



**North Ayrshire Health and Social Care Partnership
Minute of Integration Joint Board meeting held on
Thursday 16 August 2018
at 2.00 p.m., Council Chambers, Cunninghame House, Irvine**

Present

Bob Martin, NHS Ayrshire and Arran (Chair)
Councillor Robert Foster, North Ayrshire Council (Vice Chair)
Councillor Timothy Billings, North Ayrshire Council
Alistair McKie, NHS Ayrshire and Arran
Councillor Anthea Dickson, North Ayrshire Council (substitute for Councillor Larsen)
Dr. Martin Cheyne, NHS Ayrshire and Arran
Dr Janet McKay, NHS Ayrshire and Arran
Councillor John Sweeney, North Ayrshire Council

Stephen Brown, Director of Health and Social Care Partnership
Caroline Whyte, Chief Finance and Transformation Officer
Dr Paul Kerr, Clinical Director
David MacRitchie, Chief Social Work Officer
Alistair Reid, Lead Allied Health Professional Adviser
Dr. Louise Wilson, GP Representative

David Donaghey, Staff Representative (NHS Ayrshire and Arran)
Louise McDaid, Staff Representative (North Ayrshire Council)
Fiona Thomson, Service User Representative
Graham Searle, Carers Representative (Depute for Marie McWaters)
Nigel Wanless, Independent Sector Representative
Heather Malloy, Independent Sector Representative (Depute for Nigel Wanless)
Vicki Yuill, Third Sector Representatives

In Attendance

Eleanor Currie, Principal Manager (Finance)
Donna McKee, Head of Service (Children, Families and Justice Services)
Thelma Bowers, Head of Service (Mental Health)
Michelle Sutherland, Strategic Planning Lead
Kate McCormack, Interim Service Manager, Community Mental Health
Mhari Gibbons, Senior Manager Mental Health
Julie Davis, Principal Manager, Business Administration
Karen Andrews, Team Manager (Governance)
Diane McCaw, Committee Services Officer

Apologies for Absence

Councillor Christina Larsen
Dr. Calum Morrison, Acute Services Representative
Marie McWaters, Carers Representative
Clive Shephard, Service User Representative (Depute for Fiona Thomson)
David Thomson, Associate Nurse Director/IJB Lead Nurse

1. Apologies

Apologies were noted.

The Chair welcomed Caroline Whyte, Chief Finance and Transformation Officer to the IJB.

2. Declarations of Interest

In terms of Standing Order 7.2 and Section 5.14 of the Code of Conduct for Members of Devolved Public Bodies there were no declarations of interest.

3. Minutes/Action Note

The accuracy of the Minute of the meeting held on 21 June 2018 was confirmed and the Minute signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973.

3.1 Matters Arising

Volunteering Strategy - Engagement timeline has been created involving focus groups and H&SC representatives. Anyone interested in joining focus groups get in touch with Vicki Yuill. Evaluation will be carried out then feedback collated in October. Ongoing Action.

Action - V. Yuill

Public Partnership Forum - Action to be removed from Agenda.

Action - F. Thomson

North Ayrshire Citizen's Advice Service – Recruitment has taken place and posts filled. Action complete and to be removed from Agenda.

Action – S. Brown

Adult Support and Protection – National report has been published. Report to IJB on key findings and improvements to adult protection services across North Ayrshire to next IJB meeting on 13 September 2018.

Action – B. Walker/S. Brown

4. Wellbeing and Recovery College

Submitted report by Kate McCormack, Interim Service Manager, Community Mental Health on the development of a Wellbeing and Recovery College in North Ayrshire (NAWARC). The IJB also viewed a short video presentation.

The Board was advised that evaluation information identified that the recovery college pilot has been accessed more by some groups than by others within the community. Statistics show that further work is required to engage with different groups to ensure the development of the recovery college is appropriate to meet community needs and is accessible to everyone affected by mental health problems.

Members asked questions and were provided with information on the following:-

- that this is a direct access facility and anyone can self-refer;
- learning is ongoing in terms of areas of low uptake for development of future courses;
- assistance which can be provided through community groups, and engagement with each of the locality forums, to assist with disseminating information and raising awareness;
- how to make courses attractive to men as well as women;
- that the way forward requires to meet the need within specific communities while having an appreciation of what is already available;
- that a website will be developed to share information and provide online courses and to operate as a portal to reach rural areas;
- membership and funding in relation to the public social partnership;
- reconfiguring of funding which is already available; and
- evaluation prior to commissioning of the service.

