

MINUTE of HYBRID MEETING of the **ANGUS INTEGRATION JOINT BOARD** held in the Town and County Hall, Forfar on Wednesday 30 October 2024 at 2.00pm.

Present: Voting Members of Integration Joint Board

Councillor JULIE BELL, Angus Council - Chair
MARTIN BLACK, Non-Executive Board Member, NHS Tayside
SAM RIDDELL, Non-Executive Board Member, NHS Tayside
STEVEN WHYTE, Non-Executive Board Member, NHS Tayside
Councillor GEORGE MEECHAN, Angus Council
Councillor LOIS SPEED, Angus Council

Non-Voting Members of Integration Joint Board

JILLIAN GALLOWAY, Chief Officer
ALEXANDER BERRY, Chief Finance Officer
ALISON CLEMENT, Clinical Director
SUZIE BROWN, Nurse Director
CHRISTOPHER SCHOFIELD, Registered Medical Practitioner
ANDREW THOMSON, General Practitioner
ANDREW JACK, Service User Representative
KIRSTY LEE, Chief Social Work Officer, Angus Council
DAVID MACKENZIE, Carers Representative
HAYLEY MEARNS, Third Sector Representative
BARBARA TUCKER, Staff Representative, NHS Tayside

Advisory Officers

EUNICE MCLENNAN, Head of Community Health and Care Services, AHSCP
DAVID COULSON, Director of Pharmacy, NHS Tayside
Dr SIMON HILTON, Associate Director of Public Health, NHS Tayside
TINA MAGSON, Legal, Governance & Change, Angus Council
NICOLA RICHARDSON, NHS Tayside, Director of Allied Health Professions

Councillor Julie Bell, in the Chair.

1. APOLOGIES

Apologies for absence were intimated on behalf of Chris Boyle, Staff Representative, Angus Council.

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 Integration Joint Board of 28 August 2024 was submitted and after hearing from David Mackenzie, Carers Representative it was agreed that item 14 be amended to reflect the discussion and the minute be resubmitted to the IJB meeting of 18 December 2024 for approval.

(b) Action Log

The Action Log of the Angus Integration Joint Board of 28 August 2024 was submitted. Jillian Galloway, Chief Officer provided an overview and brief update in relation to the progress made, confirming that the action dated 21 February 2024 was now complete.

David Coulson, Director of Pharmacy, NHS Tayside updated members with regards to Pharmacy and Medicine Governance and it was agreed that a detailed update would be provided at the IJB meeting of 18 December 2024 with regards to this.

Thereafter, the Integration Joint Board noted the action log.

(c) Chair's Assurance Report - Strategic Planning Group (SPG) – 11 September 2024

There was submitted the Chair's Assurance Report together with the minute from the Angus Strategic Planning Group (SPG) of 11 September 2024. Jillian Galloway, Chief Officer introduced the Report.

Andrew Thomson, General Practitioner, asked if the membership for the Strategic planning group would be reviewed and it was confirmed that this would take place at the next Strategic Planning Group.

Thereafter, the Integration Joint Board noted the contents of the Report.

(d) Chair's Assurance Report, Clinical, Care & Professional Governance – 26 August and 23 September 2024

There was submitted the Chair's Assurance Report in relation to Clinical, Care and Professional Governance. Alison Clement, Clinical Director introduced the Report and provided members with a brief update, highlighting that there had been a successful appointment of a full time female Forensic Medical Practitioner.

Following discussion with regards to Polypharmacy, David Coulson, Director of Pharmacy, NHS Tayside updated members with regards to acute hospital admissions relating to polypharmacy.

Following questions, the Integrated Joint Board noted the contents of the Report.

(e) Chair's Assurance Report – IJB Audit Committee – 28 August 2024

There was submitted the Chair's Assurance Report from the Chair of Angus IJB Audit Committee. Andrew Jack, Chair introduced the Report highlighting progress made and informed members of the outcome from the Special IJB Audit meeting of 30 October 2024. Thereafter, the Integrated Joint Board noted the contents of the Report and the minute of meeting the Integration Joint Board Audit Committee of 28 August 2024.

4. CHIEF OFFICERS UPDATE

With reference to Article 4 of the minute of meeting of this Board of 28 August 2024, there was submitted Report No IJB 58/24 by the Chief Officer providing an update to members on items that at this time did not merit a full Report, but the Board may wish to note the updated position. The Report detailed updates on work underway across Angus Health and Social Care Partnership (AHSCP) and information in relation to a range of policy updates.

