

## AGENDA ITEM NO 3(a)

MINUTE of HYBRID MEETING of the **ANGUS HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD** held in the Town and County Hall, Forfar on Wednesday 25 October 2023 at 2.00pm.

**Present: Voting Members of Integration Joint Board**

Councillor JULIE BELL, Angus Council – Chair  
PETER DAVIDSON, Non-Executive Board Member, NHS Tayside – Vice Chair  
DONALD MCPHERSON, Non-Executive Board Member, (Proxy for Tracey Bowman,) NHS Tayside  
PETER DRURY, Non-Executive Board Member, NHS Tayside  
Councillor GEORGE MEECHAN, Angus Council  
Councillor LOIS SPEED, Angus Council

**Non-Voting Members of Integration Joint Board**

GAIL SMITH, Chief Officer  
ALEXANDER BERRY, Chief Finance Officer  
CHRIS BOYLE, Staff Representative, Angus Council  
ALISON CLEMENT, Clinical Director  
SUSANNAH FLOWER, Nurse Director  
ANDREW THOMSON, GP Representative  
ANDREW JACK, Service User Representative  
KATHRYN LINDSAY Chief Social Work Officer, Angus Council  
DAVID MACKENZIE, Carers Representative  
BARBARA TUCKER, Staff Representative, NHS Tayside  
NICKY WORRALL, Independent Sector Representative

**Advisory Officers**

JOHN COOPER, Head of Community Health and Care Services, AHSCP  
DAVID COULSON, Director of Pharmacy, NHS Tayside  
EMMA FLETCHER, Director of Public Health, NHS Tayside  
JILLIAN GALLOWAY, Head of Community Health and Care Services, AHSCP  
EUNICE MCLENNAN, Head of Community Health and Care Services, AHSCP  
TINA MAGSON, Manager Team 1, Legal, Governance & Change, Angus Council  
DAVID SHAW – Interim Associate Medical Director, Primary Care, NHS Tayside

COUNCILLOR Julie Bell, in the Chair.

*Prior to the commencement of business, the Chair, on behalf of the Angus Health and Social Care Integration Joint Board sent her sincerest condolences to all those affected within Brechin and surrounding areas who had been severely affected by flooding from the impact of Storm Babet. The Chair expressed her gratitude to all staff who had ensured that the residents affected by the flooding were being cared for and hoped that their situation would improve soon.*

**1. APOLOGIES**

Apologies for absence were intimated on behalf of Tracey Bowman, Non-Executive Board Member, NHS Tayside and Hayley Mearns, Third Sector Representative.

**2. DECLARATIONS OF INTEREST/STATEMENT OF TRANSPARENCY**

There were no declarations of interest or statements of transparency made.

**3. MINUTES INCLUDING ACTION LOG AND CHAIR'S ASSURANCE REPORTS**

**(a) Previous Meeting**

The minute of meeting of the Angus Health and Social Care Integration Joint Board of 23 August 2023 was submitted and approved as a correct record.

**(b) Action Log**

The Action Log of the Angus Health and Social Care Integration Joint Board of 23 August 2023 was submitted. The Chief Officer provided an overview and brief update in relation to the overdue actions, highlighting that although these were shown red, they were all on target.

Following agreement that the wording for the Day Care action be amended, the Integration Joint Board noted the update provided and also the Action Log of 23 August 2023.

**(c) Chair's Assurance Report IJB Audit Committee**

There was submitted and noted Report No. IJB 68/23 by the Chief Finance Officer together with IJB Audit Committee minute of 23 August 2023.

**(d) Chair's Assurance Report Strategic Planning Group**

There was submitted and noted Report No. IJB 69/23 by the Chief Officer together with Strategic Planning Group minute of 16 August 2023.

**4. FINANCE REPORT – 2023/24**

With reference to Article 8 of the minute of meeting of this Board of 23 August 2023, there was submitted Report No IJB 70/23 by the Chief Finance Officer providing an update on the financial position of the IJB including financial projections for 2023/24, an update on planned interventions, reserves, financial risks and governance.

Appendix 1 to the Report detailed the projected financial position for 2023/24. This indicated that the overall projected financial position for the year to March 2024 was an under spend of c£2.928m. Appendix 2 of the Report set out the current financial risk assessment for 2023/24 noting that many of the finance risks were IJB wide risks including funding levels and financial planning.