The Board agreed to approve the ongoing development of a Wellbeing and Recovery College in North Ayrshire through the steps detailed at section 3.1 of the report.

5. Director's Report

Submitted report by Stephen Brown, Director (NAHSCP) on developments within the North Ayrshire Health and Social Care Partnership.

The report highlighted works underway in the following areas:-

- new inspection approaches in care settings;
- establishment of a public reference group for the new National Secure Adolescent Inpatient Service (NSAIS);
- the wellbeing and recovery college pilot sharing event which took place on 27 June 2018;
- development of a North Ayrshire peer support service;
- new opportunities for care leavers;
- continuation of the SAMH service for a further 3 years;
- development of a draft Participation and Engagement Strategy; and
- collaboration between Rosemount Project and National Galleries Scotland on art of the future.

There was discussion on the lack of feedback responses in connection with the Participation and Engagement Strategy and on whether to extend the response deadline to allow for a final promotion period through social media and other outlets.

The IJB (a) agreed to extend the deadline for feedback on the Participation and Engagement Strategy for a further 2 week period; and (b) noted the ongoing developments within the North Ayrshire Health and Social Care Partnership.

6. 2018/19 Budget

Submitted joint finance report by the Chief Finance and Transformation Officer, Principal Manager (Finance) and the Strategic Planning Lead which provided an update on the current budget position and the 2018-19 transformational change priorities. Appendix A gave a detailed summary of the 2018-19 final budget and core funding streams while Appendix B identified pressures and savings. Appendix C updated on the current position with regard to the 2018-19 Challenge Fund.

The Board was advised that further clarity is required around the Health Board funding and in relation to pay awards but that this will be monitored throughout the year. Section 3.9 of the report identified Cash Releasing Efficiency Savings (CRES) and section 3.15 identified actions to ensure the successful delivery of the transformation programme.

Members asked questions and were provided with information on the following:-

- the criteria for integrating APHs across the Partnership;
- the need to ensure financial balance while recognising the need to deliver services;
- whether the £1.858m Scottish Government funding will be sufficient to match demand; and
- the financial risk to the Health and Social Care Partnership and the Health Board around CRES savings.

The Board agreed to approve the proposed budget for 2018-19 for the North Ayrshire Health and Social Care Partnership, inclusive of the transformational change priorities and savings as detailed in the report.

7. Budget Monitoring – Month 3 (June 2018)

Submitted joint report by the Chief Finance and Transformation Officer and the Principal Manager (Finance) on the projected financial outturn for the financial year 2018/19 as at 30 June 2018, including detailed variances from each service. Appendices to the report detailed the budget monitoring and savings position and mitigating actions.

The Board was advised that future budget monitoring reports will be submitted monthly to the IJB.

Members asked questions and were provided with information on the following:-

- the close monitoring around savings attributed to vacancies;
- the carrying out of impact assessments to ensure vacant posts do not impact on patients or carers; and
- the continuing demand for care placement and emergency respite in terms of the care home budget and the shift in the balance of care.

Martin Cheyne left the meeting at this point.

The Board agreed to note (a) the projected year-end overspend of £1.4m; (b) the actions proposed to mitigate the overspend; (c) the savings gap in relation to Health budgets and plans to further develop proposals; (d) that the financial position will continue to be closely monitored with (i) a further update report to the IJB in September 2018; and (ii) presentation of a recovery plan if the Partnership is still projecting a year-end overspend at that time; and (e) that future budget monitoring reports will be submitted monthly to the IJB.

8. Health and Social Care Clinical and Care Governance Group Update

Submitted report by David Thomson, Associate Nurse Director / Lead Nurse providing an update in relation to the North Ayrshire Health and Social Care Partnership's Clinical and Care Governance Group (CCGG). The Appendix 1 Spotlight Report detailed activity in terms of Mental Health, Learning Disabilities and Addiction Services.

The Board was advised that the information within section 3.2.8 of the report in terms of workforce management regarding training and development was in relation to nursing services. The next update will also include information from a Pharmacy representative.

Noted.

9. The Future of the Third Sector Interface

Submitted report by Vicki Yuill, Third Sector Representative, on Scottish Government developments around the future direction of the Third Sector Interface (TSI).

A closer more direct working relationship will be developed between the Scottish Government and the TSI. The Scottish Government wish to strengthen the role of the TSIs to play a vital role in progressing National Outcomes for people and communities across Scotland. Evaluation Support Scotland will support TSIs to develop a framework for future outcomes. A draft framework will be produced by September 2018 which will set out new National Outcomes and expectations.

