative to the HSCP's Annual Performance Report 2019/20, a copy of which was appended to the report.

The report intimated that The Coronavirus (Scotland) Act 2020 allowed for the postponement of the publication of Annual Performance Reports and the Scottish Government had confirmed that 2019/20 Annual Performance Reports had been granted an extension to 31 October 2020. The IJB at a meeting held on 26 June 2020 decided that publication of the HSCP Annual Performance Report 2019/20 be postponed until 12 October 2020.

The Annual Performance Report 2019/20 was structured around the nine National Health and Wellbeing Outcomes and described the HSCP's performance in a number of different ways recognising that information was used and understood differently by different audiences.

The report covered the period April 2019 to March 2020. It was noted that data was not yet available for all performance measures and that the National Core Integration Indicator would be updated to reflect the most recent data once published.

It was too early to say how substantial the pandemic's impact would be on performance measures. However, health and wellbeing outcomes in more deprived areas had been impacted.

**DECIDED:** That the Renfrewshire HSCP Annual Performance Report 2019/20, as appended to the report, be approved and published on the HSCP website on 12 October 2020.

## **Sederunt**

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

## **7 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 31 March 2020, as detailed in the Appendix 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; records management plan; and communication.

The report proposed that the reporting timetable for non-financial governance reports be amended and that the annual report be presented to the IJB in June of each year and the six-monthly update presented to the IJB in November of each year.

### **DECIDED:**

(a) That the content of the report be noted; and

(b) That the change to the timetable be approved and that the annual report be presented to the IJB in June of each year and the six-monthly update presented to the IJB in November of each year.

## **8 Update on Primary Care Improvement Plan 3**

The Chief Officer submitted a report providing an update on the delivery of Renfrewshire HSCP's Primary Care Improvement Plan (PCIP).

The report intimated that before the COVID-19 pandemic, the HSCP was over halfway through the PCIP cycle. On 23 March 2020, the Scottish Government wrote to all Integration Authority Chief Officers and Chief Finance Officers advising that work related to PCIP and tracker returns should be paused until the impact of COVID-19 had

significantly reduced. The Scottish Government wrote again on 25 August 2020 and provided a COVID-19 PCIP 3 template which required to be completed and returned to the Scottish Government by 16 October 2020, a copy of which was appended to the report.

The aim of the template was to establish the current position on delivery, the impact of COVID on existing plans, and to understand how the extended multi-disciplinary team would continue to be developed between now and March 2021. It was noted that this information was not required to go through the formal IJB sign-off process, however, as per the MOU, the work to complete the return must involve the IJB and GP sub-committee and be agreed with the Local Medical Committee.

Locally, implementation of the PCIP had remained steady with a number of the MOU priorities set out within Year 1 2018/19 and Year 2 2019/20 being successfully delivered.

**DECIDED:**

(a) That the progress towards delivery to date be noted; and

(b) That it be noted that the COVID-19 PCIP 3 template required to be submitted to the Scottish Government by 16 October 2020.

## **9 Equality Outcomes 2020/24 Action Plan**

The Chief Officer submitted a report relative to the final draft of the Equality Outcomes 2020/24 Action Plan, a copy of which was appended to the report.

The report intimated that the IJB had a statutory duty to publish a set of Equality Outcomes every four years. The IJB approved the 2020/24 Equality Outcomes and Mainstreaming Progress report in March 2020 and a draft action plan, based on the outcomes, had now been developed.

Community health and wellbeing was central to the HSCP's recovery and renewal planning and plans recognised that a partnership, community led approach was pivotal to improving health and wellbeing outcomes.

An update report highlighting activities within the Equality Outcomes Action Plan would be presented to the IJB in September 2022 and an Equality Outcomes and Mainstreaming Progress report against these actions would be submitted in 2024.

**DECIDED:**

(a) That the final draft Equality Outcomes 2020/24 Action Plan be approved; and

(b) That it be noted that regular updates, in line with statutory requirements, would be provided to the IJB.

## **10 Renfrewshire HSCP Winter Plan 2020/21**

The Chief Officer submitted a report relative to Renfrewshire HSCP's Winter Plan 2020/21, a copy of which was appended to the report.

The report intimated that planning for winter 2020/21 within the context of COVID-19 was underway across NHSGGC, taking account of learning and adaptation from the service responses to the pandemic. The draft Winter Plan described additional actions being taken to prepare for the winter period in Renfrewshire and it was noted that this should be read in conjunction with the draft NHSGGC Unscheduled Care Commissioning Plan.

The Chair referred to the flu centre operating at St Mirren Park, Paisley, and concerns raised with elected members in relation to public transport to this venue. The Chair advised members that this was not ordinarily a matter for the IJB as it was an operational matter. Further, that she was raising this matter as Councillor James MacLaren had indicated that he would be submitting an amendment to the report and the Chair requested that the Chief Officer provide the background to the location of the flu centre in Renfrewshire.

The Chief Officer then provided members with a detailed update in relation to this year's flu vaccination programme and the establishment of the flu centre at St Mirren Park, Paisley.

**DECIDED:**

(a) That Renfrewshire HSCP's draft Winter Plan 2020/21 be approved; and

(b) That it be noted that the Plan would be aligned to the NHSGGC Winter Plan and would be a flexible, live document to allow the HSCP to review and reprioritise as necessary as it responded to the changing circumstances surrounding the pandemic.

**Recording of Dissent**

Councillor James MacLaren being the mover of an amendment which failed to find a seconder requested that his dissent be recorded.

**11 Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the IJB would be held remotely by MS teams at 10.00 am on 20 November 2020.