The Chief Finance Officer provided a brief overview of Section 3 of the Report highlighted several key areas including, Prescribing, Inpatient Mental Health Services and Large Hospital Set Aside. Appendix 3 of the Report provided an update regarding the IJB's Financial Planning Reserves which tied into the recommendations of the Report and Appendix 4 of the Report set out a summary of the main issues in relation to Financial Governance.

Councillors Meechan and Speed, Peter Davidson and Peter Drury, both Non-Executive Board members, Chris Boyle, Staff Representative, Dr Alison Clement, Clinical Director, and Andrew Thomson, GP raised a number of questions in relation to risk, additional hours for existing staff members, Large Hospital Set Aside and quality care.

The Chief Finance Officer and John Cooper, Head of Community Health and Care Services responded to a number of questions.

In referring to the considerable number of risks, the Chief Finance Officer also confirmed that areas of unmet need were continually being kept under review.

Thereafter, having heard from the Chair in terms of an amendment to recommendation (ii) of the Report, which deleted the words "and progress" and requested that the matter be reported back to the IJB, the Integration Joint Board agreed: -

- (i) to accept the overall projected financial position of Angus IJB for 2023/24;
- (ii) to devolve authority to the IJB Chief Officer and Chief Finance Officer, in conjunction with the IJB's Chair and Vice Chair to develop proposals regarding the IJB's Financial Planning Reserves and in year underspends in line with proposals set out in Appendix 3 to the Report and that a report be submitted to the IJB in December 2023; and

- (iii) having scrutinised, to note the issues documented regarding Financial Governance as outlined in Appendix 4 to the Report.

## **5. DIRECTOR OF PUBLIC HEALTH ANNUAL REPORT 2023**

There was submitted Report No IJB 71/23 by the Chief Officer presenting the Director of Public Health's (DPH) Annual Report for 2023 as detailed in Appendix 1 to the Report, provided an overview of key health and ill-health metrics and risk factors that could be influenced to determine the likelihood and course of disease.

The Annual Report was designed as a reference tool for all agencies and organisations in Tayside to keep them informed of key population health metrics, current public health challenges and future anticipated trends. It was designed to help focus the action required to improve the health of people living in Tayside and continue to galvanise collective effort to improve health, reduce inequalities, focus on prevention and deliver best outcomes for all.

Dr Emma Fletcher, Director of Public Health introduced the Report and highlighted a number of the key points outlined in the Annual Report. Life expectancy was no longer increasing across Tayside and was starting to show a slow decreasing trend in Dundee. Members noted with concern that the number of people living in Scotland with type 1 and type 2 diabetes had steadily increased over the last 10 years and that approximately 90% of new cases of diabetes were due to type 2 diabetes and a result of increasing obesity levels in the population.

Dr Fletcher also highlighted the increased use of vapes was giving rise to significant public health concern for future health.

Dr Alison Clement, Clinical Director highlighted that the teenage pregnancy rates had been decreasing over time, however rates in Angus and Dundee City were consistently higher than the national average of 27 per 1,000 females compared to 30 for Angus and 38 for Dundee. She highlighted the importance of sexual health services and expressed her concerns about the lack of access to contraception services in Angus, advising that she had raised these concerns.

Following discussion and comments, the Integration Joint Board agreed to acknowledge and support the Report and to consider its content to inform future strategic planning and work.

## **6. TAYSIDE PRIMARY CARE STRATEGY 2024 - 2029 PROGRESS UPDATE**

There was submitted Report No IJB 72/23 by the Chief Officer, providing an update on the development of the Tayside Primary Care Strategy which had been jointly commissioned by the Chief Officer of Angus Health and Social Care Partnership (AHSCP) and NHS Tayside Medical Director to support the delivery of excellent, high quality, accessible and sustainable primary care services for the population of Tayside.

Jillian Galloway, Head of Community Health and Care Services introduced the Report, highlighted the key areas and also advised that a stakeholder meeting had taken place on 29 August 2023. The draft Plan on a Page, as detailed in Appendix 1 to the Report provided the outputs of that meeting and detailed the vision, values, priorities, strategic enablers and the core principles underpinning the transformation of primary care services to ensure that they were person centred and responsive to the needs of individuals. The Plan on a Page also described high level commitments to achieve the priorities.

