

<b>Meeting</b>	<b>Integration Joint Board (IJB)</b>
<b>Date, Time and Place</b>	<b>Thursday 28 November 2019 at 2pm Bressay Room, NHS Shetland (NHSS) Headquarters, Montfield, Burgh Road, Lerwick, Shetland</b>
<b>Present [Members]</b>	<p><b><u>Voting Members</u></b>  Simon Bokor-Ingram [Substitute for Shona Manson]  Natasha Cornick  Allison Duncan  Jane Haswell  Emma Macdonald  Robbie McGregor</p> <p><b><u>Non-voting Members</u></b>  Josephine Robinson, Interim Chief Officer/Interim Director of  Community Health and Social Care  Jim Guyan, Carers Strategy Group Representative  Catherine Hughson, Third Sector Representative  Denise Morgan, Interim Chief Social Work Officer  Kathleen Carolan, Director of Nursing, NHS [Substitute for E  Watson]  Karl Williamson, Chief Financial Officer  Pauline Wilson, Senior Clinician: Local Acute Sector, NHS  Ian Sandilands, Staff Representative, NHS  Susanne Gens, Staff Representative, SIC</p>
<b>In attendance [Observers/Advisers]</b>	Sheila Duncan, Management Accountant, SIC Caroline Laing, Trainee Solicitor, SIC Peter McDonnell, Executive Manager – Community Care Social Work, SIC Leisel Malcolmson, Committee Officer, SIC <i>[note taker]</i>
<b>Apologies</b>	<p><b><u>Voting Members</u></b>  Shona Manson</p> <p><b><u>Non-voting Members</u></b>  Edna Watson  Pauline Wilson (for lateness)</p>
<b>Also in attendance</b>	Councillor Moraig Lyall
<b>Chairperson</b>	Natasha Cornick, Chair of the Integration Joint Board, presided.
<b>Minutes of Previous Meetings</b>	<p>The minutes of the meeting held on 5 September 2019 was confirmed on the motion of Mrs Macdonald, seconded by Mr Duncan, with the exception of the following:</p> <p>Min Ref. 32/19 – it was noted that the transition and action</p>

	<p>plan had previously been discussed where it was agreed that the action regarding improved transition arrangement moved to “people” and that the Executive Manager – Adult Services would be the responsible person.</p> <p>The minutes of the meeting held on 26 September 2019 was confirmed on the motion of Mrs Macdonald, seconded by Mr Duncan, with the following amendment:</p> <p>Min. Ref. 36/19 – Paragraph 9 change to read “... special mention to Mr Christie-Henry, Chair of the Bressay Community Council and Project Team...”.</p>
<b>Declarations of Interest</b>	<b>Mr Duncan advised that he wished to declare an interest on various items as he is a Director of Voluntary Action Shetland, should any discussion be held.</b>
<b>37/19</b>	<b>Financial Monitoring Report to 30 September 2019 (Including progress against 2019/20 Recovery Plan)</b>
<b>Report No. CC-52-19-F</b>	<p>The IJB considered a report by the Chief Financial Officer that presented the Financial Monitoring Report to 30 September 2019, including progress against the 2019/20 Recovery Plan.</p> <p>In introducing the report, the Chief Financial Officer advised on the variances referred to within section 2, and explained that although there was a significant variance the IJB was likely to break even at year end as a result of an additional one off payment from NHS Shetland. The additional payment will be formally requested with the presentation of a business case to the NHS Executive Management Team on 12 December 2019. He cautioned however that the financial position was not sustainable without service redesign.</p> <p>Upon request it was agreed that a briefing would be provided to IJB Members as soon as information regarding the budget payment was received.</p> <p>(Dr Wilson attended the meeting).</p>
<b>Decision</b>	The IJB NOTED 2019/20 Management Accounts for the period to 30 September 2019 and the progress to date against the 2019/20 Recovery Plan.
<b>38/19</b>	<b>Performance Overview, Quarter 2: July - September 2019 and Performance Directions</b>
<b>Report No. CC-50-19-F</b>	<p>The IJB considered a report by the Interim Director of Community Health and Social Care / IJB that presented an overview of progress towards delivering on the Strategic Plan.</p> <p>The Interim Chief Officer introduced the report and highlighted the key issues at section 4.1.2 in regard to AS003 and</p>

explained that although this looked like a large variation the small numbers involved affected the figures presented.

