

**INVERCLYDE INTEGRATION JOINT BOARD – 27 JUNE 2022**

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**Inverclyde Integration Joint Board**  
**Monday 27 June 2022 at 2pm**

**PRESENT:****Voting Members:**

Alan Cowan (Chair)	Greater Glasgow and Clyde NHS Board
Councillor Robert Moran (Vice Chair)	Inverclyde Council
Cllr Martin McCluskey	Inverclyde Council
Councillor Sandra Reynolds	On behalf of Councillor Elizabeth Robertson, Inverclyde Council
Simon Carr	Greater Glasgow and Clyde NHS Board
David Gould	Greater Glasgow and Clyde NHS Board

**Non-Voting Professional Advisory Members:**

Allen Stevenson	Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership and on behalf of Sharon McAlees, Chief Social Work Officer
Craig Given	Chief Finance Officer, Inverclyde Health & Social Care Partnership
Laura Moore	Chief Nurse, NHS GG&C

**Non-Voting Stakeholder Representative Members:**

Gemma Eardley	Staff Representative, Health & Social Care Partnership
Diana McCrone	Staff Representative, NHS Board
Charlene Elliot	Third Sector Representative, CVS Inverclyde

**Additional Non-Voting Member**

Stevie McLachlan	Inverclyde Housing Association Representative, River Clyde Homes
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**Also present:**

Eddie Montgomery	Interim Head of Property Services, Inverclyde Council
Vicky Pollock	Legal Services Manager, Inverclyde Council
Alan Best	Interim Head of Health & Community Care, Inverclyde Health & Social Care Partnership
Anne Malarkey	Head of Homelessness, Mental Health & Drug & Alcohol Recovery Services, Inverclyde Health & Social Care Partnership
Lesley Ellis	Senior Social Worker, Inverclyde Health & Social Care Partnership
Arlene Mailey	Service Manager, Quality & Development, Inverclyde Health & Social Care Partnership
Emma Cumming	Project Manager, Inverclyde Health & Social Care Partnership
Marie Keirs	Senior Finance Manager, Inverclyde Council
Andrina Hunter	Service Manager, Corporate Policy, Planning and

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Diane Sweeney Colin MacDonald PJ Coulter	Performance, Inverclyde Council Senior Committee Officer, Inverclyde Council Senior Committee Officer, Inverclyde Council Corporate Communications, Inverclyde Council
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**Chair:** Alan Cowan presided

The meeting took place via video-conference.

### 31 Apologies, Substitutions and Declarations of Interest

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Apologies for absence were intimated on behalf of:

Christina Boyd	Carer's Representative
Ann Cameron-Burns	Greater Glasgow & Clyde NHS Board
Sharon McAlees	Chief Social Work Officer, Inverclyde Health & Social Care Partnership (with Mr Stevenson representing)
Dr Hector MacDonald	Clinical Director, Inverclyde Health & Social Care Partnership
Hamish MacLeod	Service User Representative, Inverclyde Health & Social Care Partnership Advisory Group
Councillor Lynne Quinn	Inverclyde Council
Councillor Elizabeth Robertson	Inverclyde Council (with Councillor Sandra Reynolds substituting)

No declarations of interest were intimated.

Prior to the commencement of business the Chair welcomed the newly appointed Councillors to the meeting, and recapped the functions and meeting protocols for the Inverclyde Integration Joint Board .

### 32 Minute of Meeting of Inverclyde Integration Joint Board of 21 March 2022

32

There was submitted the Minute of the Inverclyde Integration Joint Board of 21 March 2022.

The Minute was presented by the Chair and checked for fact, omission, accuracy and clarity.

The Board requested an update on the Unscheduled Care Commissioning Plan (Design & Delivery Plan 2022/23 – 2024/25) and Mr Stevenson advised that work was currently ongoing and not formally concluded.

**Decided:** that the Minute be agreed.

### 33 Voting Membership of the Inverclyde Integration Joint Board and Membership of the Inverclyde Integration Joint Board Audit Committee

33

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership advising the Board of (1) a change in its voting membership arrangements following the Local Government Elections held on 5 May 2022, (2) seeking agreement to appoint one voting member of the IJJB to the IJJB Audit Committee, and (3) confirming the re-appointment of the Greater Glasgow and

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Clyde NHS Board voting members for a further two years.

