

Minute of Meeting

Renfrewshire Health and Social Care Integration Joint Board.

Date	Time	Venue
Friday, 26 June 2020	10:00	Remotely by Skype,

Present

Councillor Jacqueline Cameron, Councillor Jennifer Adam-McGregor, Councillor Lisa-Marie Hughes and Councillor James MacLaren (all Renfrewshire Council); Dr Donny Lyons, Margaret Kerr, Dorothy McErlean and Dr Linda de Caestecker (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); David Wylie (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); Amanda Kelso (Trade Union representative for Health Board); Dr Stuart Sutton (Registered Medical Practitioner (GP)); 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 Elaine Currie, Senior Committee Services Officer (both Renfrewshire Council); Christine Lavery, Head of Mental Health, Addictions and Learning Disability Services, Carron O'Bryne, Head of Health and Social Care (Paisley); 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, Jean Still, Head of Administration; David Fogg, Strategic Improvement Manager; James Higgins, Project Officer; and John Miller, Communications Officer (all Renfrewshire Health and Social Care Partnership); and Mark Ferris, Audit Manager (Audit Scotland).

Declarations of Interest

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

Additional Item

The Chair intimated that there was an additional item of business in relation to a COVID-19 update which had not been included in the notice calling the meeting. The Chair, being of the opinion that the item, which is dealt with at item 3 below, was urgent in view of the need to advise members of the position, authorised its consideration.

Members of the public were not able to attend this meeting of the IJB as it was being held remotely by Skype.

Prior to the start of the meeting the Chair wished to record the IJB's thanks to all HSCP and Council staff for their dedication, commitment and hard work during this coronavirus pandemic.

1 Minute

The Minute of the meeting of the Integration Joint Board (IJB) held on 20 March 2020 was submitted.

DECIDED: That the Minute be approved.

2 Rolling Action Log

The rolling action log for the IJB was submitted.

Updates were provided in relation to the actions in relation to the Memorandum of Understanding between IJBs and Hospices and the Loneliness and Social Isolation Champion.

It was noted that actions would be marked as completed and removed from the rolling action log following each meeting of the IJB, if appropriate.

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

3 COVID-19 Update

The Chief Officer and Acting Head of Health and Social Care (Paisley) provided an update on the HSCP's response to the COVID-19 pandemic in Renfrewshire. This included information in relation to certain elements of that response including PPE; the rag rating in care homes; and testing in care homes.

The Chief Officer advised that information on the HSCP's actions had been included in the weekly update report submitted to Renfrewshire Council's Emergencies Board.

DECIDED: That the verbal update be noted.

Sederunt

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

4 Financial Report 1 April 2019 to 31 March 2020

The Chief Finance Officer submitted a report relative to the revenue budget year-end outturn for the HSCP for the 2019/20 financial year, as detailed in appendices 1 to 4 to the report.

Budget monitoring throughout 2019/20 had shown the IJB projecting an underspend, prior to the transfer of balances to general and earmarked reserves, at the financial year-end which included the transfer of specific ring-fenced monies, including Scottish Government funding for Primary Care Improvement, Mental Health Action 15 and ADP monies, in line with Scottish Government guidance. The IJB final outturn position for 2019/20 was an underspend of £4.351 million prior to the drawdown of balances to earmarked and general reserves. The IJB approved the drawdown of reserves throughout 2019/20 in order to deliver on specific commitments including funding to mitigate any delays in delivery of approved savings, health visitors and GP premises improvement monies. The total amount drawn down in 2019/20 was £2.268 million from earmarked reserves.

The key pressures were highlighted in section 4 of 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 HSCP hosted budget position as at 31 March 2020; Appendix 8 detailed the movement in reserves as at 31 March 2020; Appendix 9 to the report detailed HSCP vacancies as at period 13 per grade and Appendix 10 to the report detailed the vacancies as at period 13 per post.

Consistent with the IJB's Reserves Policy the report sought approval of earmarked reserves for drawdown as required, totalling £4.349 million. Details of the earmarked reserves were detailed in section 11 and Appendix 8 of the report.

The report provided a summary of the Living Wage 2019/20; a summary of the Scottish Living Wage 2020/21 and the National Care Home Contract 2020/21.

The Chief Officer advised that, rather than discuss queries with specific HSCP vacancies, he would report back to those members with the further details requested.

DECIDED:

- (a) That the year-end financial position be noted;
- (b) That the proposed transfers to earmarked and general reserves, as detailed in section 11 and Appendix 8 of the report, be approved; and
- (c) That it be noted that the Chief Officer would report back to those members who had queries with specific HSCP vacancies with the details requested.

