

<b>Meeting</b>	<b>Special Integration Joint Board (IJB)</b> <b>Remote Link</b>
<b>Date, Time and Place</b>	<b>Thursday, 16 July 2020 at 3pm</b> <b>Remote Link</b>
<b>Present [Members]</b>	<p><b><u>Voting Members</u></b>  Colin Campbell [substitute for Natasha Cornick]  Stephen Flaws [substitute for Stephen Leask]  Jane Haswell  Emma Macdonald  Robbie McGregor  Michael Dickson [substitute for Shona Manson]</p> <p><b><u>Non-voting Members</u></b>  Brian Chittick, Interim Chief Officer  Jo Robinson, Interim Depute Chief Officer  Wendy Hand, Third Sector Representative [substitute for Catherine Hughson]  Susanne Gens, Staff Representative, SIC  Jim Gyan, Carers Strategy Group Representative  Denise Morgan, Interim Chief Officer, SIC  Edna Watson, Senior Clinician, Senior Nurse, NHS  Karl Williamson, Chief Financial Officer, NHS  Pauline Wilson, Senior Clinician: Local Acute Sector, NHS</p>
<b>In attendance [Observers/Advisers]</b>	Jaine Best, Executive Manager - Community Care Resources, SIC Jamie Manson, Executive Manager – Finance, SIC Peter McDonnell, Executive Manager – Adult Social Work, SIC Jan Riise, Executive Manager – Governance and Law, SIC Clare Scott, Executive Manager - Adult Services, SIC Elizabeth Robinson, Public Health and Planning Principal, NHS Lisa Watt, Primary Care Manager, NHS Anne Cogle, Team Leader, Administration, SIC Charlotte Jones, Solicitor, SIC Sheila Duncan, Management Accountant, SIC Carol Anderson, Senior Communications Officer, SIC Leisel Malcolmson, Committee Officer, SIC <i>[note taker]</i>
<b>Apologies</b>	<p><b><u>Voting Members</u></b>  Natasha Cornick  Stephen Leask  Shona Manson</p> <p><b><u>Non-voting Members</u></b>  Catherine Hughson, Third Sector Representative</p>
<b>Chairperson</b>	Emma Macdonald, Chair of the Integration Joint Board, presided.

	<p>The Chair moved that the IJB agree to suspend standing order 5.8.1 relating to the circumstances under which the IJB can resolve to exclude members of the public. Whilst the public are excluded from this meeting consent has been given members of the local media to be present via remote link. This, I believe, maintains a level of public accountability and scrutiny to our proceedings. The formal decisions of the IJB, as is usual practice, will be available to the public after the meeting.” Mr McGregor seconded and the IJB unanimously agreed.</p>
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<b>Declarations of Interest</b>	None.
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<b>Minutes of Previous Meetings</b>	<p>The minutes of the meeting held on 28 May 2020 was confirmed with the following change:</p> <p><u>Min. ref. 08/20 – Appointment of Chief Officer and Depute Chief Officer of the IJB” – third paragraph</u> - “Mr Dickson commented that the appointment of Brian Chittick and Jo Robinson as Chief Officer and Depute Chief Officer were for an interim period of time rather than on as interim positions, the latter indicates that they are stopgap positions rather than formal appointments“.</p>
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<b>14/20</b>	<b>Unaudited Accounts 2019/20</b>
<b>Report No. F-030-20-F</b>	<p>The IJB considered a report by the IJB Chief Financial Officer that presented the 2019/20 Unaudited Annual Accounts for the Shetland Integration Joint Board and sought approval of the Annual Governance Statement 2019/20 that forms part of the accounts (Appendix1).</p> <p>The IJB Chief Financial Officer introduced the main terms of the report and advised that the final accounts would be presented for approval in September 2020, together with the External Auditor’s report. The Chief Financial Officer commented on the financial performance table, the additional contribution received from NHS Shetland and the underspend on the SIC arm of the budget resulting in an overall surplus of £73k. He advised that the significant variances, and explanations, were set out in the report. The Chief Financial Officer drew attention to the draw on reserves for various projects and Scottish Government initiatives during the financial year. In referring to the Annual Governance Statement the Chief Financial Officer said that he had no concerns around the arrangements in place.</p> <p>The Vice-Chair of the IJB Audit Committee advised the IJB that during discussions at the Audit Committee he had asked again about the recruitment of the care workers and consultants in</p>

terms of the financial considerations. He said that the Interim Chief Officer and the Interim Depute Chief Officer had provided a full response and he was very pleased to hear of the innovative methods used to recruit staff, in the hope that the IJB can reduce the use and cost associated cost of hiring agency staff.