The Chief Officer highlighted items within the Report regarding "What matters to you" – Tommy Whitelaw Visits. It was noted that Tommy had visited five sites across Angus and feedback had been extremely positive and IJB members were encouraged to join future sessions on the Consumer Scotland Act 2020 which came into force on 1 April 2024, IJB member visits and Scotland's Health Awards as a member of staff had been Shortlisted for the Support Worker Award, having been nominated by their team for the outstanding work and support provided to a patient as they prepared for their wedding.

The Report also updated members of the current position with regards to delayed discharges, confirming that there were currently 29 delays across Angus, 6 of which were Learning Difficulties.

The Integration Joint Board noted the contents of the Report.

5. APPOINTMENTS

With reference to Article 7 of the minute of meeting of this Board of 28 August 2024, there was submitted Report No IJB 59/24 by the Chief Officer advising members of the requirements in respect of appointments to the Audit Committee and reviewing the membership of the Audit Committee and appointing a member to the position of Vice-Chair of the Integration Joint Board.

The Chief Finance Officer advised that Christopher Schofield, Registered Medical Practitioner had intimated his interest in joining the Audit Committee.

The Integration Joint Board agreed: -

- (i) to appoint Christopher Schofield, Registered Medical Practitioner to the Audit Committee with effect from 1 November 2024 to fill the vacancy that had arisen;
- (ii) to re-approve the membership of the Audit Committee which consisted of Andrew Jack (Chair), Chris Boyle (Vice-Chair), Hayley Mearns, Kirsty Lee, and Sam Riddell, noting that Councillor George Meechan would be vacating his post from 1 November 2024 and therefore would not be re-appointed; and
- (iii) to approve the appointment of Steven Whyte as Vice Chair of the Integrated Joint Board until 31 December 2024.

6. UPDATED ANNUAL WORKPLAN 2024-2025

With reference to Article 5 of the minute of meeting of this Board of 28 August 2024, there was submitted Report No IJB 60/24 by the Chief Officer setting out the Updated Annual Work Plan/Report Schedule for the Angus Integrated Joint Board for 2024/2025.

Section 5 of the Report provided members with detailed changes to the workplan over the year, this was an action from the meeting of 28 August 2024, which provided transparency and would be incorporated in future reports.

The Chief Officer advised of an anomaly within the Report with regards to the Angus and Dundee Stroke Rehabilitation Pathway Review and informed members that this would be included in Strategic Planning Priority 2 update.

The Integration Joint Board agreed: -

- (i) to approve the updated workplan/reporting scheduled for 2024/2025; and
- (ii) to acknowledge that the annual workplan/reporting schedule 2024/25 would be presented at each IJB with progress updates as a standing agenda item.

7. CHIEF SOCIAL WORK OFFICER REPORT

With reference to Article 10 of the minute of meeting of this Board of 25 October 2023, there was submitted Report No IJB 61/24 by the Chief Social Work Officer presenting the Angus Chief Social Work Officer Annual Report for 2023 to 2024.

The Report indicated there was a requirement to ensure oversight and accountability within the local authority for all social work and social care services, including those delegated to the Integration Joint Board.

The Report and Appendix provided an overview of how Angus Council performed in the delivery of a wide range of social work and social care services, including commissioned services during 2023-2024, and highlighted the pressure on services, with high service demand continuing over the year and the delivery of high-quality services within the budgetary restraints experienced across the council and Health and Social Care Partnership.

Following questions and comments, the Integration Joint Board agreed to note the contents of the Chief Social Work Officer Annual Report for 2023-24.

8. FINANCE REPORT – 2024/25

With reference to Article 12 of the minute of meeting of this Board of 28 August 2024, there was submitted Report No IJB 62/24 by the Chief Finance Officer providing an update on the financial position of the IJB including financial projections for 2024/25, planned interventions, reserves and financial risk.

Appendix 1 to the Report detailed a projected under spend of c£3.476m for 2024/2025, it was recognised there had been a change from the previous reported financial position at the August meeting. This was due to limited financial information previously available and points which were described within section 7.2 of the Report. It was highlighted that all projections were preliminary at this stage and subject to multiple risks noted within the Report.

The Chief Finance Officer provided an overview of some of the key areas of the Report, including the current position from a financial perspective. Section 5.10 provided members with a new table of information on planned interventions.

Appendix 3 of the Report set out the IJB's Reserves position with regards to Contingency Reserves, Ear-marked Reserves, Strategic Plan Reserves, Financial Planning Reserve 2024/25, Property Reserve, Primary Care Investment Reserve, Mental Health Recovery Financial Reserve and Workforce Reserves.

