

INVERCLYDE INTEGRATION JOINT BOARD – 26 JUNE 2023

Inverclyde Integration Joint Board
Monday 26 June 2023 at 2pm

PRESENT:

Voting Members:

Alan Cowan (Chair)	Greater Glasgow and Clyde NHS Board
Councillor Robert Moran (Vice Chair)	Inverclyde Council
Councillor Martin McCluskey	Inverclyde Council
Councillor Elizabeth Robertson	Inverclyde Council
Councillor Lynne Quinn	Inverclyde Council
Ann Cameron-Burns	Greater Glasgow and Clyde NHS Board
Simon Carr	Greater Glasgow and Clyde NHS Board

Non-Voting Professional Advisory Members:

Kate Rocks	Chief Officer, Inverclyde Health & Social Care Partnership
Jonathan Hinds	Chief Social Work Officer
Craig Given	Chief Finance Officer, Inverclyde Health & Social Care Partnership
Dr Chris Jones	Registered Medical Practitioner
Laura Moore	Chief Nurse, NHS GG&C

Non-Voting Stakeholder Representative Members:

Gemma Eardley	Staff Representative, Inverclyde Health & Social Care Partnership
Diana McCrone	Staff Representative, NHS Board
Charlene Elliott	Third Sector Representative, CVS Inverclyde
Donald McQuade	On behalf of Margaret Tait, Service User Representative, Inverclyde Health & Social Care Partnership Advisory Group
Christina Boyd	Carer's Representative

Also present:

Vicky Pollock	Legal Services Manager, Inverclyde Council
Alan Best	Interim Head of Health & Community Care, Inverclyde Health & Social Care Partnership
Gail Kilbane	Interim Head of Mental Health, Homelessness and Alcohol & Drug Recovery, Inverclyde Health & Social Care Partnership
Joyce Allan	Service Manager, Older Peoples Services, Inverclyde Health & Social Care Partnership
Janice Delaney	Service Manager, Older Peoples Services, Inverclyde Health & Social Care Partnership
Andrina Hunter	Service Manager, Corporate policy, Planning and Performance, Inverclyde Council
Marie Keirs	Senior Finance Manager, Inverclyde Council
Diane Sweeney	Senior Committee Officer, Inverclyde Council
Lindsay Carrick	Senior Committee Officer, Inverclyde Council
Peter MacDonald	Solicitor, Inverclyde Council
George Barbour	Corporate Communications, Inverclyde Council
Karen Haldane	Executive Officer, Your Voice, Inverclyde Community Care Forum (public business only)

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Chair: Alan Cowan presided.

The meeting was held at the Municipal Buildings, Greenock with Ms Cameron-Burns, Dr Jones, Ms Moore, Ms Eardley and Ms Boyd attending remotely.

40 **Apologies, Substitutions and Declarations of Interest** 40

Apologies for absence were intimated on behalf of:

David Gould	Greater Glasgow and Clyde NHS Board
Dr Hector MacDonald	Clinical Director, Inverclyde Health & Social Care Partnership
Margaret Tait	Service User Representative, Inverclyde Health & Social Care Partnership Advisory Group (with Donald McQuade substituting)
Stevie McLachlan	Inverclyde Housing Association Representative, River Clyde Homes

Prior to the commencement of business, the Chair welcomed all to the first hybrid meeting and advised that agenda item 16 (The Future of Care and Support at Home) would be swapped with agenda item 10 (Integration Joint Board Category 1 Responder Update) in the running order.

41 **Minute of Meeting of Inverclyde Integration Joint Board of 15 May 2023** 41

There was submitted the Minute of the Inverclyde Integration Joint Board of 15 May 2023.

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

Referring to minute reference 33, and discussion at the previous meeting on the Langhill Unit, Ms Rocks provided the following verbal update:

Concerns over air quality – temporary air conditioning units were now in place and this matter was now on the Greater Glasgow & Clyde Health Board Capital Works project;
Composition of the Food Users Group – the Group was mainly made up of staff but there was work ongoing to include patients;

Recruitment – a Psychologist had now been recruited and was in place;

Audit of Treatment Consent Certificates – the Clinical Governance Group were addressing the matters raised by the Audit.

Referring to minute reference 34, Impact of the Primary Care Improvement Plan (PCIP), the Board noted that the agreement by officers to provide an update on the Vaccination Transformation Programme at the November 2023 meeting should be on the Rolling Action List.

Decided: that the Minute be agreed.

Ms Eardley joined the meeting at this juncture.

42 **Rolling Action List** 42

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

The Chair proposed and the Board accepted that the 'open' action on the HSCP Workforce Plan to be considered now 'closed'.