The Interim Chief Officer said that he had explained to the Audit Committee that there were specific skills sets in obstetrics and gynaecology. He said that Officers had been successful in attracting Consultants for 17 weeks each year and with these roles linking with tertiary services on the mainland there was a commitment to provide 32 weeks cover each year in Shetland. He also advised that 22 of 11 applicants were considered for a recent employment opportunity, 4 of whom were excellent candidates. He said that these were very niche and specialist roles but that, if these arrangements were adopted in other areas then the IJB would see a reduction in locum costs. The Interim Chief Office said that it was hoped that the model would be extended elsewhere in the integrated services. In terms of Social Care employment the Interim Chief Officer said that it was always preferable to recruit locally.

Ms Haswell advised that she had raised the question, at the IJB Audit Committee, on where equality was demonstrated in the allocation of budgets and it had been confirmed that this was done during the budget setting process. It had been acknowledged that transparency was important to make it easier for Members to see how the funding was being allocated. Ms Haswell advised that it had also been confirmed that the presentation of recovery plans had been confirmed as the September 2020 meeting.

In addressing the question of transparency around equalities, the Executive Manager – Governance and Law explained that the report template has an implications section where equalities are a feature. He said that Officers can use this section to tease out any equalities issues and serves as a prompt for the IJB to consider any impact there may be. He said that the Board is well covered in this area as issues are picked up both at a strategic level and also at the report writing stage.

The Chief Executive – NHS thanked the Chief Financial Officer and his team for the work in preparing this report for consideration by the IJB.

(Dr Wilson joined the meeting).

During debate the Vice-Chair IJB Audit Committee said that the Joint Strategic Commissioning Plan report would be delayed until the December 2020 meeting. He said that there were funding implications going forward and those would have implications for the delivery plan. In referring to the operational review there had been a huge amount of work progressed

	<p>across services prior to COVID-19 but it was important through the risks and challenges to focus on the opportunities identified since then.</p> <p>The IJB unanimously approved the recommendations contained in the report.</p>
<b>Decision</b>	<p>The IJB:</p> <ul style="list-style-type: none"> <li>• CONSIDERED the 2019/20 Unaudited Annual Accounts for the Shetland Integration Joint Board (Appendix 1) and;</li> <li>• CONSIDERED the information at section 4.0 that highlights the key issues from the 2019/20 accounts</li> <li>• APPROVED the Annual Governance Statement 2019/20 that forms part of the accounts (Appendix 1)</li> </ul>

<b>15/20</b>	<b>Financial Monitoring Report to 31 March 2020</b>
<b>Report No. CC-19-20-F</b>	<p>The IJB considered a report by the Chief Financial Officer that presented the 2019/20 Managements Accounts for the year ended 31 March 2020.</p> <p>The Chief Financial Officer introduced the report and advised that there was much duplication from the previous item, and moved directly to questions.</p> <p>Reference was made to Pharmacy and it was noted that there was a typographical error - "September 2021" should read "September 2020"</p> <p>In terms of the savings identified within Pharmacy, Officers were asked if savings were possible given the issues around Brexit and the supply situation since the outbreak of COVID-19. The Interim Depute Chief Officer advised that work was ongoing for Directions to be presented in September 2020 and Pharmacy would be included. In terms of savings she advised that during the early stages of the process the Director of Pharmacy indicated £100k savings. She said in previous years there had been confusion around savings being retained by Government but there would be more explanation on that at the September meeting.</p> <p>During debate the Chair said that it was important not to waste time on trying to find unrealistic savings but focus on what could be achieved.</p>
<b>Decision</b>	The IJB NOTED the 2019/20 Management Accounts for the year ended 31 March 2020.

<b>16/20</b>	<b>Directions to Shetland Islands Council and NHS Shetland</b>
<b>Report No.</b>	The IJB considered a report by the Interim Depute Director of

Community Health and Social Care, which sought approval of the Directions and related Improvement Plans to Shetland Islands Council and NHS Shetland as set out in Appendix 1.