During discussions it was agreed that a briefing would be provided to IJB Members on detail behind percentage figures in 4.1.3 relating to Psychological Services. In regard to the change in mileage payments it was confirmed that this was as a result of the new pool cars and that the level of expected savings had been achieved.

In regard to ASW001 "Percentage of assessments completed on time" Officers provided an overview of the issues experienced with the current system and advised that a full review of the process was to be undertaken and agreement would be received on how it would be used by staff. It was noted however that it could take 2 years to have the system commissioned and information transferred but the process would be streamlined to ensure the information was as accurate as possible. A request was made for all assessments to be carried out, and in providing assurance the Executive Manager Community Care Social Work advised that this could be more reviews than actual assessments.

In regard to the recording issues referred to paragraph 4.1.4, the Alcohol Brief Interventions Officers explained that a solution was now in place therefore the next report should show a change in data.

Reference was made to 4.2.3 and an update was provided in terms of the appointment of a Social Worker, previously employed by the Council. Members were advised that recruitment continued to be a challenge.

During further discussion it was agreed that consideration would be given on how to report the progress made in a way that connects it to the change programme, which was previously agreed by the IJB.

The increase in overtime at OPI/4E was highlighted and it was explained that this was as a result of using overtime rather than agency staff. The interim Chief Officer confirmed that while there would be a reduction in costs it could not be categorised as a saving. It was further explained that the out of hours standby payments are provided for from the Overtime budget therefore some of the increase could be attributed to out of hours services. In regard to the Sickness record improvements on 2018/19 figures highlighted at OPI/4c, the Interim Chief Officer advised that this was due to a combination of management of staff and change in regard to the types of illnesses staff experience.

There followed some discussion around the higher number of delayed discharges reported, and the Director of Nursing explained that individuals' circumstances contributed and

	<p>although ready for home there needed to be plans in place for them. She advised that the small numbers involved affected the data significantly, and assured that there were no specific bottlenecks causing concern. In terms of care home bed spaces the Interim Chief Officer explained that the beds were full but again staff were moving on clients who were ready to go home and that was being done as quickly as possible. Dr Wilson added that staff in Shetland are good at anticipating needs before something happens but improvements can be made in this area. It was noted that integrated work was all about collaboration and addressing these issues.</p> <p>The Interim Chief Officer advised that a report would be presented in March 2020 that would bring service redesign proposals to the IJB for decision.</p>
<b>Decision</b>	The IJB NOTED the report.
<b>39/19</b>	<b>2020/21 IJB Budget Progress Report</b>
<b>Report No. CC-51-19-F</b>	<p>The IJB considered a report by the Chief Financial Officer that provided an update on the IJB budget setting for 2020/21 and a summary of the ongoing review of the overall IJB budget setting process.</p> <p>The Chief Financial Officer summarised the report and advised that the financial plan had been delayed to January 202 by the UK Parliamentary Elections. He said that the IJB needs to be more active in negotiating and not just accept what is given, with better alignment with the Strategic Commissioning Plan.</p> <p>In recognising the level of work undertaken outwith the IJB it was suggested by the Chair that a briefing be prepared or seminar arranged, to share information around risk assessment of the workforce, what is to be delivered and the financial costs involved.</p> <p>Comment was made that the IJB should take a better stance, whereby the IJB states clearly what it will provide within that financial boundaries provided and set out clearly what will not be provided. The IJB has to be clear that to deliver all that is required more money has to be provided.</p> <p>Reference was made to paragraphs 4.7 and 4.8 and concern was expressed that there may be a shortfall in finances but additional funding could be available from the Scottish Government. The Chief Financial Officer advised that the financial position would not be known until the detail is provided in January 2020.</p> <p>During discussion caution was expressed in terms of the additional funding, as there were challenges in recruitment and with additional money there would be a need for more staff which is already an issue. It was further noted that the need for</p>