Decided: that the Rolling Action List be noted.

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43 Inverclyde Integration Joint Board (IJB) and IJB Audit Committee – Proposed Dates of Future Meetings 43

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership seeking approval of a timetable of meetings for the Inverclyde Integration Joint Board (IJB) and the IJB Audit Committee for 2023/24. The report was presented by Ms Pollock.

The IJB and IJB Audit Committee meeting dates were noted in the report as follows:

IJB Audit Committee	25 September 2023 at 12 noon (Members and External Auditor only)
IJB Audit Committee	25 September 2023 at 1pm (usual meeting)
IJB	25 September 2023 at 2pm
IJB	13 November 2023 at 2pm
IJB	22 January 2024 at 2pm
IJB Audit Committee	25 March 2024 at 1pm
IJB	25 March 2024 at 2pm
IJB	13 May 2024 at 2pm
IJB Audit Committee	24 June 2024 at 1pm
IJB	24 June 2024 at 2pm

Decided: that the timetable of meetings for the IJB and the IJB Audit Committee for 2023/24 be approved.

44 Inverclyde Integration Joint Board – Voting Membership Update 44

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership (1) advising the Board of changes to its Chair and Vice-Chair positions, and (2) providing an update in respect of its current voting membership. The report was presented by Ms Pollock.

Ms Pollock provided a verbal update to the report and advised that Dr Rebecca Metcalfe had been appointed by Greater Glasgow and Clyde NHS Board (GG&CHB) to replace Mr Carr from 1 September 2023.

Decided:

(1) that the appointment by Inverclyde Council at its meeting on 8 June 2023 of Councillor Robert Moran as Chair of the IJB be noted and that this be effective from 27 June 2023;;

(2) that the appointment by GG&CHB of Alan Cowan as the Vice Chair of the IJB be noted, this being subject to approval by GG&CHB at its meeting on 27 June 2023;

(3) that the Board notes the reappointment by Inverclyde Council of the following Councillors as voting members of the IJB for a further term of two years, as agreed at its meeting on 8 June 2023, it being noted that Councillor Reynolds is a new appointment:-

Councillor Robert Moran with Councillor Francesca Brennan as proxy;

Councillor Martin McCluskey with Councillor Paul Cassidy as proxy;

Councillor Lynne Quinn with Provost Drew McKenzie as proxy;

Councillor Sandra Reynolds with Councillor Elizabeth Robertson as proxy; and

(4) that the appointment of Dr Metcalfe as GG&CHB voting member be noted.

Ms Eardley left the meeting at this juncture.

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45 Inverclyde Integration Joint Board Audit Committee – Terms of Reference, Membership, Chair and Vice-Chair Appointments 45

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership seeking (1) agreement for (a) revised membership arrangements, and (b) Chair and Vice-Chair appointments, and (2) approval for a proposed change to the Terms of Reference, all for the IJJB Audit Committee. The report was presented by Ms Pollock.

Decided:

- (1) that approval be given to the amended Terms of Reference of the IJJB Audit Committee, the amendment being that section 8.1.5 of the document now reads: 'Review on a regular basis action planned by management to remedy performance weaknesses or other criticisms made by Internal or External Audit or the IJB, making full use of the Audit Committee';
- (2) that Councillor Sandra Reynolds be appointed as an Inverclyde Council voting member on the IJJB Audit Committee;
- (3) that David Gould be appointed as Chair of the IJJB Audit Committee; and
- (4) that Councillor Lynne Quinn be appointed as Vice-Chair of the IJJB Audit Committee.

Ms Eardley rejoined the meeting at this juncture.

46 Future Delivery of IJB Meetings and IJB Report Format 46

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership (1) providing the IJJB with proposals around future delivery of formal meetings, with a specific recommendation that future meetings are held on a hybrid basis, and (2) advising of an update to the existing IJJB report template. The report was presented by Ms Pollock.

Decided:

- (1) that (a) it be agreed that meetings of the IJJB and IJJB Audit Committee be held on a hybrid basis from the start of the 2023/2024 timetable of meetings, and (b) the hybrid meeting protocol, as detailed at appendix 1 of the report, be approved; and
- (2) that it be noted that the updated IJJB report template would be used from the next meeting of the IJJB in September 2023.

47 2022/23 Draft Annual Accounts 47

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership (1) setting out the proposed approach for the Board to comply with its statutory requirements in respect of its annual accounts, and (2) presenting the draft 2022/23 Annual Accounts and Annual Governance Statement, a copy of which was appended to the report. The report was presented by Mr Given, who thanked his colleagues for their assistance in preparing the Accounts.