Following questions, the Integration Joint Board agreed: -

- (i) to acknowledge the overall projected financial position of Angus IJB;
- (ii) to accept and note the updated Financial Risk Assessment detailed in Appendix 2 to the Report; and
- (iii) to support the Reserves proposals as set out in Appendix 3 to the Report.

9. STRATEGIC PLANNING UPDATE

With reference to Article 13 of the minute of meeting of this Board of 28 August 2024, there was submitted Report No IJB 63/24 by the Chief Officer providing the Integration Joint Board with an update relating to progress to deliver the commitments aligned to the strategic priority of care closer to home.

The Report advised that the level of assurance provided was reasonable due to the level of progress made to deliver the care closer to home, which was detailed within the Report. Appendix 1 to the Report detailed the progress made within the Delivery Plan update.

The Report also highlighted indicators which were evolving and progressing, which were updated within the Report. Homelessness had been included which provided members with information on actions and updates on this matter.

Following questions, the Integration Joint Board agreed: -

- (i) to note the contents of the Report;
- (ii) to endorse a reasonable level of assurance with regards to progress related to care closer to home;
- (iii) the proposed changes to local performance indicators aligned to Priority 2; and
- (iv) that further reports would be presented as per the work plan.

10. URGENT AND UNSCHEDULED CARE PERFORMANCE UPDATE REPORT

With reference to Article 9 of the minute of meeting of this Board of 25 October 2023, there was submitted Report No IJB 64/24 by the Chief Officer updating the Board on performance in relation to Urgent and Unscheduled Care in Angus, highlighting areas of risk and provided an

update on the progress of winter plans and actions being progressed to reduce delays and unmet need within Angus Health and Social Care Partnership Services.

The Report provided an update and overview of some of the Urgent and Unscheduled Care performance across Angus and outlined the ongoing work with data provided under the following headings: Unscheduled Care Performance, Emergency Administrations, Acute Medical Unit Attendances, Scottish Ambulance Service, Average Length of Stay (Angus patients only), Discharge without Delay, Accessing Care and Support, Enablement Response Team and Community Alarm and Care Homes.

Following question and comments, the Integration Joint Board agreed: -

- (i) to note and support the ongoing programme of work in relation to Urgent and Unscheduled Care; and
- (ii) to note the recent performance information and the progress of the specific actions being taken in Angus.

11. WINTER PLANNING 2024/25

With reference to Article 9 of the minute of meeting of this Board of 25 October 2023, there was submitted Report No IJB 65/24 by the Chief Officer updating the Integration Joint Board on the Winter Planning arrangements for 2024/25.

The Report provided members with an update with regards to plans set out to mitigate winter pressures, improve performance and ease pressure over the winter period by continuing to use a whole system framework for predicting, responding to and managing peak periods of unscheduled activity.

The Report outlined framework from the Scottish Government for Health Boards to follow in 2024/25 these were set out under the following titles: Priority One, Priority Two, Priority Three and Priority Four.

The Chief Officer advised members that the level of assurance provided was reasonable, the factors for this assurance were outlined within the Report.

Following questions and comments, the Integration Joint Board agreed: -

- (i) to note the arrangements in place to support the challenges anticipated across the health and social care system during the winter period;
- (ii) to note that winter plans had been received, refreshed and updated in line with Scottish Governance priorities for winter 2024/25;
- (iii) to approve the Angus Health and Social Care Partnership Actions to support winter as detailed in section 6 of the Report;
- (iv) to endorse a reasonable level of assurance regards Angus Health and social Care Partnership preparedness for winter 2024/25;
- (v) to support the whole system working in preparation for anticipated winter challenges; and
- (vi) to endorse the NHS Tayside Winter Plan 2024/25 following circulation of the full document.

At this stage, the meeting was adjourned for a short comfort break. The meeting resumed at 15:50pm.

12. PRIMARY CARE UPDATE

With reference to Article 9 of the minute of meeting of this Board of 24 April 2024, there was submitted Report No IJB 66/24 by the Chief Officer presenting to the IJB an update on Primary Care within Angus and provided an update on the progress made with Primary Care

Improvement plans for 2024/25 along with the Angus GP Practice Premises Strategy 2023-2026.

Lisa Prudom, Head of Community Health and Care Services provided the Board with a detailed update on the work being done within Primary Care highlighting the Angus GP Practice Sustainability and Survey, Annat Bank, The First Contact Practitioner and Premises.

Alison Clement, Clinical Director and Andrew Thomson, GP Representative both addressed the Board and stressed the importance of change and collaborative working.

