

**MINUTES of MEETING of ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB)**  
**Held BY MS TEAMS**  
**on WEDNESDAY, 26 JANUARY 2022**

**Present:** Sarah Compton-Bishop, NHS Highland Non-Executive Board Member (Chair)  
Councillor Kieron Green, Argyll and Bute Council (Vice Chair)  
Councillor Robin Currie, Argyll and Bute Council  
Councillor Gary Mulvaney, Argyll and Bute Council  
Councillor Sandy Taylor, Argyll and Bute Council  
Gerard O'Brien, NHS Highland Non-Executive Board Member  
Graham Bell, NHS Highland Non-Executive Board Member  
Susan Ringwood, NHS Highland Non-Executive Board Member

Dr Tim Allison, Director of Public Health and Policy  
Evan Beswick, Head of Primary Care, NHS Highland  
Fiona Broderick, Staffside Lead, Argyll and Bute HSCP (Health)  
Caroline Cherry, Head of Adult Services, Argyll and Bute HSCP  
Charlotte Craig, Business Improvement Manager, Argyll and Bute HSCP  
Linda Currie, Lead AHP, NHS Highland  
Fiona Davies, Interim Chief Officer, Argyll and Bute HSCP  
David Forshaw, Principal Accountant, Argyll and Bute Council  
David Gibson, Chief Social Worker/Head of Adult Services, Argyll and Bute HSCP  
James Gow, Head of Finance and Transformation, Argyll and Bute HSCP  
Rebecca Helliwell, Associate Medical Director, Argyll and Bute HSCP  
Elizabeth Higgins, Lead Nurse, NHS Highland  
Fiona Hogg, Director of Human Resources and Organisational Development, NHS Highland  
Lorna Jordan, Senior Accountant, Argyll and Bute Council  
Kenny Mathieson, Public Representative  
Hazel Machnes, Committee Services Officer, Argyll and Bute Council  
Abbie MacIver, Accountant, Argyll and Bute Council  
Kirsty MacKenzie, Carers Act Officer, Argyll and Bute HSCP  
Angus MacTaggart, GP Representative, Argyll and Bute HSCP  
Margaret McGowan, Independent Sector Representative  
Kevin McIntosh, Staffside Lead, Argyll and Bute HSCP (Council)  
George Morrison, Head of Finance, NHS Highland  
Takki Sulaiman, Chief Executive, Argyll and Bute Third Sector Interface  
Kirstie Reid, Carers Representative, NHS Highland  
Dr Nicola Schinaia, Associate Director of Public Health, Argyll and Bute HSCP  
John Stevens, Carers Representative, NHS Highland  
Stephen Whiston, Head of Strategic Planning and Performance, HSCP

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Jean Boardman, Betty Rhodick and Fiona Thomson.

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **3. MINUTES**

The Minutes of the meeting of the Argyll and Bute HSCP Integration Joint Board held on 24 November 2021 were approved as a correct record.

### **4. MINUTES OF COMMITTEES**

#### **(a) Strategic Planning Group held on 2 December 2021**

The Minutes of the meeting of the Strategic Planning Group held on 2 December 2021 were noted. The Co-Chair of the Group gave an overview of the business discussed at the meeting and advised that there was a paper later in the agenda seeking agreement to delay publication of the Strategic Plan due to Covid-19.

#### **(b) Audit and Risk Committee held on 10 December 2021**

The Minutes of the meeting of the Audit and Risk Committee held on 10 December 2021 were noted.

#### **(c) Finance and Policy Committee held on 21 January 2022**

The Minutes of the meeting of the Finance and Policy Committee held on 21 January 2022 were noted.

### **5. CHIEF OFFICER'S REPORT**

The Board gave consideration to a report by the Interim Chief Officer providing a summary of the governance and decision making arrangements put into place as part of the response to the Omicron Covid-19 wave. The report also highlighted some of the main issues which had arisen and which continued to be managed. It included potential implications of the decision taken and the outcome of national guidance to support an accelerated vaccination programme for Covid-19.

#### **Decision**

The Integration Joint Board –

1. Noted the arrangements made to support an operational emergency response and potential impacts.
2. Noted performance against vaccination targets as per National Guidance.
3. Endorsed a further thank you to all staff for their continued commitment to delivering community and hospital services to their communities and performance around vaccination delivery.

(Reference: Report by Chief Officer dated 26 January 2022, submitted)

### **6. NHS HIGHLAND DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT 2021**

The Director of Public Health Annual Report 2021 was before the Board for consideration. Dr Tim Allison, Director of Public Health and Policy presented the report to the Board.

## **Decision**

The Integration Joint Board noted the content of the report and welcomed the focus that it brought.

