



CÙRAM IS SLÀINTE NAN EILEAN SIAR

INTEGRATION JOINT BOARD

MINUTE OF MEETING HELD IN VIA
MICROSOFT TEAMS ON
THURSDAY 20 FEBRUARY 2025
AT 10.00AM.

Item: 4.1

Voting Members Present:

Annetta Smith
Julia Higginbottom
Naomi Macdonald
Calum Maclean
Susan Thomson
George Murray

Non-Executive Director, NHSWI (Chair)
Non-Executive Director /IJB Voting Member
Non-Executive Director /IJB Voting Member
CnES Councilor/ IJB Voting Member (Vice-Chair)
CnES Councilor/ IJB Voting Member
CnES Councillor/Voting Member (Depute)

Non-Voting Members Present:

Nick Fayers
Debbie Bozkurt
Dena Macleod
Morag Munro
Eoin MacNeil

IJB Chief Officer
IJB Chief Finance Officer
Hebridean Housing Partnership
WI Community Care Forum
Third Sector Interface, Western Isles

In Attendance:

Malcolm Burr
Gordon Jamieson
Tim Langley
Emma Macsween
Christina Morrison
Derek Mackay
Shona Hadwen
Yvonne Maciver
Donald E Macleod
Mike Hutchison
Jack Libby
Joanne Bark

CnES Chief Executive
NHSWI Chief Executive
CnES Head of Law and Governance
CnES Head of Partnership Services
NHSWI
CnES Head of Governance and Elections
CnES Principal Administrator
CnES Administrator
CnES Senior Accountant
NHS
CnES Chief Social Work Officer
NHS Director of Dentistry



2. APOLOGIES

Michelle McPhail	Corporate Business Manager, NHSWI
Norman Misty Macdonald	CnES Councillor
Karen France Macleod	Non-Executive Director /IJB Voting Member
Clare Carolan	NHSWI, Assistant Medical Director Primary Care
Iain A MacNeil	CnES Councillor

3. INTRODUCTION

3.1 Chief Officer's Report

The Chief Officer gave a verbal update on a number of matters relevant to the IJB:

- **National Care Service:** Stage One of the NCS has stopped. Attention is now being focused on three further stages as follows:
 - 1) Anne's Law - a piece of planned Scottish legislation which is intended to strengthen the rights of people living in adult and older people's care homes to see and spend time with the people who are important to them, even in the event of an outbreak of infectious disease;
 - 2) Information Sharing across systems across partnerships; and
 - 3) Establishment of a National Advisory Board
- **First Ministers Address 27 January 2025** – delivering a stronger NHS in Scotland. Three areas were relevant to the IJB:
 - 1) reduce immediate pressures across the NHS;
 - 2) shift the balance of care from acute services to the community; and
 - 3) to use innovation – digital and technological – to improve access to care.
- **Employers National Insurance Contributions (ENIC):** NHS expect to see the full uplift in costs being met by the Scottish Government whereas the Comhairle expect to only receive 60% reimbursement of costs.

Discussion was held about the establishment of the National Advisory Board, what this meant, and the costs associated with this. It was suggested that the Advisory Board may scrutinize performance of IJBs and suggest improvements. It was noted that there would be limited progress on the National Care Service Bill unless work was done to address the finance issues and the workforce issues. The NCS bill was mostly focused around structures and rights without addressing financial issues.

Clarification was sought on Employers National Insurance Contributions. The NHS and Local Authorities would be getting support from the Scottish Government, private sector organisations/third party suppliers would not be supported with ENIC rises and therefore faced increased costs.

The Chair thanked NF for his verbal update.

Decision: It was agreed to note the verbal update.

Action: No further action.



4. MINUTES

4.1 IJB Minute of 21 November 2024

The Board considered the minute of the meeting of 21 November 2024.

Decision: It was agreed to approve the minute of the meeting of 21 November 2024.

Action: No further action.

4.2 Matters Arising

There were no matters arising.

Decision: There were no matters arising.

Action: No action required.

4.3 Action Points as at 21 November 2024

The Chief Officer provided updates on the following items of the Action Plan:

Item 7.4 of 24/09/2020 – Review of Integration Scheme – update at item 5 on the Agenda.