The report was presented by Ms Pollock, who provided a verbal update advising that, with the Board's agreement, Mr David Gould would be appointed as Vice-Chair of the IJJB Audit Committee, replacing Mr Simon Carr in that role.

**Decided:**

- (1) that the appointment by Inverclyde Council of Councillor Robert Moran, Councillor Martin McCluskey, Councillor Elizabeth Robertson and Councillors Lynne Quinn as voting members of the IJJB be noted;
- (2) that the appointment of Councillor Robert Moran as Vice Chair of the IJJB be noted;
- (3) that the re-appointment of the GG&C NHS Board voting members; Mr Alan Cowan, Mr Simon Carr, Ms Ann Cameron-Burns and Mr David Gould, be agreed for a further term of up to two years;
- (4) that Councillor Lynne Quinn be appointed as a voting member to the IJJB Audit Committee; and
- (5) that Mr David Gould be appointed as Vice Chair of the IJJB Audit Committee, replacing Mr Simon Carr in that role.

### 34 Inverclyde Integration Joint Board (IJB) and IJB Audit Committee – Proposed Dates of Future Meetings 34

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership seeking approval of a timetable of meetings for the Inverclyde Integration Joint Board (IJB) and IJB Audit Committee for 2022/23.

The report was presented by Ms Pollock and (1) provided an overview of the meeting cycle, and (2) requested that the Board consider whether all meetings should continue to be held via video-conferencing.

The IJJB and IJJB Audit Committee meeting dates were noted as follows:

IJJB Audit Committee - Monday 26 September 2022 at 12 noon (Members meet with Auditor and External Auditor only)

IJJB Audit Committee – Monday 26 September 2022 at 1pm (usual meeting)

IJJB - Monday 26 September 2022 at 2pm

IJJB - Monday 7 November 2022 at 2pm

IJJB - Monday 23 January 2023 at 2pm

IJJB Audit Committee – Monday 20 March 2023 at 1pm

IJJB - Monday 20 March 2023 at 2pm

IJJB - Monday 15 May 2023 at 2pm

IJJB Audit Committee – Monday 26 June 2023 at 1pm

IJJB - Monday 26 June 2023 at 2pm

The Board discussed returning to face-to-face meetings, with the consensus being that, giving due consideration to the ongoing Covid situation and that video-conference meetings were generally successful, meetings should continue in the present format at present.

The Board requested clarification on how members of the public can access meetings, and Ms Pollock advised that although meetings were recorded they were not placed on the Council website, and that she would look into the possibility of live-streaming the meetings onto the Council's YouTube channel. The Chair requested that officers explore options for increasing public access to the online meetings.

Ms Eardley joined the meeting during consideration of this item of business.

**Decided:**

- (1) that the timetable of meetings as detailed in the appendix to the report be

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approved;

(2) that meetings continue in the present format, with the main IJJB and IJJB Audit Committee meetings being held by video-conference with the option of meeting in person for smaller consultations, and

(3) that it be remitted to officers to consider the logistics of live streaming meetings in advance of discussion at the next pre-agenda meeting.

### 35 Rolling Action List 35

There was submitted a Rolling Action List of items arising from previous decisions of the IJJB.

**Decided:** that the Rolling Action List be noted.

### 36 2021/22 Draft Annual Accounts 36

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership appending the draft 2021/22 Annual Accounts and Annual Governance Statement.

The report was presented by Mr Given and advised that the unaudited accounts should be submitted to the external auditor by 30 June 2022, the audited accounts be submitted by 30 November 2022 and that the Annual Governance Statement be approved by the IJJB. Mr Given noted that the IJJB Audit Committee had considered this item at their meeting earlier in the day and Mr Carr was invited to provide a summary of that meeting. Mr Carr commented that they had a positive and constructive meeting and briefed Board members on the outcome.