	<p>better planning at the beginning of the year was difficult when there was uncertainty in when funding might be provided. Examples of this was given whereby services had received funding in the third quarter. It was suggested that the conversation needed to be moved away from the year end and ensure that the system works more strategically across the next 5-10 years. The Chair added that it was important to have a smarter strategy but the IJB were taking the brunt of the Auditor's reports the way things stand. She said that the organisations have to work together to see if the budget process can be done better.</p> <p>Following further discussion around better planning, the cost of providing services, the continued need for service redesign, the unpredictable nature of some services and the costs attributed to these, it was acknowledged that work would continue around risk assessment in regard to workforce planning, particularly medical, and that officers would present what has to be delivered and the associated financial cost. The Director of Nursing added that the financial position could be presented better so that the outcomes are clearer.</p>
<b>Decision</b>	The IJB NOTED the progress regarding the IJB budget setting for 2020/21 and the ongoing review of the overall IJB budget setting process.
<b>40/19</b>	<b>Chief Social Work Officer's Report</b>
<b>Report No. CS-30-19-F</b>	<p>The IJB considered a report by the Chief Social Work Officer that presented the Annual Report on the functions of the Chief Social Work Officer's role and delivery of the local authority's social work services function.</p> <p>In introducing the report the Interim Chief Social Work Officer provided a detailed overview of the content of the annual report and advised that she would provide a briefing to IJB Members regarding Self Directed Support that had been requested by the Council's Policy and Resources Committee.</p> <p>Members commented on the quality of the report presented. In responding to questions the Interim Chief Social Work Officer confirmed that the Mental Health Officer is an independent post and all Social Workers can train in mental health two years after qualifying. She said that training is encouraged yearly but there had been no uptake this year or last year, however a newly qualified member of staff has shown interest in this training. In terms of recruiting a Mental Health Officer, the Interim Chief Social Work Officer said work was being done around the terms and conditions and pay, as the post need to be attractive as well as working and living in Shetland. She added that there also needed to be an acknowledgement of the level of work undertaken beyond the Social Work role.</p> <p>Upon request the Executive Manager – Community Care Social</p>

	<p>Work, SIC, provided an update on the resourcing of self-directed support services.</p> <p>Thanks and congratulations was extended to the Interim Chief Social Work Officer and the Social Work team.</p>
<b>Decision</b>	The IJB NOTED the content of the Annual Report from the Chief Social Work Officer.
<b>41/19</b>	<b>Shetland Islands Health and Social Care Partnership: Joint Strategic Commissioning Plan 2020-2023 - Process of Refresh</b>
<b>Report No. CC-49-19-F</b>	<p>The IJB considered a report by the Interim Director of Community Health and Social Care that sought agreement that no separate process be undertaken to update the Shetland Islands Health and Social Care Partnership's Joint Strategic Commissioning Plan for 2020-23.</p> <p>The Interim Chief Officer introduced the report and advised that a light touch refresh of the Joint Strategic Commissioning Plan was suggested, including plans requested in terms of options available.</p> <p>(D Morgan left the meeting)</p> <p>There being no discussion Mrs Macdonald moved that the IJB approve the recommendation contained in the report. Mr Duncan seconded.</p>
<b>Decision</b>	The IJB agreed that no separate process be undertaken to update the Shetland Islands Health and Social Care Partnership's Joint Strategic Commissioning Plan for 2020-23.
<b>42/19</b>	<b>Palliative and End of Life Care Strategy for Shetland 2019 – 2022</b>
<b>Report No. CC-47-19-F</b>	<p>The IJB considered a report by the Interim Director of Community Health and Social Care seeking approval for the Palliative and End of Life Care Strategy for Shetland 2019-2022.</p> <p>A change to the strategy was circulated, attached as Annex 1, and the Chair allowed time for Members to read the update provided.</p> <p>In introducing the report, the Interim Chief Officer advised that the strategy had been prepared in partnership with a local definition of palliative care being agreed and included in the document.</p> <p>There followed discussion in regard to Shetland's unique hospice home model where there is no access to hospice</p>

