

**MINUTES of MEETING of ARGYLL AND BUTE HSCP INTEGRATION JOINT BOARD (IJB)
held BY MICROSOFT TEAMS
on WEDNESDAY, 25 SEPTEMBER 2024**

Present: Councillor Dougie McFadzean, Argyll and Bute Council (Chair)
Councillor Kieron Green, Argyll and Bute Council
Graham Bell, NHS Highland Non-Executive Board Member (Vice Chair)
Emily Austin, NHS Highland Non-Executive Board Member
Karen Leach, NHS Highland Non-Executive Board Member
Susan Ringwood, NHS Highland Non-Executive Board Member

Evan Beswick, Chief Officer, Argyll and Bute HSCP
Fiona Broderick, Staffside Lead, Argyll and Bute HSCP (Health)
Linda Currie, Associate Director AHP, NHS Highland
David Gibson, Chief Social Worker / Head of Children and Families and Justice, Argyll and Bute HSCP
James Gow, Head of Finance, Argyll and Bute HSCP
Rebecca Helliwell, Associate Medical Director, Argyll and Bute HSCP
Elizabeth Higgins, Associate Nurse Director, Argyll and Bute HSCP
Kenny Mathieson, Public Representative
Alison McGrory, Associate Director of Public Health, Argyll and Bute HSCP
Angus McTaggart, GP Representative, Argyll and Bute HSCP
Kirstie Reid, Carers Representative, NHS Highland
Fiona Thomson, Lead Pharmacist, NHS Highland
Tracey White, Carers Representative, NHS Highland

Attending: Gareth Adkins, Director of People and Culture
Gaye Boyd, Deputy Director of People and Culture
Caroline Cherry, Head of Adult Services, Argyll and Bute HSCP
Fiona Duff, Interim Head of Primary Care
Kristin Gillies, Head of Strategic Planning, Performance and Technology, Argyll and Bute HSCP
Tracy McFall, Chair, Argyll and Bute Alcohol and Drugs Partnership
Hazel MacInnes, Senior Committee Officer, Argyll and Bute Council
Katie McKenzie, Committee Services Officer, Argyll and Bute Council
David Ritchie, Communications Manager, Argyll and Bute HSCP
Mandy Sheridan, Service Improvement Officer, Argyll and Bute HSCP
Angela Tillery, Principal Accountant, Argyll and Bute Council

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Gary Mulvaney, Councillor Ross Moreland, Julie Hodges, Kevin McIntosh, Takki Sulaiman and Charlotte Craig.

2. DECLARATIONS OF INTEREST

There were no declarations of interest intimated.

3. MINUTES

The Minutes of the meeting of the Argyll and Bute Integration Joint Board held on 29 May 2024 were approved as a correct record.

4. MINUTES OF COMMITTEES

(a) **Argyll and Bute HSCP Strategic Planning Group held on 13 June 2024**

The Minutes of the meeting of the HSCP Strategic Planning Group held on 13 June 2024 were noted.

In the absence of the Chair, Ross Moreland, the Co-Chair, Kristin Gillies advised that the Minutes were an accurate representation of the meeting and that the Performance Report would be presented to the IJB later in the meeting.

(b) **Argyll and Bute HSCP Audit and Risk Committee held on 18 June 2024**

The Minutes of the meeting of the HSCP Audit and Risk Committee held on 18 June 2024 were noted.

The Chair, Councillor Kieron Green, advised that a number of agreed actions had been repeatedly delayed but the Committee have received assurances from officers on their capacity to take them forward.

(c) **Argyll and Bute HSCP Finance and Policy Committee held on 28 June 2024**

The Minutes of the meeting of the HSCP Finance and Policy Committee held on 28 June 2024 were noted.

(d) **Argyll and Bute HSCP Clinical and Care Governance Committee held on 15 August 2024**

The Minutes of the meeting of the HSCP Clinical and Care Governance Committee held on 15 August 2024 were noted.

The Chair, Graham Bell, advised there had been two further meetings of the Committee scheduled this year but this had now been reduced to one meeting in November to give a more realistic timescale for actions to be completed.