Item 8.1 of 22/02/2024 – Strategic Planning Group (SPG) Terms of Reference – draught ToR being presented to ICMT before being presented to IJB in March for final approval.

Item 5.1 of 21/11/24 – IJB Membership Update in relation to Harris Locality Planning Group – clarification sought from member in relation to voting member of IJB being on the Locality Planning Group.

Item 7.1 of 21/11/24 – IJB & IJBA&RC Timetable and Workplan – Chief Officer to work with Chair to take back confirmed dates and workplan to next meeting of IJB in March 2025. Dates for Strategic Planning Group have been established for 2025/26.

Item 7.2 of 21/11/24 – Review of Standing Orders – update at item 6.2 on Agenda.

Decision: It was agreed to note the updated Action Plan.

Actions: 8.1 – Strategic Planning Group Terms of Reference going to ICMT then back to IJB in March 2025 for final approval.

5.1 – Chief Officer to go back to Morag Munro of Harris Locality Planning Group with confirmation of who will be sitting on the Harris Locality Planning Group from within the IJB membership. Chief Officer to check Terms of Reference and confirm to Morag Munro regarding membership. Update at next meeting.



7.1 – IJB Timetable and Workplan – Chair and Chief Officer to work together to produce plan for 2025 and present to IJB meeting in March 2025.

4.4 IJB Audit & Risk Committee Minute of 6 November 2024

The Minute of the IJB Audit & Risk Committee was presented for awareness.

It was noted that the last meeting of the Audit & Risk Committee had been cancelled due to the meeting being inquorate. The next meeting of the Committee is scheduled for 5 March 2025, and an update on this will be presented to the Board on 20 March 2025.

Decision: It was agreed to note the minute of the meeting of Audit & Risk Committee of 6 November 2024 was presented for awareness.

Action: No action required.

5. STRATEGIC GOVERNANCE

5.1 Scheme of Integration – Update on Progress

The Chief Officer, IJB submitted a Report updating members on progress of the revised Scheme of Integration. The Western Isles Integration Scheme was submitted to Scottish Government and approved by Scottish Parliament on 21 September 2015. There is a requirement to review the scheme in line with the conditions set out in Section 44 of the Public Bodies (Joint Working) (Scotland) Act 2014.

A full review of the Integration Scheme has been undertaken with detailed consideration from both partner bodies. A revised Integration Scheme was considered by a special meeting of the Board on 18 April 2024, but the Board was unable to reach a decision on the revisions proposed at that time.

A new Scheme of Integration is now in draft and will be presented to the IJB at the March 2025 meeting. Scottish Government officials have been briefed (in line with legislation).

Clarification was sought on the consultation process. The Chief Officer confirmed that after the draft Scheme was approved by the Board in March, it would then go out to consultation on both NHS and Comhairle websites. Clarification was also sought on the process to manage and implement feedback received from the consultation and the timescales of the consultation.

Decision: It was agreed to note the Report.

Action:

- 1. Draft Scheme of Integration to be presented to IJB in March 2025 for approval.**
- 2. Following approval, the consultation process would run for a period of six weeks. Draft Scheme will be available on both Comhairle and NHS websites for the six week consultation period.**



3. **Following the closure of the consultation, feedback will be considered by both partner bodies and a final draft of the Scheme will be presented to the Board at the next meeting following closure of the consultation process.**

6. CORPORATE GOVERNANCE

6.1 Revised Advice Note for Members of IJBs.

The Standards Officer submitted a Report for awareness on the Revised Advice Note for Members of IJBs. In January 2025, the Standards Commission for Scotland (SCS) revised its Advice Note for members of Health and Social Care Integration Joint Boards.

Members of IJBs, whether they are voting or non-voting Members, have a personal responsibility to comply with the Model Code of Conduct issued by the Standards Commission. That is in addition to any code of conduct of the Member's own organisation.

The Report highlighted managing conflicts of interest between their responsibilities to the IJB and their responsibilities to their appointing body as an area that was particularly challenging for Members across the country.

The Standards Commission for Scotland's Advice for Members of Health and Social Care Integration Joint Boards (2025 V1.0) was appended to the Report as item 6.1.1.