In referring to a further meeting on 3 October 2023 with NHS Tayside Public Partners, she intimated that following positive feedback, amendments to the format of the Plan on a Page would be made. Discussions had highlighted the importance of effective communication about the range of primary care services and how and when to access them.

Following a positive discussion, Jillian Galloway responded to questions. The Chair expressed gratitude to all those involved in the development of the Strategy.

The Integration Joint Board agreed: -

- (i) to acknowledge the progress made to date to prepare the Tayside Primary Care Strategy; and
- (ii) that a final version of the Tayside Primary Care Strategy be brought to the IJB for approval in February 2024.

## **7. CATEGORY 1 RESPONDER AND RESILIENCE PLANNING UPDATE**

There was submitted Report No IJB 73/23 by the Chief Officer providing an overview of Angus Integration Joint Boards (AIJB) status as a Category 1 Responder within the framework of Civil Protection and Emergency Management; outlined the responsibilities, obligations, and implications of this designation, as well as the Partnerships preparedness to fulfil the role effectively.

Jillian Galloway, Head of Community Health and Care Services provided an overview of the Report and highlighted the five main areas of responsibility which had been identified and the progress made to ensure that the appropriate systems and processes were in place to meet the legal duties of the Civil Contingencies Act.

It was noted that these areas of responsibility would be coordinated and managed through the establishment of a Resilience Planning Group (ARP) and the purpose of the group was to oversee the development of the AHSCP IJB Category 1 Responder function under the Civil Contingencies Act 2004. An Angus IJB Category 1 Responder Duties Development Session was planned for the 15 November 2023

The Integration Joint Board agreed to acknowledge the work undertaken to date to ensure that Angus Integration Joint Board could fulfil the duties of Category 1 Responder status.

*At this stage, the meeting was adjourned for a short comfort break.*

*The meeting resumed at 4.00pm.*

## **8. COMMUNICATION AND ENGAGEMENT UPDATE AND STRATEGIC FRAMEWORK 2023 – 2026**

With reference to Article 16 of the minute of meeting of this Board of 26 October 2022, there was submitted Report No IJB 74/23 by the Chief Officer providing an update to members on the progress made to communication and engagement activities undertaken from 1 October 2022 – 30 September 2023; and seeking approval for the Communications and Engagement Strategic Framework 2023-2026. The framework outlined priorities for the next three years (2023-2026) and associated actions.

The Report indicated that the Communication and Engagement Strategic Framework 2023 – 2026 replaced and built on the Communication and Engagement Plan approved by the Integration Joint Board in October 2020 (IJB 69/20). It also set out how this would be delivered to support the delivery of Angus Health and Social Care Partnership's vision and priorities, people who work in Angus Health and Social Care Partnership and its external audiences. The plan included a range of objectives, which had been incorporated into an action plan.

Sally Wilson, Service Manager – Integration presented the Report and responded to a number of questions on the various different methods used for engagement and communication to make sure no one would feel at a disadvantage.

The Integration Joint Board agreed:-

- (i) to acknowledge the progress undertaken to advance the communication and engagement activities of Angus Health and Social Care Partnership during October 2022 – September 2023;
- (ii) to approve the Communication and Engagement Strategic Framework 2023 – 2026 as detailed in Appendix 1 to the Report;

- (iii) to endorse the Communication and Engagement Strategic Framework Action Plan;
- (iv) to request that a Communication and Engagement section be added to the Integration Joint Board report template; and
- (v) to request an annual progress Report on the implementation of the Communication and Engagement Strategic Framework Action Plan 2023-2026.

*Barbara Tucker, Staff Representative, NHS Tayside left the meeting during consideration of the following item.*

## **9. ANGUS URGENT AND UNSCHEDULED CARE PROGRAMME AND WINTER PLANNING UPDATE**

There was submitted Report No IJB 75/23 by the Chief Officer providing an update on the progress made in relation to the Urgent and Unscheduled Care Programme. The Report included a summary of the work of the Programme, the outcomes from this work and priorities for the year ahead.

The Report indicated that the Angus Urgent and Unscheduled Care Steering Group had been established to manage the delivery of the Programme in Angus and meet the ambitions of Care Closer to Home, Community Focussed Integrated Care, Discharge without Delay, Virtual Capacity and Winter Planning. A summary of the achievements were detailed within the Report.

