



# CÙRAM IS SLÀINTE NAN EILEAN SIAR

## INTEGRATION JOINT BOARD

**MINUTE OF MEETING HELD IN  
COMMITTEE ROOM 3, COUNCIL  
OFFICES, STORNOWAY AND  
THROUGH MICROSOFT TEAMS  
ON THURSDAY 25 JANUARY  
2024.**

### **Voting Members Present:**

Julia Higginbottom	Non-Executive Director, NHS WI Proxy Member
Norman "Misty" MacDonald	Councillor, CnES, Proxy Member
Calum MacLean	Councillor, CnES/IJB Chair (Chair of the meeting)
Kenneth J MacLean	Councillor, CnES
Gillian McCannon	Non-Executive Director, NHS WI/IJB Vice-Chair
Annetta Smith	Non-Executive Director, NHS WI
Susan Thomson	Councillor, CnES

### **Non-Voting Members Present:**

Cathy Anderson	NHS WI
Debbie Bozkurt	Chief Finance Officer, IJB
Nick Fayers	Chief Officer, IJB
Donald MacAulay	Scottish Ambulance Service
Dene MacLeod	Chief Executive, Hebridean Housing Partnership
Morag Munro	Third Sector

### **In Attendance:**

Joanne Bark	Director of Dental
Gail Black	Snr Coordinator, Hospital at Home, NHSWI
Shona Hadwen	Principal Administrator, CnES
Tim Langley	Senior Lawyer, CnES
Naomi MacDonald	Non-Executive Director NHSWI, Proxy attendee
Yvonne Maciver	Administrator, CnES
Fiona MacKenzie	Nurse / AHP Director and Chief Operating Officer, NHSWI
Emma MacSween	Head of Partnership/Community Care
Michelle McPhail	Corporate Business Manager, NHS WI
George Murray	Councillor, CnES, Proxy attendee



## 1. WELCOME

Cllr. Maclean took the Chair and led the meeting, welcoming all those attending.

## 2. APOLOGIES

Malcolm Burr  
Gordon Jamieson  
Sheena Wright

Chief Executive, CnES  
Chief Executive, NHS WI  
Non-Executive Director, NHS WI

## 3. DECLARATION OF INTEREST

### 3.1 IJB Members Declaration of Interest 2023

Michelle McPhail, Corporate Business Manager advised Members that only two members of the Board had not made their declaration and that one final reminder would be sent to them. On receipt of the declarations, these would then be posted on the NHS website IJB temporary page.

**Decision:** The IJB formally approved the proposal to place the Register onto the NHS website IJB temporary page.

**Action:** Completed Register to be posted on the NHS website IJB temporary page on receipt of outstanding declarations. **Michelle McPhail**

## 4. MINUTES

### 4.1 IJB Minute of 11 October 2023

The Minute of the Integration Joint Board meeting held on 11 October 2023 was approved as a correct record of the discussion held.

In discussion, Gillian McCannon, Vice Chair of the IJB noted a number of outstanding actions and made reference to the Integration Scheme which had not been presented to the meeting. Nick Fayers, Chief Officer, IJB advised that an update would be provided in the Action Points Report due at item 4.2 of the Agenda. It was also noted that the Directions to Parent Bodes had been moved back to the February meeting of the Board.

**Decision:** The IJB formally approved the minute of the meeting of 11 October 2023.

**Action:** No actions required

### 4.2 Matters Arising

There were no matters arising.

**Decision:** None.

**Action:** No action required.



#### 4.3 Action Points

The Chair asked Nick Fayers, Chief Officer, IJB to take Members through the Action Points. The following points were highlighted:

**24.09.20 – 7.4 Review of Integration Scheme** – Nick Fayers, Chief Officer, IJB advised that the review of the Scheme has been completed and will be presented to the Board in February for approval. It will then be presented to both Chief Executives (NHS WI and CnES) and then will go out to formal consultation for a period of six weeks. It was anticipated that the Scheme would have final sign-off at the Board meeting in June 2024.