Referring to page 8 of the Accounts document, the Board enquired about the monitoring processes for the Scottish Government Covid funding and the position regarding the Earmarked Reserves. Mr Given assured that there were robust monitoring processes in place and advised that the Earmarked Reserves were detailed at page 33 of the Accounts document.

**Decided:**

(1) that the proposed approach to complying with the Local Authority Accounts (Scotland) Regulations 2014 be noted;

(2) that the Annual Governance Statement included within the Accounts be approved;

(3) that the unaudited accounts for 2021/22 be submitted to the auditor;

(4) that the transfer to Earmarked Reserves as detailed at page 10 of the Draft Annual Accounts be approved; and

(5) that the requests to the Transformation Fund as detailed in paragraph 10 of the report be approved.

### 37 Proposed Use of IDEAS Project Surplus Funds 37

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on the proposed use of surplus funds from the IDEAS programme to create a Specialised Money Advice and Resource Team and to support future planning and commissioning of Money Advice and welfare/anti-poverty services.

The report was presented by Mr Given and provided background information on the IDEAS programme and the surplus funds.

The Board commented that they hoped the support to Financial Inclusion Partners would result in practical assistance to service users, such as the supply of items like

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bedding and foil backing to be applied to the back of radiators.

Councillor Reynolds requested further clarification on the reason for having surplus funds and Mr Given agreed to provide this outwith the meeting.

The Board enquired as to how the public would be made aware of the suggested proposals detailed within the report, and Ms Cummings advised that a variety of resources would be utilised, including Your Voice, Inverclyde Council's Corporate Communications department, drop-in sessions and raising staff awareness.

The Chair requested that officers provide an update report on the local impact of the investment by the end of the year.

**Decided:**

(1) that it be agreed that the £297,000 in surplus funds be invested to (a) support the appointment of two additional Money Advice posts for Inverclyde HSCP Advice Services, and (b) provide support to Financial Inclusion Partners to be agreed by the Financial Inclusion Partnership, all as detailed in the report;

(2) that authority be given to the Interim Corporate Director (Chief Officer) to issue the Directions attached to the report to Inverclyde Council; and

(3) that it be remitted to officers to provide an update report on the local impact of the investment by the end of the year.

Ms McCrone left the meeting at this juncture.

### 38 Locality Planning within Inverclyde

38

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on the development of locality planning within Inverclyde and seeking approval for changes to this approach based on learning and feedback.

The report was presented by Ms Hunter and provided an overview of achievements to date and detailed a proposed new model based on the six Communication and Engagement groups already established and the development of two new Health and Social Care Locality Groups to be governed through the IJJB's Strategic Planning Group.

The Board expressed concerns that locality planning may become overly bureaucratic, and Ms Hunter and Mr Stevenson explained the legislation behind locality planning and the reasons for developing the new approach.

The Board acknowledged that there were difficulties experienced nationally in managing locality planning.

The Chair requested that officers provide an update report by the end of the year and consider adding locality planning to the Development Session being planned for September, which was to discuss the Strategic Plan refresh, and Mr Stevenson agreed.

**Decided:**

(1) that the steps undertaken to date to develop locality planning across Inverclyde be noted;

(2) that that the proposals (a) to retain the six Communication and Engagement Groups be noted, and (b) to develop two Health and Social Care Locality Groups for Inverclyde be approved;

(3) that it be remitted to officers to arrange a Development Session on locality planning, and give consideration to including this in the Development Session planned for September, which will discuss the Strategic Plan refresh; and

(4) that it be remitted to officers to provide a further update report by the end of the year.

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**39 Mental Health & Wellbeing Service**

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There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership detailing the development and implementation of the Inverclyde Mental Health and Wellbeing Service.

The report was presented by Ms Malarkey and provided details of the development of the Service in line with the Scottish Government's requirement that all HSCPs develop and fully implement a Service by April 2026.

The Board asked how the Service would fit with existing provision by GP practices, and if it would increase capacity. Ms Malarkey explained that it was anticipated the Service would add capacity and that the intention was to provide appropriate care away from GP practices.