Decision: **It was agreed to note the Report.**

Action: **No action required.**

6.2 IJB Standing Orders Review

The Chief Officer submitted a Report for approval of revised Standing Orders. The IJB, in common with other public bodies, has an agreed set of Standing Orders to oversee its business. These Standing Orders describe how the IJB should operate in respect of its membership, chairmanship, meetings and, decision-making

The Standing Orders were last revised in September 2024. This Report seeks approval for two further amendments to these Standing Orders. The draft revised Standing Orders were appended to the Report as item 6.2.1.

The Chief Executive, Comhairle nan Eilean Siar, sought clarification in relation to the amended clause at 2.12 which stated that once appointed by the partner body, deputies were subject to approval by the Chair and Vice Chair of the IJB.

Decision: **It was agreed to approve the revised Standing Orders subject to the amendment to clause 2.12 by removing the requirement for Deputies to be approved by the Chair and Vice Chair of the IJB.**

Action: **Chief Officer to amend clause 2.12 by removing the sentence "Deputies must be suitably experienced and approved by the Chair and Vice Chair".**



Approved Standing Orders to be circulated to members and also put on IJB website.

7. FINANCIAL PERFORMANCE

7.1 IJB Finance Report – Month 8

The Chief Finance Officer (CFO) submitted a Report giving members an update on Month 8 monitoring figures. Month 8, 2024/25 was the first financial monitoring report that had been produced since the cyber-attack in November 2023.

The Financial Performance Report Month 8 provided an update on spend, year to date any recurring and no-recurring cost pressure variances which have arisen in the first 8 months of the year, which were likely to have an impact on the year end outturn.

The Chief Finance Officer drew members attention to the figures contained within the Report, highlighting that the IJB is showing a projected overspend position of £4,060 million, excluding reserves. Financial flexibilities including unallocated NHS pay awards and Reserves held for both partners, meant a reported break-even position for the IJB by year end. The Board would be using between £4.2million and £4.5 million of reserves to balance the budget. This will leave the IJB with very little reserves moving into the next financial year, other than reserves that are for specific purposes and therefore cannot be used for anything else. The Chief Finance Officer also highlighted main areas of financial pressures which included: demographics, aging population, recruitment difficulties, use of locums for high profile positions such as psychiatry services, additional costs of 2C practices, cost of medication and costs of mental health placements that cannot be catered for at the local acute psychiatric unit (APU).

The CFO reported that the Scottish Government have introduced a 15 point grid table identifying 15 efficiencies recommended for Health Boards to maximise efficiencies, one of these is around pharmacy spend, for example, reviewing prescribing medicines of low value. NHS Western Isles are working through this process. The CFO suggested that this grid be included for information in the next Financial Report to the Board in March 2025.

Decision: It was agreed to note the content of the Report and the predicted end of year financial position of the IJB.

Action: CFO to share the 15 grid document with the Board as part of the next Financial Report in March 2025 and to include the actions being taken by NHSWI around the actions on the 15 grid table.



8. PERFORMANCE AND ASSURANCE

8.1 Performance Narrative Report

The Chief Officer submitted a Report for noting which provided an update on performance for the month of December 2024 as well as an additional trend analysis for each of the indicators over the period 2018-2024. The Report highlighted that there were currently six MSG indicators:

- Emergency admissions
- Unscheduled hospital bed days
- A&E performance
- Delayed discharges
- End of life care
- The balance of care across institutional and community services

A description of the data which related to the indicators was included within the Appendix to the Report. The Report indicated that currently the Integrated Joint Board received a performance report which provided data on five of the six indicators, as data on indicator six was under development nationally.

During discussion concerns were raised regarding the availability and wait times for Ambulances. Questions were raised regarding the impact of centralisation of the Ambulance Service, and to look at service comparisons with other Islands such as Orkney and Shetland. The Chair suggested inviting a representative from Scottish Ambulance Service to the next meeting of the IJB.

Decision: It was agreed to note the Report.

Action: It was agreed to invite a Scottish Ambulance Service Representative to the next meeting of the IJB.

It was agreed that Nick Fayers would contact the Scottish Ambulance Service to find out if there were performance figures available for the Western Isles which would show average wait/response times.

It was agreed that Nick Fayers would suggest to the Public Health Intelligence Department that benchmarking with Orkney and Shetland IJB's would be more appropriate than the current benchmarking the Highland.