**Action: Present at the February meeting of the IJB for approval. UPDATE**

**16.12.21 – 6.2 Timetable 2022 – Corporate Support** - Nick Fayers, Chief Officer, IJB advised that the Timetable is currently under development for 2024 and this needs to be reflected as an Agenda item at the Integrated Corporate Management Team (~ICMT).

**Action: Present at the February meeting of the IJB for approval. UPDATE**

**16.12.21 - 6.2 Terms of Reference for Strategic Planning Group** – Nick Fayers, Chief Officer, IJB advised that the revised Terms of Reference for the Strategic Planning Group would be presented at the February meeting of the IJB as a draft for approval. The Strategic Planning Group continues to function and a copy of the minute from the last meeting would be shared at the February meeting of the IJB. Gillian McCannon, Vice Chair, IJB requested that details of membership of the Strategic Planning Group be shared with the IJB. Nick Fayers advised that this would be shared along with the Timetable and the Terms of Reference at the February meeting.

**Action: Present the Terms of Reference for the Strategic Planning Group along with details of the membership of the group at the February meeting of the IJB for approval. UPDATE**

**25.08.22 – 8.3 Workforce 3 Year Plan** – This will be presented at the February meeting of the IJB. Debbie Bozkurt, Chief Finance Officer, IJB advised members of the appointment of Diane Macdonald a new Director of Human Resources and Workforce Development at NHS WI.

**Action: Present at the February meeting of the IJB for approval. UPDATE**

**29.06.23 – 6.1 – Update on bed days by age** – Nick Fayers, Chief Officer, IJB to go back to Martin Malcolm to check if data can be provided.

**Action: Nick Fayers to check with Martin Malcolm for further information. UPDATE**

**29.06.23 – 8.1 – Health & Social Care Framework – Communication Plan** - Nick Fayers, Chief Officer, IJB advised that this would be presented to the February meeting following discussion at the ICMT. This will form part of the overall Community Engagement Plan. Debbie Bozkurt, Chief Finance Officer, IJB advised that the CnES financial settlement and the NHS Board's financial position could mean changes to the Strategic Plan. In discussion it was agreed that it would be useful to have an update on the principles and outcomes of the Strategic Plan.

**Action: Nick Fayers to present a Report to the February meeting which will consolidate all aspects of the Strategic Plan/Framework and how the LPGs fit into the SPGs, into an informative document. UPDATE**

**29.06.23 – 8.2 – Primary Care Improvement Board (PCIB) Governance Arrangements** – Nick Fayers, Chief Officer, IJB advised that the governance arrangements had been shared and approved previously. Nick Fayers went on to explain the responsibilities of the PCIB. Following discussion, it was agreed to invite Michelle Taylor to a future meeting of the IJB to present a level of context on the 2018 GMS contract.

**Action: Michelle Taylor to be invited to a future meeting of the IJB to provide a level of context on the 2018 GMS contract. UPDATE**



**11.10.23 – 6.4 – IJB Directions to Parent Bodies** – Nick Fayers, Chief Officer, IJB informed members that the IJB issue “Directions” to its two partners – CnES and NHS WI on an annual basis which details the services that the IJB are seeking to commission from both partners. The “Directions” are usually issued when the IJB has its accounts approved. Clarification was sought on the term “Directions”. Debbie Bozkurt explained that “Directions” are the financial contracts between the parent bodies and the IJB, asking the parent body to undertake services on behalf of the IJB.

**Action: No action at present.**

**UPDATE**

**Decision: The above remarks and updates were noted and will be reflected in the updated Action Points.**

**Action: No actions required.**

#### **4.4. IJB Audit and Risk Committee Minutes, 3 October 2023**

The Chair of the Committee, Gillian McCannon, provided Members with the minute of the Audit & Risk Committee meeting held on 3 October 2023.