(Reference: Director of Public Health Annual Report 2021, submitted)

## **7. COVID-19 PUBLIC HEALTH UPDATE**

The Board gave consideration to a report reviewing the work of Public Health in relation to Covid-19. The report built on accounts provided in earlier reports and presented the most up to date information as possible on how the pandemic was unfolding in Argyll and Bute as well as improved response, in terms of timely access to testing and clinical management.

## **Decision**

The Integration Joint Board noted the Covid-19 current status in the Argyll and Bute community, in terms of –

- distribution of infection rates
- Covid-19 vaccination, including some recent information among pregnant women
- Covid-19 testing programmes.

(Reference: Report by Associate Director of Public Health dated 26 January 2022, submitted)

## **8. WHISTLEBLOWING REPORT QUARTER 2 - 1 JULY 2021 TO 30 SEPTEMBER 2021**

The Board gave consideration to a report presenting the second Quarterly Whistleblowing Standards Report for NHS Highland covering the period 1 July 2021 to 30 September 2021.

## **Decision**

The Integration Joint Board noted the content of the report.

(Reference: Report by Director of People and Culture dated 26 January 2022, submitted)

## **9. ARGYLL & BUTE HEALTH AND SOCIAL CARE PARTNERSHIP (HSCP) STRATEGIC PLAN 2022 - 2025**

The Board gave consideration to a report that sought approval of a postponement of the completion of the new 3 year Strategic Plan.

## **Decision**

The Integration Joint Board –

1. Noted that following Scottish Government direction to suspend non-essential activity, further work at this time on the Argyll and Bute Strategic Plan for Health and Social Care 2022-2025 had been postponed.
2. Noted that completion of the Strategic Plan 2022-2025 was anticipated to be delayed by 3 months from March 2022 to June 2022.
3. Approved the extension of the Strategic Plan 2019-2022 until the Strategic Plan 2022-2025 was in place.

(Reference: Report by Head of Strategic Planning, Performance and Technology dated 26 January 2022, submitted)

## **10. INTEGRATION JOINT BOARD - PERFORMANCE REPORT (JANUARY 2022)**

The Board gave consideration to a report providing an update on the impact on service performance with regards to the Covid-19 pandemic and the progress made with regard to remobilising health and social care services in Argyll and Bute.

### **Decision**

The Integration Joint Board –

1. Considered the HSCP performance progress regarding remobilisation of activity in line with NHS Highland performance target for 2021/22 agreed with Scottish Government to 70%-80% of 2019/20 activity as at November 2021.
2. Acknowledged the impact on future performance reporting of the Covid19 Omicron variant.
3. Noted Waiting Times Performance and a further reduction in Consultant Lead Outpatient breaches >12 weeks.
4. Acknowledged performance with regards to both Argyll & Bute and Greater Glasgow and Clyde current Treatment Time Guarantee for Inpatient/Day Case Waiting List and activity.

(Reference: Report by Head of Strategic Planning, Performance and Technology dated 26 January 2022, submitted)

The Integration Joint Board adjourned for a comfort break between 3.00pm and 3.10pm.

## **11. FINANCE**

### **(a) Budget Monitoring**

The Board gave consideration to a report providing a summary of the financial position of the Health and Social Care Partnership for the 8 months to 30 November 2021 and an updated forecast.

### **Decision**

The Integration Joint Board –

1. Noted that the Month 8 forecast outturn position was a reduced forecast overspend of £280k.
2. Noted that actions were currently being progressed to manage income and expenditure to ensure the HSCP operates within available resources.
3. Noted that there was a year to date overspend of £8k as at 30 November 2021.
4. Recorded their thanks to the staff involved in working towards this improved financial position.

(Reference: Report by Head of Finance and Transformation dated 26 January 2022, submitted)

(b) **Budget Outlook**

The Board gave consideration to a report summarising the current budget outlook model covering the period 2022-23 to 2024-25 and which focused on the mid-range scenario for 2022-23 which was anticipated to form the basis of the budget for the next year, due to be approved by the IJB in March 2022.

**Decision**

The Integration Joint Board –

1. Noted the current budget outlook report for the period 2022-23 to 2024-25.
2. Noted the funding and expenditure assumptions and uncertainties in respect of the budget outlook.
3. Noted that it was anticipated that the IJB would be able to set a balanced budget in March 2022 for the 2022/23 financial year.
4. Endorsed the approach to the development of the 2022-23 budget and noted that separate reports on savings proposals and public consultation had been provided.

(Reference: Report by Head of Finance and Transformation dated 26 January 2022, submitted)

(c) **Budget Consultation 2022/23**

The Board gave consideration to a report presenting a draft public consultation on the HSCP Budget for 2022/23 seeking views of stakeholder priorities for services and their preference over where savings were targeted.