	<p>facilities. Officers were asked if this was considered as part of island proofing.</p> <p>The Director of Nursing advised that the strategy in its current iteration had been developed over a long period of time with extensive consultation with people using and delivering the services. She said that the focus was on an exceptional care experience and to ensure that individuals are cared for in their place of choice with support over the duration of their long term condition. The Director of Nursing said that there had been a steer away from hospice settings to meet the inequalities of services across rural areas. She added however that children would have access to a hospice if required.</p> <p>In terms of funding, it was noted that a share of funding provided for palliative care nationally. The Director of Nursing explained that Roxburgh House is a specialist team that supports our team locally therefore locally the service gets a lot of support back which makes a difference. She said that there are no benefits locally in terms of posts to support palliative care and she confirmed that locally end of life care is paid for from local budgets.</p> <p>A request was made that the report also to be presented to the Council's Education and Families Committee, as this strategy also applies to children services.</p> <p>In response to a question on how the provision of training can be improved, the Director of Nursing advised that in 2019 MacMillan Nurses and Specialist Nurses have delivered training in care homes but the challenge is to sustain that provision.</p> <p>In terms of consultees involved in the development of the strategy, the Director of Nursing confirmed that Pharmacists were involved through their appropriate consulting teams.</p> <p>(C Hughson left the meeting)</p> <p>The Vice-Chair referred to paragraph 4.4 and paid tribute to the staff working in such sensitive situations. He said that this was a value based strategy linked to the wellbeing outcomes and was an example of how important engagement and partnership working was for users and everyone involved.</p> <p>Ms Haswell moved that the IJB approve the recommendations contained in the report, seconded by Mr Duncan.</p>
<b>Decision</b>	<p>The IJB APPROVED the Palliative and End of Life Care Strategy for Shetland 2019-2022.</p>

<b>43/19</b>	<b>Winter Plan for Ensuring Service Sustainability including the Festive Period 2019-20</b>
<b>Report No. CC-53-19-F</b>	<p>The IJB considered a report by the Director of Nursing &amp; Acute Services and the Interim Director of Community Health &amp; Social Care that presented the Winter Plan 2019-20 and which described the health and social care service provision and special arrangements that will be put in place during the festive season, by NHS Shetland and Shetland Islands Council, through the winter period.</p> <p>In introducing the report, the ICO advised that areas of the Plan were not completed, as these were still work in progress.</p> <p>During discussion the Chief Executive, NHS, advised that the Council would publicly advertise the gritting plan and he confirmed that contact could be made directly with the Roads Service should any specific issue arise in accessing clients.</p> <p>In seeking further assurance, the IJB were informed that at a recent meeting of the Council's Environment and Transport Committee it was confirmed that the winter maintenance service were working to the enhanced policy as approved last year.</p> <p>Mr Duncan moved that the IJB approve the recommendations contained in the report. Mrs Macdonald seconded.</p>
<b>Decision</b>	The IJB APPROVED the Winter Plan 2019-20.
<b>44/19</b>	<b>IJB Business Programme 2019 and IJB Action Tracker</b>
<b>Report No. CC-48-19-F</b>	<p>The IJB considered a report by the Interim Chief Officer IJB that provided information on the planned business to be presented to the Board during the financial year to 31 March 2020.</p> <p>Action Tracker</p> <p>4. Briefing on costings to take account of additional information before being issued.</p> <p>5. Still to include timings in the Quarterly Performance report.</p> <p>The IJB were advised that the next meeting date is 5 March 2020 and that Members would be notified of future meeting dates and seminars in due course.</p>
<b>Decision</b>	<p>The IJB:</p> <ul style="list-style-type: none"> <li>• RESOLVED to approve its business planned for the financial year to 31 March 2020 (Appendix 1); and</li> <li>• REVIEWED the IJB Action Tracker (Appendix 2).</li> </ul>

The meeting concluded at 3.40pm.



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Chair