5 Unaudited Annual Accounts 2019/20

The Chief Finance Officer submitted a report relative to the unaudited annual accounts 2019/20 for the IJB which would be submitted for audit by the statutory deadline of 30 June 2020. A copy of the unaudited annual accounts 2019/20 formed Appendix 1 to the report.

The Chief Finance Officer intimated that additional information would be added to page 88 of the annual accounts and that various typos on page 88 would be corrected prior to submission to Audit Scotland.

The report intimated that the accounts fully complied with International Financial Reporting Standards and that once approved the unaudited accounts and associated working papers would be passed to Audit Scotland 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.

The Coronavirus (Scotland) Act 2020 provided flexibility in terms of the timescales for approval of the audited accounts, however, Scottish Ministers had indicated their expectation that audited annual accounts be published by 30 November 2020. The report detailed the approval process and timetable in relation to approval of the IJB's annual accounts. Audit Scotland had advised that they would endeavour to complete the audit process in line with these timescales and a copy of the letter dated 3 June 2020 from Audit Scotland formed Appendix 2 to the report.

Matters relating to Renfrewshire HSCP's Child and Adolescents' Mental Health Service (CAMHS) were raised and it was noted that the next report being considered at this meeting contained a recommendation that an improvement plan for Renfrewshire HSCP's CAMHS service would be submitted to a future meeting of the IJB for approval. The Head of Health and Social Care (West Renfrewshire) advised that she would liaise directly with Fiona Milne, the IJB's unpaid carer rep, regarding information on pathways to the service following diagnosis.

It was proposed (a) that, subject to the amendments mentioned by the Chief Finance Officer, and also subject to audit, the annual accounts for 2019/20 be approved; and (b) that it be noted that Audit Scotland would endeavour to complete the audit of the annual accounts in line with the timescales indicated by Scottish Ministers, as detailed in Appendix 2 to the report. This was agreed.

DECIDED:

(a) That, subject to the amendments mentioned by the Chief Finance Officer, and also subject to audit, the annual accounts for 2019/20 be approved; and

(b) That it be noted that Audit Scotland would endeavour to complete the audit of the annual accounts in line with the timescales indicated by Scottish Ministers, as detailed in Appendix 2 to the report.

6 Performance Management End of Year Report 2019/20

The Chief Officer submitted a report relative to the Performance Management End of Year Report 2019/20.

The performance dashboard which summarised progress against a number of key indicators formed Appendix 1 to the report; and the full scorecard which provided more detail with trend data, where available, and updated information on all performance measures against the nine national health and wellbeing outcomes formed Appendix 2 to the report.

The report intimated that data was not yet available for all performance measures to March 2020 and that the information detailed in the report was the most up-to-date available.

There were 67 performance indicators of which 42 had targets set against them. Performance status was assessed as either green, on or above target; amber, within 10% variance of target; or red, more than 10% variance from target. The dashboard indicated that currently 54.8% of performance measures had green status, 23.8% had amber status and 21.4% had red status.

It was noted that the most significant challenge faced by Renfrewshire HSCP and its partner organisations had been responding to the COVID-19 pandemic in March 2020. The HSCP responded rapidly to the emerging situation to ensure services continued to be delivered safely and effectively and protect vulnerable people within our community. The impact of COVID-19 on services had been unprecedented and required a significant degree of service change within a short period of time. The full impact of these changes in demand across health and social care services were unknown and could place significant additional pressures on healthcare services. Performance in all areas would continue to be closely monitored and risks addressed appropriately.

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. It was noted that Renfrewshire HSCP's 2019/20 Annual Performance Report would be submitted to a future meeting of the IJB for approval.

DECIDED:

(a) That the Performance Management End of Year Report 2019/20 for Renfrewshire HSCP be approved;

(b) That it be noted that an Improvement Plan for Renfrewshire HSCP's Child and Adolescents' Mental Health Service (CAMHS) would be submitted to a future meeting of the IJB for approval;

(c) That, further to the guidance from the Scottish Government regarding the timetable and content for Partnerships' 2019/20 Annual Performance Reports, a delay to the publication of the Annual Performance Report to October 2020 be approved; and

(d) That it be noted that the impact of COVID-19 on the HSCP's performance at this point was not fully understood.