The Depute Interim Chief Officer introduced the report and said that this was the first tranche of Directions to be presented. She explained that there had been a delay in presenting the report due to COVID-19 but thanked Members for their patience. She advised that the template for Directions had been approved at the last meeting on 28 May 2020, following which officers drew up their documents with assistance from Legal Services and managers in other areas. The Depute Interim Chief Officer referred to the list of remaining Directions at paragraph 4.5 and said those would be presented to the IJB in September 2020 for approval. She advised that Appendix 1 provided an introduction to all Directions and set out the criteria to be achieved. She added that Officers were present to answer any questions.

(Edna Mary Watson, Senior Clinician, Senior Nurse, attended the meeting)

Each Manager was invited in turn to present the Direction in respect of their area of responsibility. Each manager provided an overview of content in their Direction, explained the impact of COVID-19 on the delivery of specific areas within their services and how they had responded to specific challenges and what measures, resources and support had been put in place for service users and their families during lockdown. Managers reported on the changes to delivery of services that had been necessary and where these changes may be carried forward into the future. The IJB also heard of the issues faced in terms how guidance was being received from the Scottish Government and the difficulties faced in preparing for the easing of restrictions and ensuring the continued safety of clients and staff. Officers then responded to a number of questions as follows:

#### Adult Social Work

In responding to a question in regard to the current Self Directed Support information system's compatibility with a new system, the Executive Manager – Adult Social Work explained that the

procurement process had been halted by lockdown and there had been challenges in the selection of a preferred system provider. He said that it was necessary to look at how data is gathered. The Depute Interim Chief Officer advised that the project board for the new information system had reviewed lessons learned from the last procurement exercise but reported that the process, going forward, had been delayed.

The Executive Manager – Adult Social Work was thanked for his presentation.

#### Adult Services (Learning Disability and Autism)

The Chair commented that she had been reassured that Managers were doing all they could to support families in the current circumstances but said that the Scottish Government needed to understand that people are sitting at home who do need a high level of support.

These comments were echoed and it was acknowledged that it was important for the IJB to hear and understand the information that Managers had presented. In terms of flexibility for service users to move between options of service delivery, the Executive Manager – Adult Services was asked how direct payments were being used to achieve these outcomes. The Executive Manager – Adult Services advised that some families had withdrawn their family member from the day services in preference of a personal assistant, and made use of the direct payment to do that. This was explained in more detail and the IJB were advised that Adult Services and Adult Social Work were working together to support families in crisis and had looked at increases in wider support as well.

The Executive Manager – Adult Services was thanked for her presentation.

#### Community Care Resources

Comment was made that it was excellent to see the overnight support being expanded, and thanks was expressed for this.

In terms of a timescale for reintroducing the day care service, the Executive Manager – Community Care Resources advised that there was no timescale at present. She said that on 16 March when the instruction was received to close, Officers followed the adverse weather policy. She advised that day care was made an outreach service providing contact through virtual means and activity boxes continued to be delivered. In preparing for a return of day care services the Executive Manager – Community Care explained that consideration was being given to how many clients can be accommodated, whether the number of days open can be increased, what transport needs to be provided, can alternative venues be used to accommodate everyone but how would that be supported.

The Executive Manager – Community Care Resources was thanked for her presentation.

#### Criminal Justice

There being no questions the Executive Manager – Criminal Justice was thanked for her presentation.

#### Health Improvement

In responding to a question relating to reducing the reliance on alcohol and the uptake in delivery of Alcohol Brief Interventions (ABIs), the Public Health Principal was asked if this would be incentivised to increase delivery. The Public Health Principal

said that ABIs are mostly delivered through primary care opportunistically and some areas of primary care are more difficult to reach. She said that it may be possible to take a more holistic approach to this using Attend Anywhere technology. The Public Health Principal said that incentives had been offered previously but that did not work and it was acknowledging that there were still cultural issues that made it less likely that people would be asked about their alcohol intake. She said that this matter continued to be a significant issue and she was running out of ideas.

Reference was made to Falls Prevention services and the Public Health Principal confirmed that the service was still being funded in Shetland for the next year and that she was optimistic in regard to future funding for diabetes prevention. She said however that it was important to look at these areas on a longer term basis.

The Public Health Principal was thanked for her presentation.

#### Primary Care

There being no questions the Primary Care Manager was thanked for her presentation.

#### Oral Health

There being no questions the Interim Director of Community Health and Social Care was thanked for his presentation.

The Chair acknowledged the amount of work that had gone into preparing the Directions and the importance of all the services being delivered. She said that working collaboratively was essential with commitment to early intervention and preventions. The Chair said that she was delighted to have received this report as this is what the IJB is here to do and she looked forward to receiving further Directions in September 2020. The Chair extended her thanks to all Managers and their teams for the work they had undertaken during this difficult time.