(e) **Argyll and Bute HSCP Strategic Planning Group held on 12 September 2024**

The Minutes of the meeting of the HSCP Strategic Planning Group held on 12 September 2024 were noted.

The Chair, Kristin Gillies, advised that this had been a productive meeting with items including the Joint Strategic Needs Assessment, the Islands Strategy and the Engagement Progress Report being presented. There had been discussion around the needs assessment for haemodialysis in Argyll and Bute.

(f) **Argyll and Bute HSCP Audit and Risk Committee held on 17 September 2024**

The Minutes of the meeting of the HSCP Audit and Risk Committee held on 17 September 2024 were noted.

5. INTEGRATION JOINT BOARD MEMBERS

The Chair welcomed Tracey White to her first meeting and offered his congratulations on her appointment following the interview process.

The Board then gave consideration to a report advising of the requirement to periodically review and recruit new members.

Decision

The Integration Joint Board –

1. appointed Tracey White to the Integration Joint Board as the second unpaid carer representative following an interview process;
2. welcomed the nomination of and confirmed appointment of Dr Duncan Scott as Secondary Care Medical representative by NHS Highland;
3. appointed Dr Scott to the Clinical and Care Governance Committee;
4. appointed Ms White to the Finance and Policy Committee; and
5. appointed Ms Reid to the Strategic Planning Group.

(Reference: Report by Business Improvement Manager dated 15 September 2024, submitted)

Kirstie Reid joined the meeting during consideration of the following item of business.

6. CHIEF OFFICER'S REPORT

The Chair offered his congratulations to the Chief Officer following his recent appointment.

The Board then gave consideration to the first report from the Chief Officer which included detail under the following headings – Launch of Carers Strategy for 2024-2027, Health & Care Staffing Act, Safe Quality Care Programme, Social Work Review, Releasing Time to Care in Argyll and Bute, Planet Youth in Argyll and Bute, Care at Home Services Inspection, Neurodevelopmental Paediatric Service, Protecting Infants from Severe Lung Disease, Supporting People with High Blood Pressure, National Engagement on NHS Reform, New Training Facility for NHS Scotland Workforce, Lochgilphead Medical Centre Receives MOD Award, Technology Enabled Care Team awarded Bronze Digital Award, Furnace and Inveraray Medical Practice, Health and Care Experience Survey, Three Month Drone Trial, Interim Head of Primary Care and Senior Manager Strategic Estates Development & Sustainability.

Decision

The Integration Joint Board noted the content of the report from the Chief Officer.

(Reference: Report by Chief Officer dated 25 September 2024, submitted)

7. FINANCE

(a) Budget Monitoring - 4 months to 31 July 2024

The Board gave consideration to a report providing a summary of the financial position as at the end of month 4 and a forecast for the year.

Decision

The Integration Joint Board –

1. noted that the HSCP had overspent its budget by £0.8m;
2. noted that an overspend of £2.3m was forecast;
3. noted actions were required to reduce spend and additional funding was likely to be required from Argyll & Bute Council who hold pension saving resource on behalf of the IJB;
4. noted that savings of £4.2m had been delivered, 64% of target;
5. noted that reserves of £10.1m had been allocated including the £4.7m sustainability funding; and
6. noted the risks associated with the financial position and challenges across the Health and Care Sector.

(Reference: Report by Head of Finance dated 25 September, submitted)

(b) Budget Outlook 2025-26 and Update

The Board gave consideration to a report detailing an estimate of the budget gap for 2025/26 and a summary of progress made in developing plans to achieve a balanced budget.

Decision

The Integration Joint Board –

1. noted that budget planning for 2025/26 was on-going and national budgeting intentions were not yet available;
2. noted the HSCP was not currently operating on a financially sustainable basis;
3. noted the estimated budget gap and provisional savings target of £11.5m for 2025/26; and
4. noted the on-going work and next steps in the budget preparation process.

(Report by Head of Finance dated 25 September 2024, submitted)

8. STRATEGIC RISK REGISTER

The Board gave consideration to a report recommending changes to the Strategic Risk Register to reflect perceived increasing risk. The report also sought to reduce the overall number of risks described within the Register.