7 Draft Unscheduled Care Commissioning Plan 2020/25

The Chief Officer submitted a report relative to Greater Glasgow and Clyde's (GGC) draft Unscheduled Care Programme which contributed to all nine national health and wellbeing outcomes, a copy of which was appended to the report.

The report intimated that pre COVID-19, work had been undertaken by all six HSCPs in the GGC area to develop a system-wide Strategic Commissioning Plan in partnership with the NHS Board and Acute Services Division and in line with the IJB's Strategic Plan. The draft Unscheduled Care Commissioning Plan built on the GGC Unscheduled Care Improvement Programme and was integral to the Board-wide Moving Forward Together programme.

The draft Unscheduled Care Commissioning Plan would be submitted to all six IJBs for consideration and approval, recognising that further work was required on key aspects. One key aspect of the unscheduled care work was learning from the pandemic, during which there had been a fall in unscheduled care activity. The learning from what had worked during the pandemic would be incorporated in the key actions in the final version of the Plan.

DECIDED:

(a) That the draft Unscheduled Care Commissioning Plan for NHS Greater Glasgow and Clyde, as detailed in the appendix to the report, be approved;

(b) That the further work underway to finalise the Plan, including our learning from COVID-19 and the new considerations it presented and the planned engagement process, be noted; and

(c) That the finalised Plan be submitted to the IJB later in the year for approval.

Sederunt

Louise McKenzie left the meeting prior to consideration of the following item of business.

John Trainer entered the meeting prior to consideration of the following item of business.

Additional Item

The Chair intimated that there was an additional item of business in relation to the Chair of the IJB Audit, Risk and Scrutiny Committee providing an update on the work of the Committee which had not been included in the notice calling the meeting. The Chair, being of the opinion that the item, which is dealt with at item 11 below, was urgent in view of the need to advise members of the position, authorised its consideration.

8 COVID-19 Recovery and Renewal Plan

The Chief Officer submitted a report providing detail on Renfrewshire HSCP's response to the COVID-19 pandemic and an initial assessment of the strategic and financial impact on the HSCP's workforce and service provision.

The report provided detail on the emerging approach being developed by the HSCP to take forward recovery and renewal activity in line with the Scottish Government's route map published on 21 May 2020 and NHS Scotland's Re-mobilise, Recover and Redesign framework published on 31 May 2020. This approach would build on lessons learned from the response phase and would seek to build on a range of positive elements identified.

The next phase of recover would continue to overlap with the ongoing response and would continue to be shaped as the wider context of Scottish Government guidance developed. In doing so, the HSCP was adopting a risk-based approach to recover and renewal which would enable management of ongoing risks and challenges.

Appendix 1 to the report detailed the recover and renewal planning phases; Appendix 2 to the report detailed the indicative high-level Recovery and Renewal Action Plan; and Appendix 3 to the report detailed the service design methodology.

DECIDED:

- (a) That the HSCP's response to COVID-19 and initial assessment of the impact of the pandemic be noted;
- (b) That it be noted that further updates on recovery and renewal planning would be submitted to the IJB; and
- (c) That the HSCP's proposed approach to taking forward recover and renewal planning be approved.

9 Adult Carers' Strategy 2020/22 and Adult Carers' Strategy 2020/22 Action Plan

Under reference to item 10 of the Minute of the meeting of this IJB held on 20 March 2020, the Chief Officer submitted a report relative to the final draft of the Adult Carers' Strategy 202/22 and Action Plan, copies of which were appended to the report.

The report intimated 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 had been overseen by the Carers Strategic Steering Group and to inform the content of the Strategy, a phased consultation process had been undertaken.

It was noted that section 10 of the strategy would be amended to reflect IJB feedback. The current reference to 'what carers can expect', would instead refer to how the HSCP will reduce impact and increase support for all adult carers. It was felt this amended wording would better reflect the wide range of carers in Renfrewshire and the potential variance in how each may perceive how their needs are being met.

DECIDED:

- (a) That the final draft Adult Carers' Strategy 2020/22 and Adult Carers' Strategy 2020/22 Action Plan be approved;
- (b) That the consultation process followed in the development of the strategy and action plan be noted;
- (c) That it be noted that regular updates on the progress of implementing the action plan would be provided to the IJB;
- (d) That the support provided to unpaid carers, in partnership with the Carers Centre, during the Coronavirus COVID-19 outbreak be noted;
- (e) That the changes to service delivery made by Renfrewshire Learning Disability Service and Localities Services, in response to the COVID-19 outbreak, be noted; and

(f) That it be noted that section 10 of the strategy would be amended to reflect IJB feedback. The current reference to 'what carers can expect', would instead refer to how the HSCP will reduce impact and increase support for all adult carers. It was felt this amended wording would better reflect the wide range of carers in Renfrewshire and the potential variance in how each may perceive how their needs are being met.