Andrew Thomson highlighted a few anomalies within the Report, with regards to being able to register with a practice under Law and Annat Bank giving notice to hand back the contract and thereafter provided some feedback with regards to the Report.

Following questions, the Integration Joint Board agreed: -

- (i) to note the risk to GP sustainability in Angus and the mitigating actions being undertaken;
- (ii) to defer the delegation of authority to the IJB's Chief Officer, Clinical Director and Chief Finance Officer, in conjunction with the IJB Chair and Vice Chair and NHS Tayside's Operational Medical Director for Primary Care to develop action plans to deliver General Medical Services for the patients of Annat Bank as described within the Report until the Special IJB meeting of 7 November 2024;
- (iii) to note the progress made with the Primary Care Improvement Plan;
- (iv) to note the position in relation to Premises and progress made to date with the Angus GP Practice Premises Strategy; and
- (v) to note that progress would be monitored through the Angus Primary Care Oversight Group.

13. WORKFORCE UPDATE REPORT

With reference to Article 11 of the minute of meeting of this Board of 25 October 2023, there was submitted Report No IJB 67/24 by the Chief Officer providing Angus Integration Joint Board with an update on Workforce Planning and sought approval for the Annual Workforce Update Report October 2023 – September 2024.

The Report provided an overview of challenges and progress made within workforce priority actions over the last 12 months. It illustrated a range of improvement activity that had taken place which reflected a change in how AHSCP had traditionally delivered services. Much of the improvement activity had focused on redesigning to mitigate hard to fill posts, up skilling staff to respond to changing demographics, developing career pathways that would aid retention and introduced innovative new roles to enhance capacity and capabilities within the workforce.

The Report informed members of a Safe Staffing Steering Group that had been established which directly reported to the Workforce Steering Group, the group sought assurances around risk assessment and escalation. The Report provided members with a reasonable level of assurance with regards to whistleblowing and it was noted that during the reporting period of the annual report October 2023 - September 2024 there had been two whistleblowing concerns investigated.

The Integrated Joint Board agreed: -

- (i) to note the progress made in year 3 of the Workforce Plan;
- (ii) to note the progress being made in relation to duties under the Health and Care (Staffing) (Scotland) Act 2019 and the governance in place to monitor compliance;
- (iii) to approve the Annual Workforce Update Report 2023/24;

- (iv) to request that the new three-year Workforce Plan 2025 – 2028 be brought to the IJB for approval following receipt of feedback from Scottish Government in October 2025;
- (v) to endorse a reasonable level of assurance with regards to whistleblowing in Angus HSCP; and
- (vi) to note the frequency of assurance reports to come to IJB as per integration scheme.

14. LEAD PARTNER SERVICES UPDATE

There was submitted Report No IJB 68/24 by the Chief Officer updating members on the current position of the services for which Angus IJB holds Lead Partner responsibility.

It was noted that this was the first Lead Partner Services Report which updated members on the current position of these services, which included GP Out of Hours Service, Speech and Language Therapy, Tayside Continence Advisory and Treatment Service, Forensic Medical, Custody Healthcare and Primary Care (Strategic Coordination). The Chief Officer intimated plans to share this report with Perth and Kinross and Dundee's IJB's.

Following comments, the Integration Joint Board agreed: -

- (i) to note the current position of the GP Out of Hours Service, Speech and Language Therapy, Tayside Continence and Advisory Service and Forensic Medical and Custody Healthcare as detailed in the Report;
- (ii) to note the improved reporting and governance arrangement and agreed that continued monitoring and support of these services continue to ensure they meet the evolving needs of the population of Tayside; and
- (iii) to request that a further Report describing new proposed Model of Care for Out of Hours be submitted to all Integration Joint Boards for approval in December 2024 and February 2025.

15. RISK APPETITE

With reference to Article 15 of the minute of meeting of this Board of 22 February 2023, there was submitted Report No IJB 69/24 by the Chief Officer presenting the updated Risk Appetite Statement to the Integration Joint Board and sought its approval.

Appendix 1 of the Report provided members with the Risk Appetite Statement which had been endorsed by Angus HSCP Clinical, Care and Professional Governance group on 21 October 2024. It was recognised that any appetite for risk would vary according to the issue. Different appetites would apply to different categories of risk, although there may be inter-relationships between these.

The setting of the AIJB risk appetite was an adaptive process that was designed to be flexible and responsive to the evolving landscape of risks the organisation faced. This process would be reviewed and updated every two years to ensure it continued to align with AIJB's strategic priorities and external factors.