Decision

The Integration Joint Board –

1. noted that the Strategic Risk Register had been reviewed by the Leadership Team and the Audit and Risk Committee;
2. noted that it was recommended that Infrastructure Risk was added to the very high Strategic Risks; and
3. reviewed and approved the Strategic Risk Register and Risk Appetite.

(Reference: Report by Head of Finance dated 25 September 2024, submitted)

9. ARGYLL AND BUTE HSCP ANNUAL PERFORMANCE REPORT 2023/24

The Board gave consideration to a report detailing the Annual Performance Report (APR) which set out how the HSCP were improving on the National Health and Wellbeing Outcomes. The APR also included a core suite of national indicators which contextualised the data and provided a comparative and broader picture of local performance.

Decision

The Integration Joint Board noted the Annual Performance Report for the Health and Social Care Partnership for the year 2023/24.

(Reference: Report by Head of Strategic Planning, Performance and Technology dated 25 September 2024, submitted)

10. Q1 WORKFORCE REPORT 2024/25

The Board gave consideration to a report detailing workforce data of the HSCP as at 30 June 2024 and providing the current demographic position, highlighting trends and advising of changes and progress made, as well as actions taken to address areas of concern.

Decision

The Integration Joint Board noted the content of the report.

(Reference: Report by Deputy Director of People and Culture dated 25 September 2024, submitted)

11. ANNUAL WHISTLEBLOWING REPORT 2023-2024

The Board gave consideration to a report detailing the 3rd Annual Whistleblowing Report which would be submitted to the Independent National Whistleblowing Officer following board approval.

Decision

The Integration Joint Board approved substantial assurance based on the content and format of the annual whistleblowing report, which demonstrated compliance with the reporting requirements under the standards.

(Reference: Report by Deputy Director of People and Culture dated 25 September 2024, submitted)

12. CHIEF SOCIAL WORK OFFICER REPORT 2023 - 2024

The Board gave consideration to a report outlining the requirement for the Chief Social Work Officer to provide an annual report to Scottish Government. It was due in the autumn and related to the previous financial year.

Decision

The Integration Joint Board noted the content of the Chief Social Work Officer Report 2023/2024.

(Reference: Report by Chief Social Work Officer dated 25 September 2024, submitted)

13. CHILD POVERTY ACTION PLAN REVIEW 2023-24

The Board gave consideration to a report reviewing the Child Poverty Action Plan as required by the 2017 Child Poverty (Scotland) Act.

Decision

The Integration Joint Board –

1. considered the report; and
2. noted and acknowledged the route through Council for approval.

(Reference: Report by Head of Children, Families and Justice, CSWO dated 25 September 2024, submitted)

14. ARGYLL AND BUTE ALCOHOL AND DRUG PARTNERSHIP ANNUAL REPORT AND SCOTTISH GOVERNMENT ANNUAL SURVEY 2023 TO 2024

The Board gave consideration to an annual report detailing a wide range of work delivered by the Argyll and Bute Alcohol and Drug Partnership. The report followed the development session held in May where the IJB had been given an opportunity to explore the work of the Partnership in more detail.

Decision

The Integration Joint Board –

1. noted the content of the Argyll and Bute Alcohol and Drug Partnership Annual Report (2023-2024); and

2. noted the Scottish Government Annual Survey 2023 – 2024 and formally approved it in retrospect.

(Reference: Report by Associate Director of Public Health dated 25 September 2024, submitted)

15. ENGAGEMENT AND COMMUNICATIONS ANNUAL REPORT

The Board gave consideration to an annual report outlining how the HSCP had been communicating timely, relevant and accurate information over the last year and how this linked in with the HSCP's visions, aims and priorities for health and social care services in Argyll and Bute as detailed in the Joint Strategic Plan 2022-25.

Decision

The Integration Joint Board –

1. noted the engagement and communications activity delivered by the HSCP;
2. noted the engagement activity in line with national guidance Planning with People; and
3. noted the 35 areas of engagement were service change rather than major service change in accordance with Planning with People.

(Reference: Report by Associate Director of Public Health, and Communications Manager dated 25 September 2024, submitted)

16. DATE OF NEXT MEETING

The Integration Joint Board noted the date of the next meeting as Wednesday 27 November 2024.