

MINUTES – PUBLIC

Meeting	Integration Joint Board (IJB)
Date, Time and Place	Wednesday 13 March 2019 at 2.30pm Bressay Room, NHS Shetland (NHSS) Headquarters, Montfield, Burgh Road, Lerwick, Shetland
Present [Members]	<p>Voting Members</p> <p>Natasha Cornick Allison Duncan Shona Manson Emma Macdonald Robbie McGregor Marjory Williamson</p> <p>Non-voting Members</p> <p>Simon Bokor-Ingram, Chief Officer/Director of Community Health and Social Care Maggie Gemmill, Patient/Service User Representative Jim Guyan, Carers Strategy Group Representative Catherine Hughson, Third Sector Representative Ian Sandilands, Staff Representative Edna Watson, Senior Clinician – Senior Nurse Karl Williamson, Chief Financial Officer</p>
In attendance [Observers/Advisers]	<p>Claire Derwin, Self Directed Support Sheila Duncan, Management Accountant Christine Ferguson, Director of Corporate Services, SIC Kristen Johnston, Solicitor, Governance and Law, SIC Jane Haswell, NHS Board representative Gary Robinson, Chairman of the NHS Board Hazel Sutherland, Head of Planning and Modernisation Bob Kerr, Communications Officer Leisel Malcolmson, Committee Officer, SIC <i>[note taker]</i></p>
Apologies	<p>Voting Members</p> <p>None</p> <p>Non-voting Members</p> <p>Susanne Gens, Staff Representative, SIC Denise Morgan, CSWO Pauline Wilson, Senior Clinician: Local Acute Sector Edna Watson, Senior Clinician – Senior Nurse (for lateness)</p> <p>Observers/Advisers</p> <p>R Roberts, Chief Executive, NHS Board</p>
Chairperson	<p>Marjory Williamson, Chair of the Integration Joint Board, presided.</p> <p>Ms Williamson advised that this would be her last meeting of the</p>

	<p>IJB before she retires from her role as Non-Executive Director on the NHS Board and Chair of the IJB. She advised that the NHS Board had appointed Ms Natasha Cornick as the next Chair of the IJB and Ms Jane Haswell had been appointed as a voting member representative with Mr Gary Robinson becoming a substitute for the NHS Voting Members.</p> <p>The Chair thanked all Members and attendees for their scrutiny and contributions noting the support she received from a number of particular individuals including the Chief Officer and the Vice-Chair. The Chair explained that she had been on the IJB since it started and commented that there had been many ups and downs. She took time to reflect on the work of the IJB and the successful projects and initiatives that had been progressed. The Chair commented on the work ahead and the requirement to work in partnership with other agencies to achieve the strategic aim to look after people at home.</p> <p>The Chair reiterated her thanks to everyone for their time in achieving all that had been done so far and wished everyone well moving forward.</p>
Declarations of Interest	None.
	<p>The Vice-Chair again raised his frustration at the size of the pack of papers presented to Members and asked for consideration to be given to holding more meetings when the agenda becomes too big. During some discussion it was indicated that every effort is made to use background documents as much as possible however statutory requirements and deadlines meant that it is not possible to reduce the amount of information. Comment was made that covering reports bring forward the key issues for consideration providing Members with the choice to use the attachments for reference as opposed to reading attachments in their entirety.</p> <p>The Director of Corporate Services added that the officer's role is to provide the best possible advice and they have a duty to present the best information they have. She advised that the use of briefings would remove the noting reports but reports to committee is a judgement call and good dialogue is essential. The Director of Corporate Services said that Members must be satisfied that they have all possible information to make a good decision within the IJB's authority. It was agreed that the effectiveness of the board would be considered and a report brought in due course.</p>
Minutes of Previous Meetings	The minutes of the meetings held on 23 January 2019 were confirmed on the motion of Mr Duncan, seconded by Ms Cornick.