Following questions, the Integration Joint Board agreed: -

- (i) to note and approved the Risk Appetite Statement as outlined in Appendix 1 to the Report;
- (ii) to endorse the Risk Appetite Statement being reviewed and updated every two years to ensure it continues to align with AIJB's strategic priorities; and
- (iii) to support a development session to implement the agreed risk appetite to support and guide decision making processes.

16. CATEGORY 1 RESPONDER & RESILIENCE PLANNING PROGRESS REPORT

With reference to Article 7 of the minute of meeting of this Board of 25 October 2023, there was submitted Report No IJB 70/24 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. The Report outlined the responsibilities, obligations, and implications of this designation, as well as Angus Health and Social Care Partnership's (AHSCP) preparedness to fulfil the role effectively.

The Report highlighted the 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.

A resilience planning framework had been developed and was detailed within Appendix 1 of the Report, the framework covered all AHSCP services and outlined roles, responsibilities and actions for individual services and wider AHSCP management. The Plan ensured that AHSCP could plan, respond and recover from incidents impacting Angus communities, and maintain critical activities during an incident.

Following questions, the Integrated Joint Board agreed: -

- (i) to note the work undertaken to date to ensure Angus Integration Joint Board can fulfil the duties of Category 1 Responder status;
- (ii) to approve the proposed AHSCP Resilience Planning Framework designed to enhance AHSCP's ability to anticipate, respond, adapt, and recover from both expected and unexpected disruptions; and
- (iii) that updates in relation to Resilience Planning would be reported by the Angus IJB Audit Committee.

17. COMMUNICATION AND ENGAGEMENT UPDATE

With reference to Article 8 of the minute of meeting of this Board of 25 October 2023, there was submitted Report No IJB 71/24 by the Chief Officer, providing an update to members on the progress to deliver the commitments aligned with the Communication and Engagement Strategic Framework 2023-2026.

Appendix 1 of the Report provided a full summary of the Communication and Engagement Strategic Framework actions, showing out of 10 actions, 3 were completed, 6 on-track and there was a concern in meeting the deadline for 1 action.

Within the Report members were provided with information on the various platforms used to provide regular updates on a wide range of topics, with ongoing work to increase the number of followers. Podcasts had started in October 2023 with 13 podcasts having been launched in that time, topics and numbers of listeners were detailed within Appendix 2 of the Report.

Appendix 3 of the Report shared information with regards to Care Opinion stories and words used most frequently in Care Opinion feedback.

Following questions and comments, the Integrated Joint Board agreed: -

- (i) to note the content of the Report;
- (ii) to endorse a reasonable level of assurance regards progress related to communication and engagement activities; and
- (iii) to acknowledge further reports would be presented as per the work plan.

18. SOCIAL CARE PROCUREMENT AND COMMISSIONING SERVICE DEVELOPMENT PLAN

There was submitted Report No IJB 72/24 by the Chief Officer, updating members on the planned procurement for social care services for the financial year 2024/25, and to update on planned commissioning developmental actions for 2024/25.

The Report provided members with an update and highlighted that contracts and commissioned services were being monitored by an officer within AHSCP with support from the Corporate Procurement Team. The process had recently been reviewed by the Head of Community Health and Care and improvements had been identified as a requirement to ensure best practice in respect of monitoring. Contracts sat within a live document that provided up to date management oversight of all contracts. A small number of non statutory and non direct care delivery contracts had been suspended which had identified a 10% efficiency saving that equated to circa £180k.

The Integration Joint Board agreed: -

- (i) to note the contents of the Report;
- (ii) to acknowledge the progress ongoing and planned development work in respect of Contracts and Commissioning;
- (iii) to support the plans to produce an Angus Health and Social Care Partnership (AHSCP) Social Care Planned Procurement and Commissioning Development / Implementation Plan; and
- (iv) to request the Social Care Planned Procurement and Commissioning Development Implementation Plan be brought back to Angus IJB in April 2025.

The Chief Officer extended her thanks to all of the individual officers who had worked on the various reports for the meeting, acknowledging that this had been a challenge and an enormous amount of work.

19. DATE OF NEXT MEETING

The IJB noted that the next hybrid meeting of the Angus Integration Joint Board would be held in the Town and County Hall, Forfar on Wednesday 18 December 2024 at 2.00pm.

VALEDICTORY

The Chair advised that this was the last meeting for Councillor George Meechan and on behalf of the Board thanked him for his support, contributions and for providing an invaluable service to Angus IJB and wished him well for the future.