

**East Ayrshire Health & Social Care Partnership  
Integration Joint Board  
25 March 2020 at 2pm  
Council Chambers, Council HQ, London Road, Kilmarnock**

**Present:** Michael Breen, NHS Non-Executive Director (Chair)  
Dr Sukhomoy Das, NHS Non-Executive Director  
Mr Eddie Fraser, Chief Officer  
Councillor Iain Linton, East Ayrshire Council  
Councillor Jon Herd, East Ayrshire Council  
Councillor John McGhee, East Ayrshire Council  
Councillor Douglas Reid, East Ayrshire Council  
Craig McArthur, Chief Financial Officer

**In Attendance:** Ms Margaret Phelps, Partnership Programme Manager(Minutes)

Agenda	Discussion	Action
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Mr Michael Breen welcomed everyone and noted this meeting has been revised to ensure compliance with Covid19 guidance and therefore numbers present have been reduced to the minimum. The agenda has also been reorganised to prioritise items requiring a decision and others for noting and endorsement.</p> <p>Dr Das was welcomed to the meeting and introduced as the new NHS Board non-Executive Director replacing Jean Ford. Michael Breen, on behalf of the Board expressed thanks to Jean Ford for the support and commitment shown to the IJB over the last year. (Operational from 1<sup>st</sup> March 2020).</p> <p>Allina Das and Conrad Balfourt joined the meeting by telephone conferencing.</p> <p>Noted apologies from Ms Pamela Milliken, Ms Lee McLaughlin, Mr Erik Sutherland, Mr Neil Kerr, Mr Craig Stewart , Ms Hazel Borland, Dr Manreek Basi, Ms Lisa Tennant, Mr Jim Baird, Ms Angela Gracie, Mr Phil Korsah, Dr David Watts, Ms Fiona Smith, Ms Amanda McInnes, Mr Alex McPhee, Ms Aileen Anderson, Ms Marion MacAulay, Ms Shirley Ferguson and Ms Danielle McManus.</p>	
2.	<b><u>Declarations Of Interest</u></b>	

	No declarations of interest noted.	
3.	<p><b><u>Minute of Previous Meeting held on 29 January 2020</u></b></p> <p>The minutes of the previous meeting were agreed as an accurate record of discussions by Councillors John McGhee and Jon Herd.</p>	
4.	<p><b><u>Matters Arising and actions</u></b></p> <p>It was noted the action note has been updated to reflect items 1, 5 and 6 that have been completed and are on the agenda. Eddie Fraser highlighted that although there had been a delay in the report in relation to AUCS developments are underway. AUCS are now the local Hub based at Lister Centre, Crosshouse and are also providing Covid19 testing. This is being led by Vicki Campbell and a report detailing the work carried out will be provided at a later date.</p> <p>Michael Breen thanked Mr Fraser and noted it will be good to get back to business as usual and wished Mr Fraser to take the Boards thanks to all Teams taking forward and continuing to work and support people at this time.</p>	Vicki Campbell
5.	<p><b><u>Proposed Temporary Decision-Making Arrangements</u></b></p> <p>Michael Breen as Chair presented the report to seek approval from the Integration Joint Board for the delegated authority for the Chief Officer for the foreseeable future to take operational decisions that would normally require Board approval to reduce the need for face to face meetings during the Coronavirus outbreak.</p> <p>Delegation to Chief Officer will ensure services are continued during this period and the Chief Officer will advise Chair and vice Chair of the IJB, as enquired.</p> <p>Eddie Fraser gave a current example where Thornton Care Home have approached HSCP offering two buildings which can be made available for care purposes. With these delegated arrangements in place this offer can be progressed immediately. Otherwise this would have required a report to the IJB. This delegation is in relation to operational decisions only and will not involve policy changes.</p> <p>The Board noted the report and agreed the following recommendations;</p> <ol style="list-style-type: none"> <li>I. approve delegated authority for the Chief Officer for the foreseeable future to take operational decisions that would normally require Board approval;</li> </ol>	