**Decision: The IJB formally noted the minute of the IJB Audit & Risk Committee meeting held on 3 October 2023.**

**Action: No action required.**

### **5. SERVICE DEVELOPMENT**

#### **5.1 NHS Hospital at Home Presentation**

Gail Black, Hospital at Home Service Co-Ordinator delivered an informative presentation on the Hospital at Home Service in the Western Isles. Hospital at Home provides acute hospital care at home to patients in their own environments. Gail provided a brief overview of the service, how it started and what the goals and aspirations of the service were. The different types of care given to patients was explained. The challenges surrounding the service were highlighted as well as what the service has done to overcome the challenges in the western isles.

Members were afforded the opportunity to ask questions about the service. The Chair thanked Gail for attending the meeting and for the informative presentation.

**Decision: The IJB formally noted the presentation on Hospital at Home.**

**Action: No action required.**

### **6. FINANCIAL PERFORMANCE**

#### **6.1 Financial Performance**

Debbie Bozkurt, Chief Finance Officer, IJB informed members that due to the recent cyber-attack at CnES, she was unable to present figures for Month 9 but was able to report that from the NHS WI side, the financial position was no better or worse than previously indicated. With reference to budget setting, both partners have had the worse settlements from the Scottish Government that they have ever had, it's the first time that there has been no uplift on the budget meaning that neither partner can pass on to the IJB money that they do not have. Debbie Bozkurt projected a break-even position with the use of approximately £4m of reserves, without this, the budget would not break even. Discussions were held around “efficiencies” and “choices” and how this could impact the budget, but even taking these into consideration, it was predicted that there would still be a deficit of 14% (£5m). It was hoped to have a draft budget by end of February/March with a final budget hopefully available in June 2024.

The Chair thanked Debbie for her verbal update.

**Decision: The IJB formally noted the verbal update from the Chief Finance Officer**

**Action: No action required.**



## 6.2 Community Care Service – Full Cost Recovery Charging

Emma MacSween, Head of Partnership Services submitted a Report for awareness with regards to Full Cost Recovery Charging. Full details of the proposals for Full Cost Recovery Charging were contained within the appendix of the Report. At its meeting in December 2023, the Comhairle agreed that “the Comhairle include full cost recovery for adult social care residential related services in the budget setting process for 2024/25”. The setting of fees for social care is a Comhairle decision, but the outcome affects the income received by the IJB.

Details of the income received based on the current structure and the proposed structure were contained at items 5.1 and 5.2 of the appendix of the Report.

The Chair thanked Emma MacSween for her clarification on the questions asked and for her Report.

**Decision:** The IJB formally noted the content of the Report.

**Action:** No action required.

## 7. PERFORMANCE AND ASSURANCE

### 7.1 Performance Report – December 2023

The Performance Status Report for December 2023 was submitted by Nick Fayers, Chief Officer, IJB for discussion. Following previous discussions on the information provided, it had been agreed that including a narrative around the data presented would provide Members with a better idea of what the figures represent and that this was the intention moving forward. At the moment, the data set provided shows that IJB are compliant with the ministerial group indicators. Gillian McCannon, Vice Chair, IJB informed members that the type of data being collated was being looked at and how this can be improved so that it becomes more meaningful to Members of the IJB.

In discussion it was agreed that a short-life working group be formed to review performance data and how this can be used moving forward.

**Decision:** The IJB formally noted the Performance Report – December 2023

**Action:** Gillian McCannon to distribute the MSG Integration Indicators paper to Members. Short Life Working Group to be set up to look at performance data and associated performance indicators. Group to consist of two voting members from CnES and NHS WI. Michelle McPhail to action.

### 7.2 Information Commissioner Submission – FOI & ERIS July - December 2023

Michelle McPhail, Corporate Business Manager, submitted a Report informing members of the requirement to submit a quarterly return to the Scottish Information Commissioner based on requests specifically relating to the corporate function of the IJB. The Report stated that there were no submissions for the period July – December 2023.

