



CÙRAM IS SLÀINTE NAN EILEAN SIAR

INTEGRATION JOINT BOARD

**MINUTE OF MEETING HELD
VIA MICROSOFT TEAMS ON
THURSDAY 22 FEBRUARY 2024
AT 10.00AM.**

Voting Members Present:

Calum MacLean	Councillor, CnES/IJB Chair (Chair of the Meeting)
Gillian McCannon	Non-Executive Director, NHS WI/ IJB Vice-Chair
Susan Thomson	Councillor, CnES
Annetta Smith	Non-Executive Director, NHS WI
Duncan MacInnes	Councillor, CnES (Proxy)
Sheena Wright	Non-Executive Director, NHS WI

Non-Voting Members Present:

Debbie Bozkurt	Chief Finance Officer, IJB
Nick Fayers	Chief Officer, IJB
Dena MacLeod	Chief Executive, Hebridean Housing Partnership
Malcolm Burr	Chief Executive, CnES
Gordon Jamieson	Chief Executive, NHS WI
Morag Munro	Third Sector
Donald MacAulay	Scottish Ambulance Service
Cathy Anderson	NHS WI
Eoin MacNeil	Third Sector

In Attendance:

Jane Bain	NHS WI – Union Representative
Emma MacSween	Head of Partnership/ Community Care
Michelle McPhail	Corporate Business Manager, NHS WI
Fiona Mackenzie	Nurse/ AHP Director and Chief Operating Officer, NHS WI
Shona Hadwen	Principal Administrator, CnES
Yvonne Maciver	Administrator, CnES
Louise Sullivan	Head of Clinical Governance and Professional Practice NHSWI
Karen France Macleod	Voting Member NHS WI - Proxy
Kirsty Street	CnES



1. WELCOME

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

2. APOLOGIES

Jocelyn McConnachie	Non-Executive Director, NHS WI
Kenneth J Maclean	Councillor, CnES
Tim Langley	Senior Lawyer, CnES
Alana MacPhee	Staffside Representative NHS WI - Proxy
Sheena Stewart	Voting Member NHSWI
George Murray	Councillor, CnES
Norman "Misty" Macdonald	Councillor, CnES

Michelle McPhail advised that Cllr Duncan MacInnes was attending as Voting Member proxy for Cllr Kenneth J Maclean.

3. CONSTITUTION AND MEMBERSHIP

3.1 - IJB Membership & Governance Arrangements – February 2024

Michelle McPhail, Corporate Business Manager, NHSWI, submitted a report to note the change in membership of the IJB and the IJB Audit & Risk Committee, advising:

- Cllr Donald MacSween had now been replaced by Cllr Norman 'Misty' Macdonald as a CnES voting Member on the IJB.
- Karen Taylor had now left the Committee.
- Sheena Stewart had been appointed as a proxy Member for Eoin MacNeil, replacing Caroline MacPhee.
- Cllr Donald MacSween was no longer a member of the IJB Audit and Risk Committee, but that discussion was ongoing to appoint his replacement.

The Chair thanked Michelle McPhail for the update provided.

Decision: It was agreed to note the Report.

Action: Continue discussions to appoint a replacement for Cllr Donald MacSween on the IJB Audit and Risk Committee.



4. MINUTES

4.1 IJB Minute of 25 January 2024

The Minute of the Integration Joint Board meeting held on 25 January 2024 was approved as a correct record of the discussion held. The Minute was approved by Annetta Smith and seconded by Susan Thomson.

Decision: The IJB formally approved the Minute of Meeting of 25 January 2024.

Action: No action 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

Malcolm Burr, Chief Executive, CnES noted that the Chief Executive's had a number of questions on the Scheme and indicated that the proposed deadline of March 2024 was a bit optimistic. Malcolm Burr suggested that a one item Agenda meeting be scheduled in April 2024 to consider this item to allow the consultation process to progress as soon as possible.

Gillian McCannon indicated that a number of Actions, which had been due for February, were now due for March and highlighted the importance ensuring that they were completed on the deadline and not being delayed any further.



16.12.21 – 6.2 – Timetable 2022

Nick Fayers highlighted that the Strategic Planning Group Terms of Reference was an item on the Agenda and indicated that further information would be provided at item 8 on the Agenda.