Board sought assurance that the new External Auditors were satisfied with the accounts and Mr Given advised that he was having regular meetings with KPMG and that all were content. The Chair invited Councillor Robertson, as Chair of the IJJB Audit Committee, to comment on that Committee's earlier meeting at which KPMG were present for the presentation of the External Audit Annual Audit Plan for 2022/23, and Councillor Robertson provided a brief summary.

Referring to the National Integration Indicators in the Outcome Indications section of the report, the Board expressed concern that (a) 8 out of 9 of the indicators had decreased from the previous period, (b) this reflected a national trend, and (c) the Board had a responsibility to highlight it. The Chair noted this but reminded Board members that the

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purpose of this item was to approve the Annual Governance Statement included within the Accounts for submission to the External Auditor and reminded Board members that they will have the opportunity to scrutinise and challenge performance at the September IJJB meeting when the Annual Performance Report will be discussed. Mr Given noted that the latest figures will be available in July and Ms Rocks commented that recruitment and retention in the Home Care sector was a factor, and commended staff who worked in this sector.

Referring to National Integration Indicator 8 'Total combined percentage of carers who feel supported to continue their caring role', the Board expressed discontent with persistently low figures. Mr Best commented that carers were valued and played a crucial role. Ms Hunter provided an update on the inclusion of carers within the Locality Planning Groups and advised that there had been two development sessions in which the Carers Centre was involved.

Referring to the £20,000 underspend for carers and the £304,000 carers funding set aside for specific spend within the accounts, the Board requested clarification on the final figures and Mr Given confirmed the figures and advised that going forward this will be used for carers.

Dr Jones joined the meeting during consideration of this item of business.

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 it be agreed that the unaudited accounts for 2022/23 be submitted to the Auditor; and
- (4) that the transfer to Earmarked Reserves detailed at page 9 of the draft Annual Accounts be approved.

Ms Eardley left the meeting again at this juncture.

48 Financial Plan 2023/24 to 2027/28

48

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership providing the Board with the Health & Social Care Partnership medium term Financial Plan 2023/28, a copy of which was appended to the report. The report was presented by Mr Given.

The Board sought assurance that there would be no impact on service provision, and the Chair provided an overview of the governance procedure for consideration of any proposed efficiencies: that proposals would be considered by (1) IJJB Budget Working Group, then (2) IJJB Audit Committee, and finally (3) IJJB. Mr Given advised that there would be administrative efficiency savings and that there was £6million in smoothing reserves.

Referring to the four key development strategy strands identified at paragraph 7.1 of the report, the Board asked if enough was being invested in Transformation funding. Mr Given provided an overview as to how Transformational Change was funded and Ms Rocks advised that work was ongoing, with officers looking at different ways to provide services, and highlighted the need to stabilise the service following the Covid pandemic. The Board asked if officers were confident in their financial predictions, and Mr Given advised that long term forecasting was difficult, that information was constantly being analysed and the Board would be updated with any relevant data.

Councillor Moran requested an update on the Learning Development Hub, and the Chair noted that this was the subject of a detailed update at the IJJB meeting in March 2023, where it was noted that Hub Stage 2 and Financial closure was anticipated by September 2023, and invited officers to meet with Councillor Moran, as the incoming Chair of the IJJB, to advise him of the latest position. Mr Best agreed and noted he would also invite the Head of Property Services to the meeting.

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The Board sought assurance that vacant posts would be filled as soon as possible, and that staff would be consulted on any service proposals resulting from the Plan. Ms Rocks reassured that posts were filled as soon as possible, there was no intention to delete posts and that staff had been consulted and would continue to be consulted going forward.

Ms Eardley rejoined the meeting again during consideration of this item of business.

Decided:

- (1) that the medium term Financial Plan 2023/28 be approved; and
- (2) that the ongoing work to continue to monitor and update the Plan be noted.

49 The Future of Care and Support at Home

49

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership (1) providing an update on the review of the Home Support Service, (2) seeking approval for the proposed redesigned Social Care Service and associated funding, which would replace the previous Home Support Service, and (3) highlighting the current operational risk and capacity of the Home Support operating model. The report was presented by Mr Best and Ms Allan.

The Board thanked officers involved in the review and Ms Rocks added that she hoped the proposed changes would encourage young people to view the Social Care Service as a career, which would aid recruitment and retention.