	<p>ii. agree that these temporary arrangements be kept under review so that they may be revoked or further revised at an appropriate time.</p>	
<p>6.</p>	<p><b><u>2020/21 Budget &amp; Medium Term Financial Plan</u></b></p> <p>Craig McArthur presented the report to seek IJB approval of the delegated budget and to Direct the Parties to deliver services on behalf of the IJB within the total delegated resource. The report also outlines proposed actions to achieve financial balance and align to the IJB's strategic planning priorities for 2020/21 and going forward and provides an update on the Medium Term Financial Plan 2017/18 to 2021/22, previously approved by the IJB on 30 November 2017.</p> <p>It was noted that it was positive that members already had the opportunity at the IJB Development Day on 3<sup>rd</sup> March to review and consider the budget in detail.</p> <p>Craig McArthur provided highlights on some aspects of the report, notably paragraph 6 referred to the current circumstances in respect of Covid19. Budget pressures were as expected and acknowledged where significant government commitments. In this respect there may be a need to come back with revised budget at a later date.</p> <p>IJB's are required to agree a balanced budget, along with budgets pressures and funding gaps. The appendices also include savings proposals by service area. Pay and pension are the biggest pressures for both sides of the business and appendix 1 shows the £292M indicative breakdown. Transformation continues through the Strategic Commissioning Board.</p> <p>Paragraph 81 outlines the update to the Medium Term Financial Plan (MTFP) showing a positive position with a deficit of £10.4m reduced from £23m as a result of the additional funding received. This will be further updated to align the MTFP with Strategic plan and will be over a 10 year plan. Set aside issues are still ongoing.</p> <p>Cllr Linton noted this was an encouraging and welcome paper, excluding the current Covid19 position.</p> <p>Michael Breen commented on this as a well-structured paper and a business as usual budget. Achieving a balanced budget is to be commended and noted. The issues around set aside require a discussion Ayrshire wide.</p> <p>The Board noted the report and agreed the following recommendations;</p> <p>i. Agree to accept the 2020/21 directly managed services budget delegated to the IJB by East Ayrshire Council</p>	

	<p>£89.922m, including ring fenced Scottish Government integration funding £8.845m routed to IJBs via NHS Boards;</p> <p>ii. Note that this budget increases to £93.125m when Council commissioned mainlined Integrated Care Fund expenditure £1.206m and delegated resources £1.997m managed out with the Health and Social Care Partnership are included;</p> <p>iii. Agree to accept the 2020/21 managed services budget delegated to the IJB by NHS Ayrshire &amp; Arran £174.952m, including the 3% uplift on the adjusted baseline budget £1.957m and excluding £8.845m Scottish Government integration funding, as well as £1.206m Council commissioned mainlined Integration Care Fund expenditure;</p> <p>iv. Note the Set Aside resources delegated to the IJB £24.133m, including the 3% uplift on the baseline budget;</p> <p>v. Note that 2020/21 budget proposals are presented on a “business as usual” basis however the impact of the rapidly developing COVID-19 pandemic as outlined at paragraph 6 requires to be considered;</p> <p>vi. Note that budget pressures include assumed uplifts for the National Care Home Contract and children’s secure accommodation placements and that these are subject to final agreement;</p> <p>vii. Approve continued funding in respect of the Head Injury Service;</p> <p>viii. Approve continued funding in respect of the British Red Cross Home from Hospital Service;</p> <p>ix. Note the anticipated cash releasing efficiency savings requirement to achieve financial balance for 2020/21 and approve the cash releasing efficiencies totalling £2.671m as set out at appendices 2 to 8 of this report;</p> <p>x. Note that equality screening of savings proposals has been undertaken and, where required, full equality impact assessments will be undertaken once savings have been formally approved;</p> <p>xi. Note the risks associated with the delivery of efficiencies and the wider risks as outlined at paragraphs 97 to 99 of the report, including risks associated with the EU Exit and COVID-19;</p> <p>xii. Note the requirement to Direct both Parties to deliver services on behalf of the IJB within the £292.210m delegated resource in line with strategic planning priorities, following further refinement of allocations across service areas;</p> <p>xiii. Note that a suite of Directions will be issued to both Parties following further refinement of allocations across service areas;</p>	
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	<ul style="list-style-type: none"> <li>xiv. Note the programme of budget transformation and service reconfiguration being taken forward through the Strategic Commissioning Board including mitigating management action to achieve financial balance going forward and note that any further proposals to reduce costs and deliver savings which require changes to policy or service provision will be presented to the IJB for approval over the course of 2020/21;</li> <li>xv. Note the pan-Ayrshire work in further developing Directions for 2020/21 which is being undertaken in partnership with the Scottish Government with particular focus on lead partnership and Set Aside resources fair shares;</li> <li>xvi. Note the movement on the Medium Term Financial Plan indicative budget gap 2018/19 to 2020/21;</li> <li>xvii. Note the assumptions underlying the updated indicative budget gap 2021/22;</li> <li>xviii. Note that the updated Medium Term Financial Plan will be produced in 2021</li> </ul>	
7.	<p><b><u>Annual Review for 2019-20 of the Strategic Plan Workforce Plan and Property and Assets Management Strategy for the period 2018-21.</u></b></p> <p>Eddie Fraser presented for approval the Annual Review for 2019-20 of the Strategic Plan Workforce Plan and Property and Assets Management Strategy for the period 2018-21. To set out the indicative partnership budget to deliver on the commitments contained within that Plan.</p> <p>This covering report shows links across all plans which are presented together to the IJB; demonstrating that the planning is aligned with PAMS and workforce plans. The paper highlights achievements to date and looks forward whilst ensuring the budget is also in line.</p> <p>A number of employee workshops have been held and this is reflected in the level of workforce support. PAMS has developed to a new level as a result of Caring for Ayrshire which will see a massive development programme across 5 locality areas within East Ayrshire.</p> <p>During 2020/21 the plans will be developed for a 9 year period to 2021-30 bringing into alignment with the community plan. This will include 3 year reviews and meets with the observation from Audit Scotland which noted IJBs were not planning far enough ahead.</p> <p>Michael Breen agreed the link to the CPP was positive as the partners within CPP were working well in East Ayrshire. The current strategic agenda was also agreed however it may be</p>	