30.06.22 – 11.1 – National Care Service Letter from Scottish Government and Published Bill

Malcolm Burr indicated his concern at the lack of progress being made in relation to the National Care Service. He indicated that he would be submitting a Report to the April 2024 meetings of the Policy and Resources Committee and the Social Work and Social Care Board and would be happy to share with the IJB for information.

It was highlighted that should this item be removed from the Action Points, that the National Care Service should remain on the Strategic Planning Framework for the IJB.

It was agreed that this item be removed from the Action Points.

25.08.22 – 8.3 – Workforce 3 Year Plan - Update

The proposed delivery date of March 2024 was noted.

25.08.22 – 7.1 – Directions to Parent Bodies

Nick Fayers indicated that he would check that the Directions had been sent to both Chief Executive's. Michelle McPhail would liaise with Nick Fayers and the Chief Executives to ensure that this item had been completed prior to being removed from the Action Points.

29.06.23 – 6.1 – Annual Accounts

Nick Fayers stated that he would present this at the March 2024 Meeting.

29.06.23 – 8.1 – Health and Social Care Strategic Framework

Nick Fayers stated that the consultation process in relation to this item was progressing well and that he would present this at the March 2024 Meeting.

4.4 IJB Audit & Risk Committee Minutes 15.11.23

Gillian McCannon, Chair of the IJB Audit & Risk Committee presented the approved minute of the IJB Audit & Risk Committee of 15 November 2023 for noting.

Gillian McCannon provided an update on the current position in relation to the formation of a Short Life Working Group. It was highlighted that 3 nominations had been received to date, 2 from the NHS and 1 from CnES. A fourth nomination was awaited from the Local Authority. It was noted that a meeting date for the Short Life Working Group would be circulated once the membership had been finalised.



Gillian McCannon indicated that the Short Life Working Group would commence with the current membership if there were no further nominations received.

An update from the Meeting of the IJB Audit and Risk Committee of 7 February 2024 was provided detailing the following points:

- It was agreed that the IJB Audit and Risk Committee would review and scrutinise the overdue internal audit actions at the next scheduled meeting in March 2024.
- That the IJB Audit and Risk Committee had requested a review of the Strategic Risk Register.
- Nick Fayers indicated that he had met with Stephanie Hume from Azets in relation to reviewing the Audit Tracker and stated that an update would be provided at the next meeting of the IJB Audit and Risk Committee.

The Chair thanked Gillian McCannon for the update provided.

Decision: It was agreed to note the IJB Audit & Risk Committee Minute of 15.11.23.

Action: No action required.

5. FINANCIAL PERFORMANCE

5.1 Financial Performance 23/24 in-year

Debbie Bozkurt, Chief Financial Officer, NHS WI provided a verbal update in relation to the financial performance for 2023/24. Ms. Bozkurt apologised that she was unable to provide a Report to the Board as the Comhairle systems for monitoring financial performance had not been restored yet following the Cyber incident as resources had been focusing on setting the budgets for 2024/25.

Debbie Bozkurt indicated that at month 6, she forecasted breaking even due to heavy use of reserves. Following that, it was predicted that there might be a slight improvement which would mean breaking even while using slightly less reserves than initially predicted. It was highlighted that the less reserves used in 2023/24, would help to offset the gap in 2024/25.



The following points were raised during discussion:

- Debbie Bozkurt highlighted that NHS WI were fortunate to have a healthy Nursing Bank which was used at no additional cost.
- Gillian McCannon highlighted concern on the impact on service delivery in relation to the financial position moving forward.
- The importance of monitoring locum spend was noted, but it was highlighted that services required to be provided to the islands.
- Debbie Bozkurt provided an explanation on the on the employment of locum's to vacancies.
- The Strategic Framework will be going out to the public for consultation.

Decision: It was agreed to note the verbal update.

Action: No action required.

6. PERFORMANCE AND ASSURANCE

6.1 Performance Report - Update

The Chief Officer, IJB, provided a verbal update on the development of the Performance Report since the last meeting of the Board. Mr. Fayers advised that he and Gillian McCannon had met with Martin Malcolm, Head of Public Health Intelligence and Information Services NHSWI, to discuss what data and performance metrics would suit the Board. This would be an area of focus for the Short Life Working Group (SLWG).

Decision: The Board formally agreed to note the verbal update.

Action: No action necessary.



6.2 Risk Register – Update

The Chief Officer, IJB, provided a verbal update on the Risk Register informing members that the Risk Register was due a formal update and would be presented to the meeting of the Board in March.