10 COVID-19 Emergency Governance Arrangements for Summer 2020

Under reference to item 3 of the Minute of the meeting of this IJB held on 20 March 2020, the Clerk submitted a report relative to governance arrangements for Summer 2020.

The report intimated that at the meeting of the IJB held on 20 March 2020 a delegation to the Chief Officer had been approved to enable decisions to be taken without there being a requirement for the IJB to meet. This delegation included the power, in consultation with the Chair and Vice Chair of the IJB, to cancel today's meeting.

Following consultation, it had been decided that today's meeting would proceed remotely using an audio/visual system that would enable members of the IJB to participate in the meeting. This would give the IJB the opportunity to scrutinise the actions taken in response to the emergency and to plan future arrangements for overseeing the services provided through the HSCP as public protection measures were relaxed in line with the Scottish Government's phased route-map out of lockdown.

The report sought approval for governance arrangements to be put in place over Summer 2020 involving holding two additional meetings of the IJB to be held with remote access and also changing the date for the IJB meeting previously arranged for 18 September 2020.

Reference was made as to whether all decisions taken by the Chief Officer using the emergency delegation awarded to him would be recorded and reported back to the IJB at a future meeting. The Chief Officer advised that he would submit a report to the next meeting of the IJB.

DECIDED:

(a) That the arrangements made by the Chief Officer, in consultation with the Chair and Vice Chair, for today's meeting of the IJB be noted;

(b) That it be agreed that additional meetings of the IJB be held on Friday 31 July 2020 and 28 August 2020 and that the date of the next scheduled meeting of the IJB be changed from 18 September 2020 to Friday 2 October 2020;

(c) That it be noted that there would require to be a further additional meeting of the IJB in November 2020 to consider the audited accounts of the IJB;

(d) That it be agreed that the meetings would start at 10 am and would be conducted remotely using a video and/or audio service and following the procedures all as described in paragraph 3.3 of the report;

(e) That it be agreed to continue the existing emergency delegation to the Chief Officer, in consultation with the Chair and Vice Chair, to make all decisions required relating to the functions of the IJB if any decision required as a matter of urgency to be taken in advance of the next available meeting of the IJB;

(f) That it be noted that the governance arrangements for the IJB during the COVID-19 emergency would be reviewed at the October meeting of the IJB; and

(g) That the Chief Officer submit a report to the next meeting of the IJB relative to decisions taken by him in terms of the emergency delegation awarded to him.

11 IJB Audit, Risk and Scrutiny Committee

That Chair of the IJB Audit, Risk and Scrutiny Committee referred to the meeting of the IJB Audit, Risk and Scrutiny Committee held on 19 June 2020 and advised that the Committee had looked at the Annual Governance Statement 2019/20 in detail; considered reports by the Chief Internal Auditor; approved revised Financial Regulations and an updated IJB Reserves Policy which were both now more relevant documents tailored to the work of the IJB; considered reports by the Care Inspectorate in relation to the Care at Home Service and Care Home Services; scrutinised the risk registers for both the HSCP and IJB; and noted the workplan and revised timetabling regarding the unaudited annual accounts.

DECIDED: That the verbal update be noted.

Valedictory

The Chair intimated that this would be Donny's last meeting of the IJB. She advised that Donny was appointed to the NHS Board on 1 July 2014 and that this appointment came to an end on 30 June 2020. She acknowledged Donny's input to the work of the IJB since being appointed as Vice Chair in 2015 and his 'fairness' as Chair during which he had chaired 26 meetings.

The Chair thanked Donny both on a professional and personal capacity and wished him well for the future.

The Chief Officer intimated that he worked with Donny in the mid 1990's and in relation to the IJB, thanked Donny for the clear guidance and leadership given as well as being clear on his expectations as both Chair and Vice Chair of the IJB. He thanked Donny for the advice and support offered throughout that time as well as his 'attention to detail'.

Members of the IJB paid tribute to Donny and paid particular mention of the deep respect they held him in, his pub quizzes, values, his considerate nature and described him as dynamic.

Donny then thanked members and officers and advised that he felt he had a very good inclusive relationship with everyone during his time on the IJB, wished everyone well and encouraged members and officers to keep the good work going.