Jillian Galloway, Head of Community Health and Care Services introduced the Report and advised the Board that a different approach had been taken this year as the Scottish Government did not require a Winter Plan. She highlighted the progress that had been made in the first year of the Angus Urgent and Unscheduled Care Programme and asked the Board to support the continuation of taking a quality improvement approach to the priorities laid out in the workplan.

The Integration Joint Board agreed:-

- (i) to acknowledge the progress that had been made in relation to the Urgent and Unscheduled Care Programme in Angus;
- (ii) to a full review of Minor Illness and Injury provision in Angus as detailed in the Strategic Delivery Plan and in line with Optimising Access Workstream of the Regional Urgent and Unscheduled Care Programme;
- (iii) to approve and endorse the Angus health and Social Care Partnership Actions to support winter;
- (iv) to acknowledge the cost pressures to deliver the services required to meet winter demand, on the background of ongoing flow challenges;
- (v) to approve the delayed discharge target for Angus Health and Social Care Partnership for 2023/2024; and
- (vi) to support the whole system working in preparation for anticipated winter challenges.

*At this stage, it was noted that the Chief Social Work Officer had a prior engagement and having heard from the Chair, the Board agreed that the business would now be considered in the following order.*

## **10. CHIEF SOCIAL WORK OFFICER ANNUAL REPORT**

With reference to Article 15 of the minute of meeting of this Board of 26 October 2022, there was submitted Report No IJB 79/23 by the Chief Social Work Officer presenting the Angus Council Chief Social Work Officer Annual Report for 2022/2023.

The Report gave an overview of how Angus Council performed in the delivery of a wide range of social work and social care services during 2022/23 and drew on a range of performance information, a proportion of which had been considered in more depth throughout the year by individual Council Committees and/or the Integration Joint Board. The Report also acknowledged the pressures that had impacted on the delivery of services and the continued increased service demand during the year including the cost-of-living crisis and the budgetary pressures on all local authority and partner services. Further impact was the socio-economic and policy climate during the year and the Chief Social Work Officer commended the workforce, including paid and unpaid carers, for their commitment and dedication to their provision of support to those who required it.

The Chief Social Work Officer provided a brief summary of the key priorities for social work and social care for 2023-24 including work to ensure sufficient provision of local care options for children, young people and adults, continued development of support for carers and whole family support alongside managing the implications emerging from the National Care Service Bill and other significant policy and legislative developments.

In response to Councillor Speed's question relating to children transitioning on to adult services, Eunice McLennan, Head of Community Health and Care Services provided an update on the ongoing work of the transitions group and the pathways of care which were working well.

The Chief Social Work Officer then provided a response to Councillor Meechan's comments on the increase in welfare rights referrals and family support services and advised that staff were extremely busy due to the substantial increase in the number of assessments being carried out.

The Integration Joint Board agreed to note the contents of the Annual Chief Social Work Officer Report for 2022-2023 as outlined in Appendix 1 to the Report.

## **11. WORKFORCE PLANNING PROGRESS UPDATE**

With reference to Article 10 of the minute of meeting of this Board of 22 June 2022, there was submitted Report No IJB 76/23 by the Chief Officer presenting the annual update of the workforce plan which was required by the Scottish Government to evaluate progress and establish if workforce priorities and challenges remained the same as the previous year or if these had changed.

The first annual update of the workforce plan was detailed in Appendix 1 to the Report and highlighted the progress that had been made in the first year of the workforce plan implementation and highlighted the main workforce issues.

Eunice McLennan, Head of Community Health and Care Services, provided an overview of the current position and advised that in September 2022 the Workforce Steering group established 5 workforce sub groups to drive forward work in relation to workforce challenges. The workforce sub groups had focus on:

- Recruitment and Retention
- Workforce Data
- Staff Health and Wellbeing
- Learning and Development
- Safer Staffing Implementation Group

She advised that in August 2023 the results of an internal audit on the workforce were published and the Report concluded positively on the link between the Workforce plan and managing the risk of having the right staff with the right skills in the right place to achieve objectives. It recognised that the setting of priority actions for the Workforce Action plan were also based on a review of the strategic risk at that time and that additional future mitigating actions to achieve the target risk score of 16 were clearly linked to the implementation of the Workforce plan and the monitoring arrangements for the Workforce Action plan.