	<p>helpful to also look at a gap analysis and highlight what change drives budgets.</p> <p>The Board noted the report and agreed the following recommendations;</p> <ul style="list-style-type: none"> <li>i. Receive the report on the Annual Review of the Strategic Plan 2018-21;</li> <li>ii. Approve the findings of the Annual Review of the Strategic Plan 2018-21, specifically that there is no requirement for a replacement plan;</li> <li>iii. Approve the Annual Review of the Workforce Development and Support Plan;</li> <li>iv. Approve the Annual Review of the Property and Assets Management Plan</li> <li>v. Note and comment on the evolving policy environment in relation to transformational change through collaborative design;</li> <li>vi. Issue a Direction to East Ayrshire Council and NHS Ayrshire &amp; Arran in line with the Strategic Plan, as refreshed by the Annual Review, and within the allocated budget for 202/21;</li> <li>vii. Endorse the proposal for longer term strategic planning to align with the Community Plan</li> </ul>	
<p>8.</p>	<p><b><u>Draft Communication Strategy</u></b></p> <p>Eddie Fraser provided an update on the outcome of draft Communication Strategy engagement programme and to seek approval from the Integration Joint Board to develop a final Communication Strategy. This Strategy is aligned to and supports the Strategic Plan 2018/21.</p> <p>This plan sets out how the Partnership will communicate key messages to a broad range of stakeholders following this period of consultation the updated plan will be developed.</p> <p>The Board noted the report and agreed the following recommendations;</p> <ul style="list-style-type: none"> <li>i. To note and comment on the outcome of the Draft Communications Strategy engagement programme; attached at Appendix 1</li> <li>ii. To note an amended Community Strategy, as noted at paragraph 15, is attached at Appendix 2;</li> <li>iii. To seek approval to develop a revised and final Communications Strategy to reflect the feedback received during the engagement programme;</li> <li>iv. To note this Communication Strategy is aligned to the Strategic Plan 2018/21.</li> </ul>	



<p>9.</p>	<p><b><u>Reserves Strategy</u></b></p> <p>Craig McArthur presented to the Integrated Joint Board (IJB) the updated IJB Reserves Strategy as set out in Appendix 1. This Reserves Strategy was presented to the Audit and Performance Committee on 12 March 2020 for consideration and is now presented to the IJB for formal approval.</p> <p>A reserves strategy as agreed by APC that it is not desirable to hold anything greater than 2% total reserves. This is aspirational to have reserves in place, however, IJB priorities are to ensure services are in place first and foremost.</p> <p>It is noted that some IJBs have been criticised for holding cash balance between reserves where services are struggling to be delivered. Councillor Linton commented there are no concern with IJB balances with the need to have commitment and transformation through strategic planning.</p> <p>The Board noted the report and agreed the following recommendations;</p> <ol style="list-style-type: none"> <li>I. approve the updated Reserves Strategy detailed in Appendix 1</li> </ol>	
<p>10.</p>	<p><b><u>Financial Regulations</u></b></p> <p>Craig McArthur presented the updated IJB Financial Regulations as set out in Appendix 1. These Financial Regulations were presented to the Audit and Performance Committee on 12 March 2020 for consideration and are now presented to the IJB on 25 March 2020 for formal approval.</p> <p>This is an update and there are no major changes the report reflects the maturity of the IJB. The APC agreed and approved this is an important document at the last meeting.</p> <p>The Board noted the report and agreed the following recommendations;</p> <ol style="list-style-type: none"> <li>I. Approve the updated Financial Regulations detailed in Appendix 1</li> </ol>	
<p>11.</p>	<p><b><u>East Ayrshire Health and Social Care Partnership Social Care Contribution and Charging Framework and Approved Rates, Contributions and Charges – 2020/21</u></b></p> <p>Eddie Fraser presented the annual alterations in respect of charges and contributions for Social Care Services and the updated East Ayrshire Health &amp; Social Care Partnership Social Care Services Contributions and Charging Framework for Financial Year 2020/21. Also to approve the proposed rates paid for Social Care Charges. Eddie Fraser explained the report sets out in detail the differentiation between charges retained by EAC and rates which are agreed by IJB. In relation to charges Council were able to look</p>	