Whilst supporting the aspirations of the report, during discussion the Board commented that (1) the review should perhaps have looked further ahead and had a longer timescale, (2) the IJJB approved the allocation of resources and that the HSCP implemented job specifications and grades, (3) the provision of home support services was a national issue, (4) there was a lack of progress with the implementation of the National Care Service, and (5) the proposed 80/20 HSCP/commissioned split for home care provision, as detailed at paragraph 4.11 of the report, may not be a realistic ambition.

The Board asked what would happen to members of staff who did not want to be regraded, and Mr Best assured that they would continue to be valued and have a role within the Service. Reassurance was also given that no nursing posts would be lost and that staff would continue to be consulted. The Chair requested that officers strengthen dialogue with the Staff Partnership Forum to allay any concerns.

Ms Boyd requested that her objection to the funding model be recorded, specifically the use of £0.284million in Carer's Act uncommitted funding. Ms Boyd advised that she did not accept Carers funding being used in this manner. The Chair noted that the Carers funding was one of a range of funding streams and requested that Mr Given reassure the Board of the propriety of the funding. Mr Given assured that he was content that all funding streams were appropriate and could be used to fund the service change. The Chair noted Ms Boyd's objection.

Decided:

- (1) that the ambitions of the review to reduce extreme pressure within the service, with the aim of developing capacity that enables people with complex needs to remain at home, be supported;
- (2) that the outputs of the review and planned work to transform the Care at Home Service to a Social Care Workforce for Inverclyde be approved;
- (3) that the realigning of funding to internal Care at Home through winter planning funding and older people's residential placements, as detailed at appendix 2 to the report, be approved;
- (4) that it be noted that (a) a new job description of Social Care Worker has been developed which replaces the existing Home Support Worker role, (b) the new Social Care Worker posts would be Grade 4 due to the new tasks involved, (c) the review outlined the position of Senior Social Care Workers as first line managers, and (d) the total cost, including older people's day service staff transitioning into the Social Care

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workforce, would be £1.315million;

(5) that (a) the funding and implementation of the redesign be approved with effect from 1 August 2023, and (b) it be agreed that the IJJB will bear the full cost of the proposals set out in the report and that this will be contained within the IJJB's medium financial strategy;

(6) that the actions detailed in section 4 of report be implemented by officers from Inverclyde Council under the Council's Scheme of Delegation (Officers); and

(7) that officers be authorised to issue Directions to Inverclyde Council to give effect to the decisions made in respect of this report.

50 **HSCP Workforce Plan 2022-2025 – Updated Action Plan** 50

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership providing the Board with an updated Action Plan for the HSCP Workforce Plan, as requested at the November 2022 meeting, a copy of which was appended to the report. The report was presented by Ms Hunter.

Referring to Action 1 and the action that 'Health & Care Staffing Act 2019 minimum staffing guidance is implemented and monitored', the Board asked if there would be staff training and Mr Given advised that this would be rolled out.

Decided:

- (1) that the updated Action Plan and associated reporting mechanism be noted; and
- (2) that it be noted that the next report to the IJJB would be in November 2023.

51 **IJB Reserves Position and Updated Reserves Strategy** 51

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership providing (1) an updated IJJB Reserves Strategy for approval, and (2) an updated position for the IJJB Reserves and the risks attached. The report was presented by Mr Given.

The Chair requested that officers provide the Board with a better understanding of the risks associated with committed funding, perhaps by grading Low, Medium and High Risk, to which Mr Given agreed.

Decided: that (a) the updated Reserve Strategy be approved, and (b) the current Reserves and risks attached to each category be noted.

52 **Financial Regulations Update** 52

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership seeking approval of revised Financial Regulations, which detail the responsibilities of the IJJB for its own financial affairs and which were previously agreed by the IJJB Audit Committee at its meeting in March 2019. The report was presented by Mr Given.

Mr Given noted a typographical error in the Financial Regulations document appended to the report, and accordingly the fifth sentence of paragraph 3.6 should read 'At this point the IJB will be asked to note this budget...' and not 'approve this budget' as written.

Decided: that (a) the contents of the report be noted, and (b) the revised Financial Regulations, as appended to the report, be approved with the correction of the typographical error as detailed above.

53 **Rapid Rehousing Transition Plan (RRTP) Annual Review 2022/23** 53

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership seeking endorsement for the submission of Inverclyde's Rapid Rehousing Transition Plan Annual Review 2022/23 to the Scottish Government on 31 July 2023.

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The report was presented by Ms Kilbane.