**Decision:** The IJB formally noted the content of the Report.

**Action:** No action required.



## **8. STRATEGIC GOVERNANCE**

### **8.1 Integration Scheme Review – Deferred until February 2024**

#### **8.1.1 Appendix 1 – Integration Scheme (2015) – Deferred until February 2024**

#### **8.1.2 Appendix 2 – IJB Clinical Escalation Process – Deferred until February 2024**

**Decision:** Deferred until February 2024

**Action:** No action.

### **8.2 IJB Audit & Risk Committee ToR – Revision**

#### **8.2.1 Appendix 1 – Draft ToR**

The revised Terms of Reference for the Audit & Risk Committee were submitted for approval. Gillian McCannon, IJB Vice Chair highlighted the amendments to Members of the Board.

**Decision:** The IJB formally approved the revised Terms of Reference for the Audit & Risk Committee.

**Action:** No action required.

### **8.2 IJB Timetable 2024 – Approved**

The revised timetable of meeting dates for 2024 was presented to the Board for homologation. The dates had previously been approved by email.

**Decision:** The IJB formally approved the revised IJB Timetable for 2024.

**Action:** No action required.

### **8.3 Mental Health Strategy – Medication Assisted Treatment**

Nick Fayers, Chief Officer IJB, submitted a Report informing Members of the requirement of the IJB to nominate a senior lead who would be responsible for the delivery of the Scottish Government cohesive plan to support and improve the access to mental health and substance use services in the Western Isles. The Chief Officer assessed the Ministers request and has formally noted the nomination of Mr Mike Hutchison, Associate Director for Mental Health and Learning Disabilities, NHS WI.

**Decision:** The IJB formally noted the Report.

**Action:** No action required.

### **8.4 National Care Service Update**

Nick Fayers, Chief Officer, IJB informed Members that the timetable for implementation of the new National Care Service had been pushed back to 2028/2029. Gillian McCannon, Vice Chair, IJB also advised that the legislative primary framework had been pushed back until March 2024.

**Decision:** The IJB formally noted the verbal update.

**Action:** No action required.



## 8.5 Winter Planning Update

Nick Fayers, Chief Officer, IJB informed members that Winter Planning was predominantly about protecting capacity across all the hospitals across the Western Isles. Nick Fayers recognized that there were a lot of actions that sit under this in order to deliver Winter Planning and suggested inviting the Hospitals Manager to a future meeting to explain Winter Planning in detail.

**Decision:** The IJB formally noted the verbal update.

**Action:** The Hospitals Manager to be invited to the next meeting of IJB to give a full update on Winter Planning.

## 9. GOVERNANCE

### 9.1 NHS Whistleblowing Update - Deferred until February 2024

### 9.2 Audit Scotland Whistleblowing Guidance – Deferred until February 2024

**Decision:** Deferred until February 2024

**Action:** No action required.

The Chair thanked everyone for their participation and for attending the meeting.

## 10. EVALUATION

	YES	NO	COMMENTS
Were you satisfied with the content of the agenda?	✓		
Was there sufficient time to review the papers between receipt and the meeting date?	✓		
Were the agenda items placed in the correct order/prioritization?	✓		
Was there sufficient time allocated to all agenda items?	✓		
Were the Executive Summaries an accurate reflection of the detailed paper?	✓		
Was there sufficient refreshment breaks?	✓		2 refreshment breaks were provided
Are there any significant issues which should be escalated?		✓	
Did you consider that the Board/ Committee discharged its duty in respect of: <ul style="list-style-type: none"> <li>• Proper Scrutiny</li> <li>• Relevant questioning</li> <li>• Constructive challenging</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> </ul>		
Do you have any suggestions for improvement or additional comments about this meeting?		✓	Comments should be made to Michelle McPhail.

## 11. DATE OF NEXT MEETING

The next meeting of the IJB will be held on Thursday 22 February 2024 at 10.00am.