Mr. Fayers informed members that the two main areas of risk to the IJB were:

- Workforce – ability to recruit; and
- Financial Resources – receipt of funding from the Scottish Government and cost pressures in relation to the Health & Social Partnership

Discussion was held around the workforce challenge which was the key risk to the IJB and other island employers. Poor transport links, lack of suitable and affordable housing, lack of childcare facilities and lack of professional opportunities were listed as the key challenges in recruiting employees to key roles. These factors were deterring young adults from staying on the island and young families from returning to live and work on the islands.

The Strategic Framework which was due to go out to consultation shortly, was underpinned by a workforce plan, (the current situation and what this may look like in the future), this would be underpinned by the financial resources available to ensure that the health needs of the population were met in the future. It was key that the IJB maintain a strategic role in this rather than an operational one.

Decision: The Board formally agreed to note the verbal update.

Action: No action necessary.



7. SERVICE DELIVERY

7.1 NHS Whistleblowing Update

7.2 Whistleblowing Guidance

Louise Sullivan, Head of Clinical Governance and Professional Practice delivered a presentation on the Whistleblowing standards in NHS Western Isles.

The Chair thanked Louise for her informative presentation.

Decision: It was agreed to formally note the Presentation on NHSWI Whistleblowing and also the Whistleblowing Guidance issued by Audit Scotland.

Action: No action necessary.

8. STRATEGIC GOVERNANCE

8.1 Strategic Planning Group – Terms of Reference

8.1.1 Appendix 1 – Detailed Terms of Reference – Current Version

The Chief Officer, IJB submitted a Report to the Board for awareness. The Report stated that the Strategic Planning Group (SPG) met on a regular basis and operated under the Terms of Reference as set out in September 2016.

The current version of the Terms of Reference, noted at appendix 1, had not been reviewed since it was established in September 2016, and therefore there was a need to review these against the Board's legal requirement.

Decision: The IJB formally noted the Report and the requirement to review the Terms of Reference.

Action: It was agreed that the Chief Officer arrange a meeting with the Chair and Mrs. McCannon to discuss future membership.
It was agreed that requests would be sent to both CnES and NHSWI for representation from both organisations' on the Group.



9. STRATEGIC POLICIES

9.1 Assisted Transport Policy

9.1.1 Appendix 1 – Assisted Transport, Adult Social Care: Policy Statement 2023

9.1.2 Appendix 2 – Initial Integrated Impact Assessment

The Head of Partnership Services & Community Care submitted a Report for approval of the Assisted Transport, Adult Social Care: Policy Statement and Procedure as detailed in Appendix 1. The Report stated that the Assisted Transport Policy's core aim and objective was to reflect national and local priorities by promoting service user choice and control, independence, and an improved quality of life in the provision of local accessible services.

Members were afforded the opportunity to ask questions. The Chair thanked Emma MacSween and Kirsty Street for their Report.

Decision: The Board formally approved the Assisted Transport Policy.

Action: No further action necessary.

9.2 Strategic Framework Equality Impact Assessment

9.2.1 Appendix 1 – Detailed Report

The Chief Officer, IJB submitted a Report for approval of the Equality Impact Assessment (Strategic Framework 2023-26) as detailed in Appendix 1. The Report stated that the IJB as an Integration Joint Board established by order under section 9(2) of the Public Bodies (Joint Working) Scotland Act 2014 and is a listed authority subject to section 149 of the Equality Act 2010. The requirements set out in the Equality Act of 2010 were detailed in the Report as were the responsibilities of the IJB in its capacity as a listed authority.

The Equality Impact Assessment was detailed at Appendix 1 to the Report.

Members were afforded the opportunity to ask questions. The Chair thanked the Chief Officer for his Report.

Cllr Thompson requested that the use of abbreviations in isolation should be avoided as this made reading the reports difficult. Abbreviations should be accompanied by a description in the first instance.

Decision: The Board formally approved the Equality Impact Assessment (Strategic Framework 2023-26)

Action: No further action necessary.



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?			1 taken
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"> • Proper Scrutiny • Relevant questioning • Constructive challenging 	✓ ✓ ✓		
Do you have any suggestions for improvement or additional comments about this meeting?			Comments should be made to Michelle McPhail.

11. DATE AND TIME OF NEXT MEETING

The next meeting of the IJB will be held on Thursday 28 March 2024 at 10.00am.