Members asked questions and were provided with further information in relation to:-

- a further 12 months of funding will take TSIs to September 2019
- engagement with the third sector through Chief Officer meetings, information sharing and gathering of feedback; and
- that the 32 TSIs all function differently and all manage their own teams in different ways.

Noted.

10. Volunteer Policy

Submitted report by Michelle Sutherland, Strategic Planning and Change Team Lead on the volunteer policy which recognises the valuable role that volunteers play in supporting HSCP services. The Policy was detailed in Appendix 1 to the report.

The Board was advised that the new policy will undergo an initial testing using two volunteers supporting the Alcohol and Drug Partnership. The implementation and monitoring of the policy will be undertaken by the Lived Experience Group.

The Board agreed to approve the implementation of the Volunteer Policy.

11. Maximising Attendance

Submitted report by Julie Davis, Principal Manager, Business Administration on the current position relating to absence and proposing a comprehensive, supportive and positive way forward to reducing staff absences. Appendix 1 to the report detailed performance information in relation to Quarter 4 for year 2017/18.

Both partner organisations face a problem in relation to staff absences and the report provided costs in relation to these trends. Tackling staff absences is not a single approach issue and support from Line Managers is key to tackling this matter.

The Board was advised on methods for supporting staff and on a proposal for a reward incentive scheme to be piloted over a 12 month period around quarterly

attendance figures. Financial commitment for the pilot reward incentive would be funded from the Challenge Fund.

Members asked questions and were provided with information on the following:-

- how implementation of the maximising attendance policy is managed around trigger points;
- the need to ensure consistency in application of the policy;
- implications for the workforce in terms of the pilot reward incentive should staff attend work when they are unfit;
- how the pilot reward incentive scheme would be managed;
- assurances that no-one will be discriminated against and that the remote working flexibility will be classed as attendance;
- the support and training available for line managers; and
- that the infographic on the Appendix to the report should contain percentage information in relation to NHS contracted staff.

The Board agreed to endorse the implementation of a positive and proactive approach to support staff and provide a pilot reward incentive to encourage 100% attendance as detailed in the report.

12. Integration Joint Board (IJB) Appointments

Submitted report by Stephen Brown, Director (NAHSCP) on appointments for the IJB in relation to the Section 95 Officer and the Chair of the Kilwinning Locality Forum.

On 24 May 2018, the IJB endorsed the appointment of an Interim Section 95 Officer pending the appointment of Caroline Whyte as Chief Finance and Transformation Officer to ensure the IJB Annual Accounts were signed off and submitted for audit purposes. Caroline Whyte has now commenced her post which is responsible for the management of finance and transformation for the Partnership and to act as Chief Finance Officer of the IJB in terms of Section 95 of the Local Government (Scotland) Act 1973.

On 21 June 2018, the IJB agreed the interim proposal to ask the Kilwinning Locality Partnership Forum to nominate a new Chair who would attend future IJB meetings as a non-voting member. Sam Falconer has since been appointed to this role.

The Board agreed to endorse the appointment of (a) Caroline Whyte as Section 95 Officer for the IJB; and (b) Sam Falconer as Chair of the Kilwinning Locality Partnership Forum.

13. Strategic Planning Group Minutes

Submitted the minutes of the Strategic Planning Group meeting held on 20 June 2018.

Noted.

14. Urgent Items

The Chair agreed that the following item be considered in private as a matter of urgency.

15. Exclusion of the Public

The Board resolved in terms of Section 50(A)4 of the Local Government (Scotland) Act 1973, to exclude from the Meeting the press and the public for the following item of business on the grounds indicated in terms of Paragraph 3 of Part 1 of Schedule 7A of the Act.

16. Private Briefing

The Board received a private briefing to make them aware of a matter of concern which may require a decision to a future meeting of the Board.

The Meeting ended at 12.00 p.m.

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North Ayrshire Integration Joint Board – Action Note

Updated following the meeting on 16 August 2018

No.	Agenda Item	Date of Meeting	Action	Status	Officer
1.	Volunteering Strategy	16/8/18	Engagement timeline has been created involving focus groups and H&SC representatives. Anyone interested in joining focus groups get in touch with Vicki Yuill. Evaluation will be carried out then feedback collated in October.	Ongoing.	V. Yuill
2.	Adult Support and Protection	16/8/18	National report has been published. Report to IJB on key findings and improvements to adult protection services across North Ayrshire to next IJB meeting on 13 September 2018.	Ongoing	B. Walker/ S. Brown