06/19	Financial Monitoring Report to 31 December 2018
<p>Report No. CC-13-19-F</p>	<p>The IJB considered a report by the Chief Financial Officer that provided information on the Management Accounts for the period to 31 December 2018.</p> <p>The Chief Financial Officer introduced the report and highlighted the main variances identified in section 4. During discussions there was some consideration given to the carer costs and the Chief Financial Officer was asked to find a way to provide detail on carers costs to show the true spend in this area and to circulate that to all Members.</p> <p>The Chief Financial Officer also responded to a question in regards to pharmacy and on whether the forecast in this area had included any provision for the possible impact of Brexit. He advised that current forecast was based on the best information available at the time and didn't include any adjustment for Brexit.. The IJB noted that Brexit was being considered by a working group and recognised that every Health Board was in a similar situation in terms of forecasting what will be required. Any significant cost impact may have to be covered by the Scottish Government as health Boards across Scotland do not have contingency budgets available.</p> <p>Reference was made to paragraph 4.13 "Unscheduled Care" and the costs incurred for use of locum doctors. It was acknowledged that these costs also included travel and accommodation which was unique to island and remote areas which offered a good business case that could be made to the Scottish Government for funding. A suggestion was made that Mr Robinson, Chair of the NHS Health Board raise this with Ministers. These comments were acknowledged but it was explained that the Scottish Government had provided funding to support initiatives to address the challenges. It was noted that funding had been provided for a bureau for GP recruitment in a number of health boards in Scotland and Shetland was running a bureau, with locally provided jobs to do that.</p> <p>(<i>Mr Sandilands left the meeting</i>).</p> <p>The IJB were advised that there had been considerable interest in the GP bureau and a weekend event would be held on Mainland Scotland by the Director of Human Resources and Support Services, NHS, and the Service Manager Primary Care with a view to recruit. It was suggested that once efforts to solve the problem at the root had been exhausted there would be discussions held. A final plea was made for all parties to work together to bring more money in for locum costs.</p> <p>In response to a question it was agreed that information would be circulated to Members providing more detail on the areas of overspend covered by GP locums highlighted in section 4 of the report.</p>

Decision	The IJB NOTED the 2018/19 Management Accounts for the period to 31st December 2018.
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07/19	Shetland Islands Health and Social Care Partnership - Quarterly Performance Overview, Quarter 3: October - December 2018
Report No. CC-12-19-F	<p>The IJB considered a report, by the Director of Community Health and Social Care and Head of Planning and Modernisation, NHS Shetland that presented the strategic overview of all elements of progress towards delivering on the strategic plan.</p> <p>The Head of Planning and Modernisation introduced the report and advised that given earlier discussion she would consider what information could be circulated by web link and briefings to ensure focus is given to the right areas.</p> <p>During discussion it was agreed that the first item listed in Appendix 2 would be the first to be provided and that data is to start being recorded and presented in two performance reports time so as to gather sufficient data to report on.</p> <p>Reference was made to the third item of Appendix A "Community Care Resources" and in responding to a question the Chief Officer advised that the business cases were being formulated and would be tested on tangible outcomes and the business cases would be aimed at getting better outcomes providing support in day care or the community. He advised that the business cases would be brought to the IJB with more detail.</p> <p>There was some discussion around the targets in Appendix D indicators CCR009 "people waiting for placements" and CCR005 "occupancy of care homes" and clarification was provided on the differences between the data sets.</p> <p>Indicator NIPI06 "Balance of Care" was highlighted as one of many that the IJB should be proud of given that it was the best of Scotland and Officers and staff were commended for their hard work in all areas within the report.</p>
Decision	The IJB NOTED the Shetland Islands Health and Social Care Partnership's Strategic Commissioning Plan 2017-2020.

08/19	IJB Medium Term Financial Plan 2019/20 to 2023/24
Report No. CC-16-19-F	<p>The IJB considered a report by the Chief Financial Officer that provided information on the first medium term financial plan (MTFP) for the IJB for the period 2019/20 to 2023/24.</p> <p>The Chief Financial Officer introduced the main terms of the report set out in section 2 and advised that the MTFP would be revised annually and future decisions would be aligned to the</p>

	<p>plan.</p> <p><i>(Ms Watson attended the meeting)</i></p> <p>Comment was made that the IJB needs more money and that was highlighted given the level of savings set out in the plan. There followed discussion around how savings are identified and the use of formula and projections until changes are made. It was acknowledged that where it becomes clear that savings cannot be realised once initiated, it would be necessary to recalculate or consider something else. Further comment was made that in order to get more funding from the Scottish Government for a project it was important to have a good evidence base and as much information as possible. The Chief Financial Officer reassured that a good business case would have information, timescale and figures attached that was not just based on an algorithm. He added that this would be set against the long term financial plan and Members would be fully informed when making decisions.</p> <p>The IJB noted that there would be detailed plans for some areas presented in May. The IJB were informed that it was necessary to tackle the root cause of the problem and in terms of the difficulties around recruitment it was important to work on attracting GPs to Shetland.</p> <p>Mr Duncan moved that the IJB approve the recommendation contained in the report. Ms Cornick seconded.</p>
Decision	The IJB APPROVED the IJB Medium Term Financial Plan 2019/20 to 2023/24.