Eunice highlighted the range of workforce challenges experienced and the difficulties recruiting to specific posts, the significant growth in care at home demand, vacancies in care homes,

timescales for recruitment processes, staff retention in specific areas such as care at home, shortages of GP's and pharmacists and increased demand and complexity of need.

Chris Boyle, Staff Representative, raised a point in relation to the increase in contracted hours for some care at home providers and questioned if this was just a temporary measure or would this be made permanent. He also noted with concern the slight increase in absence rates for Mental health services and sought further information around what provisions were in place to support staff. In response, Eunice provided an update and also advised that various provisions were in place to help with staff wellbeing.

The Integration Joint Board agreed: -

- (i) to approve the content of the Report;
- (ii) to acknowledge the progress that had been made in the first year of the Workforce Plan; and
- (iii) to approve the annual update of the Workforce Plan.

## **12. ANNUAL PERFORMANCE REPORT**

With reference to Article 14 of the minute of meeting of this Board of 21 June 2023, there was submitted Report No. IJB 77/23 by the Chief Officer seeking approval from Angus Integration Joint Board (Angus IJB) to publish the Angus IJB 22/23 Annual Public Performance Report (APPR).

The Report indicated that as part of the performance reporting cycle, the Annual Performance and Progress Report (APPR) for the financial year 2022/2023 was presented to the IJB for their review and approval. The Report served as a vital document, encompassing a comprehensive assessment of the activities, outcomes, and impact throughout the fiscal year.

Jillian Galloway, Head of Community Health and Care Services provided a brief overview and was also intimated that it was important to note that the APPR for the financial year 2022/2023 had not been published, underscoring the ongoing commitment to ensure that the Report accurately reflected the performance and progress before it was made available for stakeholders and the public.

The Report provided the Board with two options for dealing with future Annual Performance and Progress Reports and after hearing from the Chair, the Integration Joint Board agreed: -

- (i) to approve the content of the Angus IJB Annual Public Performance Report; and
- (ii) to continue with the current process, provision of two performance dashboards (June and February) and the approval of the publication of the full APPR remained designated to the Chief Officer (Option 1 of Section 4 of the Report).

## **13. ANGUS ALCOHOL AND DRUG PARTNERSHIP UPDATE**

With reference to Article 13 of the minute of meeting of this Board of 24 August 2022, there was submitted Report No IJB 78/23 by the Chief Officer seek endorsement from Angus Integration Joint Board on the Inaugural Annual Report for the Angus Alcohol and Drugs Partnership which provided an update to the Board on the business and progression of national policy and priorities in relation to drugs and alcohol at a local level.

The Report indicated that Angus Alcohol and Drug Partnership (AADP) continued to work and deliver national policy and direction at a local level and provided an annual financial return to Scottish Government.

Jillian Galloway, Head of Community Health and Care Services introduced the Report and advised that the Annual Report provided an overview of both national and local context and highlighted progress made by AADP during 2022/23 and the priorities for 2023-2024.

The Integration Joint Board agreed: -

- (i) to endorse the Inaugural Angus Alcohol and Drug Partnership Annual Report 2022-2023; and
- (ii) to accept a level of reasonable assurance.

**14. DATE OF NEXT MEETING**

The IJB noted that the next hybrid meeting of the Angus Health and Social Care Integration Joint Board will be held in the Town and County Hall, Forfar on Wednesday 13 December 2023 at 2.00pm.

**VALEDICTORY**

The Chair advised that this was the Chief Officer's last IJB meeting before she retired. She spoke about Gail's passion for everything that she did and always kept people at the heart of it all whilst making sure good services were at the centre of everything she had achieved. She paid tribute to her commitment to public services and how she had been an advocate for them over her 42 years' service. On behalf of all the members of the IJB, the Chair wished Gail a long and happy retirement.

Gail responded by intimating that it had been an honour to serve in health and social care for the last 42 years and reflected on her past career. She spoke of the first inaugural meeting of the IJB which had been chaired by the late Glennis Middleton on 29 April 2015 and the first public meeting taking place on 18 May 2016. She was appointed Head of Community Health and Care Services (North) in 2016 and later took up the post of Interim Chief Officer in January 2020.

She commended the work of the Angus Health and Social Care Partnership and partner organisations as they navigated the challenges, demands and pressures faced during some difficult times and thereafter wished the Board well for the future.