Referring to the 'RRTP Objectives – Activities and Progress' section of the Review and specifically 'Objective 4: Enable service users who need specialist supported housing to access commissioned HSCP services', the Board asked why the assessment made in the Arneil Johnston report of 2018 for 13 units to meet the demand for specialist interim supported accommodation had not been achieved. Ms Kilbane provided the Board with a progress update and advised that an Options Appraisal was scheduled for July. Ms Rocks emphasised the service transformation that the RRTP would bring and thanked officers for their efforts and commitment.

The Board asked what models the HSCP had considered when drafting the RRTP and what agencies they were working with, and Ms Kilbane advised that officers had looked at other national and international models for dealing with homelessness, including the Social Bite Village in Edinburgh and the Y Foundation in Finland, and that they were working with organisations such as the Registered Social Landlords, Criminal Justice, Teen Challenge, Jericho House and Haven.

Referring to Scottish Government funding, detailed at paragraphs 2.1 and 2.2 of the RRTP, the Board asked what changes were made to the initial RRTP, and Ms Kilbane advised that Scottish Government funding provided one officer for the project and that other funding streams were identified.

The Board welcomed the report, thanked officers and acknowledged the resources River Clyde Homes had invested into tackling homelessness. The Chair encouraged officers to challenge the Board with requests for assistance with advocacy and resources in this important area.

Decided:

- (1) that the Rapid Rehousing Transition Plan Annual Review 2022/23 be endorsed prior to its submission to the Scottish Government on 31 July 2023; and
- (2) that it be noted that the Rapid Rehousing Transition Plan Annual Review 2022/23 will be presented to the Social Work & Social Care Scrutiny Panel for information.

54 **Unscheduled Care Winter Update**

54

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership providing an update on developments in the Governance of Unscheduled Care and the Scottish Government's high impact change areas for Winter 2022/23. The report was presented by Mr Best.

The Board asked if officers were aware of any additional funding to be made available for winter 2023 and Mr Best advised that he was not aware of any additional funding.

Referring to paragraph 4.4 of the report and the reference to the use of interim beds, the Board asked if they would be utilised again this year. Mr Best advised that he would provide the Board with a briefing note on lessons learned from the previous winter and plans for this winter.

The Board asked for further detail on Community Focused Integrated Care, and Mr Best provided an overview of the initiatives currently being progressed, with Ms Rocks advising the Board that the Hospital at Home project would be assessed for application in Inverclyde.

The Board asked for further detail on the Falls Pathway, and Dr Jones provided an overview of the admission, transfer and rehabilitation of patients process which operates between Inverclyde Royal Hospital and Royal Alexandria Hospital in Paisley.

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

Decided: that the content of the report be noted.

55 **Integration Joint Board Category 1 Responder Update**

55

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership providing the Board with (1) information on the inclusion of Integrated Joint

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Boards as Category 1 Responders in terms of the Civil Contingencies Act 2004 (the Act), (2) an outline of the requirements involved, and (3) the planning that the HSCP has undertaken to deliver this duty on behalf of the IJJB.

Decided:

(1) that the (a) inclusion of Integrated Joint Boards as Category 1 Responders in terms of the Act, and (b) requirements and arrangements in place and planned to ensure that the Inverclyde Integrated Joint Board meets the requirements under the Act, be noted;

(2) that the Chief Officer, as the Accountable Officer, be instructed to carry out all necessary arrangements to discharge the duties on the IJJB under the Act; and

(3) that it be remitted to the Chief Officer to bring an annual report providing assurance on the resilience arrangements in place to discharge the duties on the IJJB under the Act.

Ms Elliot left the meeting at this juncture.

56 Chief Officer's Report

56

There was submitted a report by the Chief Officer, Inverclyde Health & Social Care Partnership providing an update on developments which are not the subject of reports on this agenda. The report was presented by Ms Rocks and provided updates on the (1) Scottish Ballet 'Duet' digital dance resource, (2) Scottish Child Abuse Inquiry Hearing: Phase 8, (3) Women in Justice Project, (4) IDEAS Project, and (5) MAT Standards.

Decided: that the updates provided within the reports be noted.

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.

57 Appendix to Minute of Meeting of Inverclyde Integration Joint Board of 15 May 2023

57

There was submitted an Appendix to the Inverclyde Integration Joint Board minute of 15 May 2023.

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

Decided: that the Appendix be agreed.

58 Conclusion of Business

58

At the conclusion of business, the Chair thanked HSCP and committee staff for their assistance during his tenure, and Board members for their commitment and professionalism. The Chair also acknowledged the forthcoming retirement of Mr Carr, paying tribute to his length of service and his consistent and balanced approach, and wished him a happy retirement.

Councillor Moran thanked Mr Cowan for his Chairmanship, and also expressed his appreciation for Mr Carr's service. Mr Carr responded with thanks.