**Decision**

The Integration Joint Board -

1. Noted the proposed budget consultation for 2022/23 and approved the final draft.

2. Agreed that there were improvements that could be made to the budget consultation process and requested the Interim Chief Officer to take this forward for the year 2023/24.

(Reference: Report by Head of Finance and Transformation dated 26 January 2022, submitted)

(d) **Budget Proposals**

The Board gave consideration to a report presenting a range of savings proposals which had been identified by the Senior Leadership Team in order to allow the IJB to set a balanced budget for 2022/23.

**Decision**

The Integration Joint Board –

1. Noted that the inclusion of the proposed savings was expected to enable the IJB to set a balanced budget for 2022/23 at its meeting on 30 March 2022.
2. Noted and approved the management savings totalling £4,642k to be delivered in 2022/23.
3. Endorsed the proposed policy savings, totalling £158k, for further consultation.
4. Noted that these proposals would form part of the budget consultation process.
5. Noted that there was still some further work required to identify further management savings to finalise the plan.

(Reference: Report by Head of Finance and Transformation dated 26 January 2021, submitted)

**12. 2022/23 SOCIAL WORK FEES AND CHARGES**

The Board gave consideration to a report providing details of the proposal annual Social Work Fees and Charges uplifts for 2022/23.

**Decision**

The Integration Joint Board endorsed the 2022/23 Social Work Fees and Charges proposals for submission to Argyll and Bute Council for ratification at its 2022/23 budget meeting.

(Reference: Report by Principal Accountant dated 26 January 2022, submitted)

**13. STRATEGIC RISK REGISTER REVIEW**

The Board gave consideration to a report providing an opportunity to review the Strategic Risk Register in line with the 6 monthly review timetable.

## **Decision**

The Integration Joint Board –

1. Noted that management had reviewed the Strategic Risk Register.
2. Approved the proposed changes to the Strategic Risk Register.
3. Noted that the HSCP was operating on an Emergency Response basis which had an impact on Risk and mitigations throughout the HSCP.
4. Noted that it was intended to arrange a separate development session to facilitate a more detailed review of the Strategic Risk Register and Risk Appetite.

(Reference: Report by Head of Finance and Transformation dated 26 January 2022, submitted)

## **14. UPDATED MODEL CODE OF CONDUCT AND ARGYLL AND BUTE IJB STANDING ORDERS**

The Board gave consideration to a report presenting an updated version of the Integration Joint Board Standing Orders which reflected the updated Model Code of Conduct for Members of Devolved Bodies.

## **Decision**

The Integration Joint Board noted and approved the changes to the Integration Joint Board Standing Orders.

(Reference: Report by Business Improvement Manager dated 26 January 2022, submitted)

## **15. IJB AND COMMITTEE DATES 2022-23**

The Board gave consideration to a report proposing dates for the IJB governance meetings for the forthcoming year.

## **Decision**

The Integration Joint Board approved the dates for the forthcoming year.

(Reference: Report by Business Improvement Manager dated 26 January 2022, submitted)

## **16. COMMITTEE MEMBERSHIP**

The Board gave consideration to a report providing an updated committee membership and highlighting the current vacancies. The report invited the IJB to appoint to the vacancies to ensure continued effectiveness of the supporting governance structure to the public meeting of the IJB.

## **Decision**

The Integration Joint Board –

1. Noted the updated committee membership due to personnel changes.
2. Noted the appointment of John Stevens to the Strategic Planning Group and the Audit and Risk Committee; and the appointment of Kenny Matheson to the Finance and Policy Committee.
3. Noted that expressions of interest should be intimated to the Business Improvement Manager in respect of the remaining vacancy on the Audit and Risk Committee.

(Reference: Report by Business Improvement Manager dated 26 January 2022, submitted)

#### **17. ARGYLL AND BUTE CHILD PROTECTION COMMITTEE - STRATEGIC PLAN 2021/23**

The Argyll and Bute Child Protection Committee – Strategic Plan 2021/23 was before the Board for noting.

##### **Decision**

The Integration Joint Board noted the Argyll and Bute Child Protection Committee – Strategic Plan 2021/23.

(Reference: Argyll and Bute Child Protection Committee – Strategic Plan 2021/23, submitted)

#### **18. ARGYLL AND BUTE CHILD PROTECTION COMMITTEE - ANNUAL REPORT 2021**

The Argyll and Bute Child Protection Committee – Annual Report 2021 was before the Board for noting.

##### **Decision**

The Integration Joint Board noted the Argyll and Bute Child Protection Committee – Annual Report 2021.

(Reference: Argyll and Bute Child Protection Committee – Annual Report 2021, submitted)

#### **19. DATE OF NEXT MEETING**

The date of the next meeting was noted as Wednesday 30 March 2022 at 1.00pm.