8.2 Delayed Discharge and Unmet Need

The Chief Officer submitted a Report which provided an update in relation to delayed discharge and unmet need. The Report stated that delayed discharge performance was consistently a system wide issue for the Western Isles Partnership. The performance data in the concurrent Report evidenced the sustained challenges of maintaining system flow and the provision of care at the right time in the right setting.

The Report indicated that the system was routinely operating with reliance on contingency beds within acute settings and the continued deployment of all community social care resources with a consistent level of unmet need. The Report further stated that the pending closure of an externally commissioned nursing home had resulted in reduced placements. Voids were being held in a related service and admissions to the home subject to closure had been suspended.



A snapshot of delayed discharge performance as detailed at Appendix 1 of the Report reflected the escalating trend in terms of increasing delays.

Decision: It was agreed to note the content of the Report and the information provided relating to the issues negatively impacting on the Partnership's ability to improve Delayed Discharge Performance and address Unmet Need.

Action: Delayed Discharge and Unmet Need Reporting to remain an Agenda Item at each Board meeting for monitoring purposes.

9. GOVERNANCE

9.1 Chief Social Work Officer Annual Report 23/24

The Chief Social Work Officer Annual Report, for the period from 1 April 2023 to 31 March 2024, was submitted to the Board for noting. The Report provided information under the following headings:

- Governance, Accountability and Statutory Functions
- Service Quality and Performance
- Finance and Resources
- Workforce
- Looking ahead

The Chair thanked the Chief Social Work Officer for the Report.

Decision: It was agreed to note the Chief Social Work Officer Annual Report 23/24

Action: No further action.

10. EXTERNAL AGENCY REPORTS

10.1 Progress Review Adult Support and Protection

The Head of Partnership Services submitted the Joint Inspection of Adult Support and Protection: Review of Progress in the Western Isles Partnership Area for awareness. The Review focused on the priority areas for improvement which were identified in the Phase 1 Inspection in 2022.

Out of seven areas of improvement identified in Phase 1, significant progress had been made in six of the areas, and some progress made on one area. The Report gave a detailed description of each area of improvement and the actions already taken to improve performance.

Decision: It was agreed to note the content of the Report.

Action: Further action required by the Partnership was included in the next steps within the Review. No further action required by the IJB.



In terms of Standing Order 5.6 it was agreed that the public, including the press, be excluded from the meeting during consideration of the following item on the grounds that exempt information as defined in Paragraph 6 of Schedule 7A of the Local Government (Scotland) Act 1973 namely, information relating to the financial or business affairs of any particular person (other than the IJB) would be disclosed.

11. EXTERNALLY COMMISSIONED NURSING AND CARE HOME SERVICES

The Chief Officer submitted a Report in relation to the commissioning of external residential and nursing services with Leverburgh Care Home, Bethesda Nursing Home and the impact of the closure of the Blar Buidhe Nursing Home. The Report gave detailed information under the following headings:

- HC-One
- Procurement of Commissioned Residential and Nursing Services
- Quality/Patient Care
- Workforce
- Financial
- Risk Assessment/Management

A detailed discussion followed the presentation of funding implications for externally commissioned nursing and care home services. Members requested more time to review the recommendations presented, before reaching a decision. It was agreed to convene a special meeting of the Board to further consider the recommendations.

Decision: No decision was taken.

Action: A special meeting of the Board to be convened to discuss Externally Commissioned Nursing and Care Home Services.

12. EVALUATION

	YES	NO	COMMENTS
Were you satisfied with the content of the agenda?	X		
Was there sufficient time to review the papers between receipt and the meeting date?	X		
Were the agenda items placed in the correct order/prioritization?	X		
Was there sufficient time allocated to all agenda items?	X		
Were the Executive Summaries an accurate reflection of the detailed paper?	X		
Was there sufficient refreshment breaks?	X		



Are there any significant issues which should be escalated to Scottish Government or raised to the parent bodies?			
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 	X		
Do you have any suggestions for improvement or additional comments about this meeting?			Comments should be made to Michelle McPhail.

8. DATE AND TIME OF NEXT MEETING

The next scheduled meeting of the IJB will be held on Thursday 20 March 2025 at 10.00am.