The Board sought clarification on how the funding model was calculated, if it was needs or population based, and Ms Malarkey agreed to provide this information to Councillor McCluskey and the Chair outwith the meeting.

The Board asked how the success of the Service would be measured and Ms Malarkey advised that feedback would be provided to the Scottish Government, users and stakeholders and there would be a formalised evaluation process.

The Board enquired about the staff structure and recruitment, and Ms Malarkey acknowledged that recruitment may be challenging, that planning guidance prescribes recruitment and explained that it would be a multi-disciplinary team. Ms Elliot further explained the opportunity of engaging with Third Sector groups.

**Decided:**

- (1) that the content of the report be noted;
- (2) that the proposals to develop and implement the Inverclyde Mental Health and Wellbeing Service as detailed in the report be approved; and
- (3) that the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership be authorised issue the Direction attached to the report at appendix 1.

**40 Inverclyde Learning Disability Community Hub**

40

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on the ongoing development of the Inverclyde Learning Disability Community Hub.

The report was presented by Mr Best and Mr Montgomery and provided detail on the design stage progress, net zero considerations, market challenges and risks, and significant factors pertaining to project costs and design review.

The Chair offered the Inverclyde Councillors present the opportunity to comment on the project and Councillor Moran stated that the new Council administration supported the development of the Hub.

The Board referred to the fourth recommendation in the report:

'It is recommended that the Integration Joint Board: Approves the progression of the project based on the alternative design and confirmation of the additional funding support (£1.117 million) required to allow the project to proceed from a combination of prudential borrowing and Reserves.'

The Board queried if the IJJB was to provide the £1.117 million additional funding from its own Reserves and Mr Given confirmed that that was the recommendation. The Board sought reassurance from officers that this was an appropriate use of IJJB funds and it was agreed that officers would review this funding request and a Special Meeting be convened to discuss this matter further.

Ms Eardley left the meeting during consideration of this item of business.

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**Decided:**

- (1) that the content of the report and the current stage of development of the project be noted;
- (2) that the position with respect to the external grant funding support sought for the project and allocation subject to grant offer acceptance be noted;
- (3) that the intended procurement route to market via hub West Scotland be noted and approved; and
- (4) that it be remitted to officers to review the request for £1.117 million of additional funding from from a mix of prudential borrowing and use of IJJB Reserves earmarked for this purpose and report on this matter further in order to provide assurance to the Board.

**41 The Promise**

**41**

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on the progression of local activity and delivery of The Promise, referred to locally as I Promise (Inverclyde's Promise).

The report was presented by Ms Ellis and appended the Inverclyde Promise Team Quarterly Report for April 2022.

**Decided:**

- (1) that the progression in delivering Inverclyde's commitment to The Promise and the establishment of the I Promise Team be noted; and
- (2) that the members of the IJJB will continue to actively support the delivery of I Promise and the system shifts required.

**42 Progress Update Clinical and Care Governance Strategy Workplan 2021-22**

**42**

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on the Clinical and Care Governance Strategy Workplan.

The report was presented by Ms Moore and appended the updated version of the Workplan.

Referring to the Duty of Candour section of the Workplan, the Board asked why staff had not been offered training on this before now and Ms Moore advised that she could not comment on that, but that there was now a standardising approach across the GG&C Health Board. The Board commented in positive terms about Duty of Candour as a concept.

The Chair noted that the greyscale quality of the printing made some of the detail in the Workplan difficult to read and requested that officers remedy this in subsequent reports or updates.

**Decided:** that the updated Clinical and Care Governance Strategy Workplan for Inverclyde HSCP be noted.

**43 Annual Report Clinical and Care Governance 2021-2022**

**43**

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing a summary of the Clinical and Care Governance Group Annual Report for 2021-2022, a copy of which was appended to the report.

The report was presented by Ms Moore and advised that the Annual Report will also be sent to NHS GG&C, as all HSCPs are required to provide such a report covering the

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role, remit and future plans for review and evaluation of the Group. The Annual Report details the commitment to safe, effective and person-centred care in a year of significant pressure for the HSCP.