09/19	2019/20 Budget
Report No. CC-15-19-F	<p>The IJB considered a report by the Chief Financial Officer that set out the proposals for the 2019/20 payments to the IJB from Shetland Islands Council (SIC) and NHS Shetland (NHSS) and the associated budget of the Shetland IJB.</p> <p>The Chief Financial Officer introduced the report and advised of a change to the decision note presented at section 1. It was agreed that the published version would be updated accordingly.</p> <p>The Chief Officer suggested that the IJB consider both this and the next item together before considering the decisions to be made.</p> <p>Officers were asked why the NHS does not provide a fully balanced budget at the beginning of each year as opposed to providing top up payments at the end. It was noted that the NHS has significant savings targets of its own and therefore cannot pass on funding that it does not have. There are also additional funding allocations received throughout the year which are not</p>

	<p>known at the budget setting stage. During further discussion technical questions were asked in regard to how the IJB is funded and managed and it was acknowledged that the use of seminars and the Liaison Group is key to the process. In considering the recovery plan savings areas identified at paragraph 4.12 concern was expressed that the IJB were to approve the plan without a SMART business plan in place. The IJB were assured that business plans would be presented for the four service areas listed, in May 2019, and would include more detail and relevant dates.</p> <p>In terms of Pharmacy and Prescribing specific concern was expressed in regard to potential shortages and increased costs as a result of Brexit. The Chief Officer advised that staff were working with the information they have and the Director of Pharmacy was looking towards tangible savings. It was stated that should there be a situation where there are higher charges or supply costs there would be a need for either central government funding or there would be an increase in costs across a number of service areas. The Chief Officer said that things had to carry on but the risk was acknowledged. He said it was important to continue with savings not just within Health but with Social Care as well.</p> <p>In referring to the contingency set aside by the NHS in paragraph 4.35 and the proposed payment noted at 4.2 it was acknowledged that this was a fair proposal and likely to be the best offer.</p> <p>Ms Cornick moved that the IJB approve recommendation 1.1, seconded by Ms Manson.</p> <p>Ms Manson moved that the IJB approve recommendation 1.2, seconded by Ms Macdonald.</p>
Decision	<p>The IJB</p> <ul style="list-style-type: none"> • APPROVED the proposed budget for the Shetland Integration Joint Board (IJB) based on the conditions stipulated in 4.30 – 4.40. If the IJB is content with the Strategic Plan and the proposed budget for 2019/20, a report on updated Directions will be prepared for the next cycle of meetings; and • APPROVED the proposed application of the Scottish Government Additionality funding as detailed in Appendix 2.

10/19	Shetland Islands Health and Social Care Partnership - Joint Strategic Commissioning Plan 2019-2022
Report No. CC-14-19-F	The IJB considered a report by the Head of Planning and Modernisation, NHS Shetland that sought approval of the Shetland Islands Health and Social Care Partnership: Joint Strategic Commissioning Plan (Strategic Plan), 2019-2022. The Head of Planning and Modernisation introduced the report

	<p>and provided an overview of what was contained in the Strategic Plan and the new information included therein. She advised that she had worked with the Clinical, Care and Professional Governance Committee (CCPGC) where the Strategic Plan had been positively received. The Head of Planning and Modernisation added that the Chief Executive, NHSS had developed an action plan which was attached following on from the Scenario Planning exercise.</p> <p>Ms Haswell, Chair of the Clinical, Care and Professional Governance Committee advised that the group recognised what it was being asked to do is assurance of the process and come to the IJB with information. She said that the CCPGC had approved the Strategic Plan with development points.</p> <p>Comment was made that it would be useful to have the Strategic Plan reviewed at the end of the year in order to update finance and be able to populate a request for funding. The Head of Planning and Modernisation explained that it was hard for the document to align with funding in that way but the strategic plan describes the model to help the IJB make good decisions on what must be included. She advised that there is a decision point in the autumn when the IJB will be asked for approval again but an update could also be provided in June 2019.</p> <p>The Chief Officer advised that in June the IJB would look at what the process will be like with a Seminar in June or July so that there is something formal in place in August 2019. The Chief Financial Officer confirmed that there would be figures provided based on the Medium Term Finance Plan and that in June he would present the first monitoring report. It was noted that this would identify if any big variances were appearing.</p> <p>Ms Cornick moved that the IJB approve the recommendation contained in the report. Mr Duncan seconded.</p>
Decision	The IJB APPROVED the Shetland Islands Health and Social Care Partnership: Joint Strategic Commissioning Plan, 2019-2022.