The Executive Manager – Governance and Law agreed with the comments of the Chair and said that the Directions were a tool for scrutiny and decision making. He said that at the recent seminar he indicated that this was a mechanism that was key to unlock how important a pooled budget was to achieve outcomes. He said that with thanks to the Chief Executive, NHS there was now a balanced budget that would allow Managers to look for sustainable savings. He said that he was excited to where these Directions would take the IJB going forward.

The Interim Chief Officer added that the Direction were visioning of what the IJB wants and provides a framework to facilitate that. He said that the IJB now has a means of understanding how services will be delivered and monitored.

	<p>The Interim Chief Officer also acknowledged the good work of staff.</p> <p>In responding to an additional question in regard to how integration indicators are measured, the Depute Interim Chief Officer advised that she would provide a briefing that explains the background to the national integration indicators.</p> <p>Mrs Macdonald moved that the IJB approve the recommendations contained in the report. Mr McGregor seconded.</p>
<b>Decision</b>	<p>The IJB</p> <ul style="list-style-type: none"> <li>• APPROVED the Directions and related Improvement Plans to Shetland Islands Council and NHS Shetland set out in Appendix 1; and</li> <li>• NOTED that the on-going impact of the current Covid-19 pandemic may change the requirements of services in order to respond to the crisis and this may impact on the delivery of particular Directions. The full implications of these impacts are not yet known. As further information becomes available, additional reports detailing these changes will be presented to the Integration Joint Board.</li> </ul>

<b>17/20</b>	<b>IJB Records Management Plan</b>
<b>Report No. GL-16-IJB-F</b>	<p>The IJB considered a report by the Team Leader – Administration (SIC) that presented the draft IJB Records Management Plan, prepared in accordance with the Public Records (Scotland) Act 2011.</p> <p>The Team Leader – Administration provided a detailed introduction of the report.</p> <p>There being no questions Mrs Macdonald moved that the IJB approve the recommendations contained in the report. Mr McGregor seconded.</p>
<b>Decision</b>	<p>The IJB:</p> <ul style="list-style-type: none"> <li>• CONSIDERED and commented on the draft IJB Records Management Plan (RMP), and the Interim Report from the Keeper of the National Records of Scotland;</li> <li>• AGREED to the position statement in relation to the current information management and governance arrangements, and that the responsible officers in both organisations work towards producing, for agreement by the IJB before the end of March 2021, the information</li> </ul>



	<p>governance documentation required, as referred to in section 4.6; and</p> <ul style="list-style-type: none"> <li>• DELEGATED authority to the Team Leader – Administration (SIC), to prepare supporting comments, amendments or updates to the RMP as required by the IJB and the Interim Report, in consultation and agreement with the NHS Records Manager, the IJB Interim Chief Officer and the IJB Chair, and to submit these with the final RMP, as amended, to the Keeper by 31 August 2020.</li> </ul>
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18/20	IJB Business Programme 2020 and IJB Action Tracker
<p><b>Report No. CC-18-20-F</b></p>	<p>The IJB considered a report by the Interim Chief Officer that presented the IJB Business Programme for 2020 and IJB action Tracker that enabled the Board to consider the planned business to be presented during the financial year to 31 March 2021.</p> <p>The Interim Chief Officer introduced the report.</p> <p>Comment was made that the next ordinary meeting of the IJB was not until December and concern was expressed in regard to the timeline for the presentation of the Winter Plan. The Interim Chief Officer advised that the review of the Winter Plan was about to start in the process of remobilisation and recovery plans for the Scottish Government. He said that the next submission to the Scottish Government would consider winter planning with COVID-19 in mind and what impact there may be this year.</p> <p>During further discussion it was acknowledged that COVID-19 had not gone away and that the need for remote meetings continue to be important. The IJB were encouraged to seek support from their respective ICT services should they experience issues with their connections.</p> <p>The IJB unanimously approved the recommendations contained in the report.</p>
<p><b>Decision</b></p>	<p>The IJB:</p> <ul style="list-style-type: none"> <li>• RESOLVED to approve its business planned for the financial year to 31 March 2021 (Appendix 1); and</li> <li>• REVIEWED the IJB Action Tracker (Appendix 2).</li> </ul>

The meeting concluded at 4.30pm.

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Chair