Referring to section 4.6 of the report 'Children and Adolescent Mental Health Service', the Board commented favourably on the 18 week referral time and requested clarification on the assessment process for new referrals, which Ms Malarkey provided.

Referring to section 4.11 of the report 'Mental Health, Homelessness, and Alcohol and Drug Recovery Services', the Board requested an update on the concerns highlighted regarding staffing levels. Ms Malarkey advised that the issues around recruitment of staff were still ongoing and that there was a heavy reliance on agency staff. Mr Stevenson added that the service continued to perform well regardless of this.

Referring to table 8 at section 7.10 of the report 'Significant Adverse Event Review', the Board asked why incident 557140 dated 5 March 2019 was still open and expressed general concerns that these matters were not being dealt with timeously, which would impact on learning from them. Ms Moore advised that the Covid pandemic was a factor in this, and Ms Malarkey added that staff were aware of the importance of learning from Adverse Events and explained the process by which reviews of serious Adverse Events were prioritised.

Referring to section 3.5 of the report 'GP Out of Hours' and the basing the GP out of hours services within Inverclyde Royal Hospital (IRH), the Board asked if there were plans to return the service to pre-Covid arrangements. Mr Stevenson confirmed that the plan was to consolidate the service at IRH.

The Board noted that the combined vaccine service, which was one of the outcomes of the 2018 GP contract negotiations, is not mentioned in the report, and that the public have to attend Paisley or Glasgow for vaccinations. The Board asked if there were plans to restore this service to Inverclyde. Mr Best advised that changes to the model for vaccination delivery were still ongoing, and confirmed that travel vaccinations had been outsourced and were only available in Glasgow. He further advised that an update report on this would be provided to the Board at a later date. The Board requested that instances of people having to travel outwith Inverclyde for Covid booster vaccinations be monitored and reviewed. The Chair requested that officers provide a report to the next meeting with an update on the GP contract negotiations.

Mr McLachlan left the meeting during consideration of this item of business.

**Decided:**

- (1) that the Annual Report be noted; and
- (2) that it be remitted to officers to submit an update report to the next meeting providing detail on the vaccination service and GP contract negotiations, and that this report contain a briefing for new Board members of the history of these matters.

**44 Minute of Meeting of IJB Audit Committee of 21 March 2022**

**44**

There was submitted the Minute of the Inverclyde Integration Joint Board of 21 March 2022.

**Decided:** that the Minute be agreed.

**45 Chief Officer's Report (Verbal Update)**

**45**

Mr Stevenson provided a verbal update on the following:

Chief Officer, Inverclyde Health & Social Care Partnership – Ms Kate Rocks has been appointed and will start on 15 August 2022, with a two week handover.

Scottish Government Code of Conduct – this has been signed off now.

National Care Service Bill response – there will be a report on this in the near future and there are ongoing discussions with national colleagues on this matter.



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The Chair thanked Mr Stevenson for his update.

**It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended, that the public and press be excluded from the meeting for the following item on the grounds that the business involved the likely disclosure of exempt information as defined in the paragraphs 6 and 9 of Part I of Schedule 7(A) of the Act.**

**46 Reporting by Exception – Governance of HSCP Commissioned External Organisations 46**

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership on matters relating to the HSCP Governance process for externally commissioned Social Care Services for the reporting period 22 January to 29 April 2022.

The report was presented by Mr Stevenson and appended the mandatory Reporting by Exception document which highlighted changes and updates in relation to quality gradings, financial monitoring or specific service changes or concerns identified through submitted audited accounts, regulatory inspection and contract monitoring.

Updates were provided on establishments and services within Older People, Adult and Children's Services, all as detailed in the Appendix.

**Decided:**

- (1) that the Governance report for the period 2022 be noted; and
- (2) that members acknowledge that officers regard the control mechanisms in place through the governance meetings and managing poorly performing services guidance within the Contract Management Framework as sufficiently robust to ensure ongoing quality and safety and the fostering of a commissioning culture of continuous improvement.

**47 Mr Allen Stevenson 47**

At the close of business the Chair thanked Mr Stevenson for acting as Interim Corporate Director and managing the service until a permanent appointment was made.