11/19	Carers Eligibility Criteria and Directions
Report No. CC-11-19-F	<p>The IJB considered a report by the Self-directed Support (SDS) Implementation Officer/ Carers Lead that sought agreement on the local Carers Eligibility Criteria for determining the level of support offered to Carers.</p> <p>The Self-directed Support (SDS) Implementation Officer/ Carers Lead introduced the main terms of the report.</p> <p>During questions the third sector representative referred to paragraph 4.4 and advised that the VAS (Voluntary Action Shetland) and Shetland Care Attendant Scheme had attracted money for digital recording of data now being collected. The SDS</p>

Implementation Officer confirmed that she was aware of the funding and advised that recording had not been a duty before now and she had supported the funding for VAS. The third sector representative suggested that information could be shared for the additional work around carers support but the funding arrangements had not appeared within section 8 of Appendix 2. The SDS Implementation Officer advised that these figures were not included as they did not relate to the Direction sought. She said that this would be brought to the IJB under budget setting reports. She also confirmed that there are other areas of spend for Carers but this report was for additional funding under the Carer's Act.

Some discussion was held around the true costs associated with young and adult unpaid carers and the IJB were advised that much of the support provided had been done so long before the Act was enforced, from within existing resources. It was noted that additional training was also covered under the "with you for you (WYFY)" processes and rather than create additional paperwork the recording of adult support plans would remain there. The SDS Implementation Officer clarified that anything not covered under Section 8 would be covered under different budget setting processes and not this allocation of funding and that the IJB were being asked to direct the additional funding for continued implementation of the Carers Act only.

In response to a further question the Chief Officer said that it was clear that there were services contributing to supporting carers and this funding would never be able to cover that cost. He said that this additional funding allocations relates specifically to the work of the IJB.

It was agreed that the Chief Financial Officer would carry out a piece of work, with the Council, to provide figures to demonstrate the true cost of support for carers, however he reported that this was not straight forward.

Further comment by the Third sector representative was made that the support for unpaid carers is underfunded and locally commitment went above and beyond the content of the Carer's Act. It was also noted that five years ago the total money provided for unpaid carers was 94% local authority and this was now 35% with match funding and VAS was trying to match fund with external funding.

In terms of eligibility criteria The SDS Implementation Officer confirmed that this had been developed across Scotland including rural areas to ensure that it was not based solely on city living and need. She said that it had been developed by those with carers at heart to ensure that staff have a shared and consistent approach and shared locally with the Carers Strategy group. The Financial Officer agreed to undertake some work in conjunction with the council to demonstrate the true spend for unpaid carers as it was considered that this is underfunded by government allocation.

	<p>During further discussion two items within the report were highlighted for change:</p> <ul style="list-style-type: none"> • Page 32 of the appendix 3 Paragraph 5 under Assessing needs – Change “Shetland” to “Scotland”. • On the notes column of table 2 on page 33 insert the correct figure for the number of under 16s in Shetland of 5,000. <p>Ms Cornick moved that the IJB approve the recommendations contained in the report. Ms Macdonald seconded.</p>
Decision	<p>The IJB:</p> <ul style="list-style-type: none"> • AGREED the local Carers Eligibility Criteria for determining the level of support offered to Carers; and • DIRECTED the Community Health and Social Care Partnership to deliver the services contained in the Direction.

12/19	IJB Business Programme 2019 and IJB Action Tracker
Report No. CC-17-19-F	<p>The IJB considered a report by the IJB Chief Officer that presented the planned business to be reported during the financial year 31 March 2020.</p> <p>The Chief Officer introduced the report and following some discussion the following items were agreed for inclusion on the Business Programme:</p> <ul style="list-style-type: none"> • Recovery plan to be added to the agenda of each meeting. • Items to be added to the business programme or included under business to be planned: <ul style="list-style-type: none"> ◦ Code of Corporate Governance ◦ Right to advocacy ◦ Development of workforce protocol ◦ Effectiveness of the board ◦ Service transformation ◦ Primary care • 4 service areas listed in budget report to be brought to May meeting. • Ms Watson to provide written addendum to the primary care update on GP Practice Nursing. • Risk register – training sessions to be arranged following change in membership.

Decision	The IJB: <ul style="list-style-type: none">• APPROVED its business planned for the financial year to 31 March 2020; and• REVIEWED the IJB Action Tracker.
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The meeting concluded at 4.45pm.

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Chair