	<p>at services review of respite costs. Rates are outlined from paragraph 39 onwards these are set through Scottish Government and Scottish Care with a care at home equivalence rate. The IJB are asked to note charges and agree rates and payments.</p> <p>Dr Das enquired if there was a variation across country in both charges and rates? Eddie Fraser clarified there is an attempt to have parity but there is variation. Additionally Scottish Government legislation can bring additional funds e.g. Carers act has assisted as has the expansion of free personal care.</p> <p>This report aligns with the budget paper, some payments have been frozen others are set nationally e.g. blue badge set nationally others such as community alarms have been held at same rate for 2 years. Most recently as a result of intervention by the IJB Chair day care services were also recommended to EAC to be frozen at last years rates, this was approved. Councillor Linton noted the Boards gratitude to Chair</p> <p>The Board noted the report and agreed the following recommendations;</p> <ol style="list-style-type: none"> <li>i. Note the updated East Ayrshire Social Care Services Contribution and Charging Framework;</li> <li>ii. Note the removal of charging in respect of the “hotel costs” in relation to care home respite detailed in paragraphs 22-25;</li> <li>iii. Agree the proposal in relation to the annual re-assessment process detailed in paragraphs 26-29;</li> <li>iv. Note the updated charges and thresholds detailed in paragraphs 30 to 38 of this report;</li> <li>v. Note that in relation to care home charges COSLA, Scottish Government and Scottish Care have not yet finalised the rate at this time; the Director will report to IJB on the final rates;</li> <li>vi. Note the details in relation to the Scotland Excel Framework in respect of Care Homes for Adults with Learning Disabilities in paragraph 43-45;</li> <li>vii. Agree the proposed provider rates in relation to care at home, supported living and sleepovers in paragraphs 46 to 48;</li> <li>viii. Agree the proposed foster care payments in paragraphs 49-54 and note the development of the wellbeing model to support carers;</li> <li>ix. Note fee negotiations are progressing in respect of secure accommodation and children’s residential in paragraphs 57 and 58;</li> <li>x. Agree the proposed rates paid to kinship carers in paragraphs 59-60;</li> </ol>	
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	<ul style="list-style-type: none"> <li>xi. Agree the proposed rates paid to adopters in paragraph 61 and the implementation of the parity model including the financial assessment from 1 April 2020;</li> <li>xii. Approve the payments made to children and young people as detailed in paragraphs 62-64;</li> <li>xiii. Approve the increase to pocket money for Looked After and Accommodated Children detailed in paragraph 65;</li> <li>xiv. Issue a Direction to East Ayrshire Council to implement the alterations to charges and contributions for social care services for the Financial Year 2020/21 and the rates paid for social care services</li> </ul>	
<b>12.</b>	<p><b><u>Affiliations to Outside Organisations</u></b></p> <p>Margaret Phelps provided information on and to consider the background, aims and objectives, and activities of those organisations which have sought association with, and affiliation of, Social Work Services as part of the Health and Social Care Partnership.</p> <p>Councillor Reid expressed concern on the recent reports in connection with Break the Silence in relation to their governance arrangements. Further information is required in relation of governance arrangements. It was noted the organisation had also received additional funding. It was agreed to approve the report excluding Break the Silence whilst additional information is received.</p> <p>The Board noted the report and agreed the following recommendations;</p> <ul style="list-style-type: none"> <li>i. consider and approve or otherwise the affiliations, as detailed in Appendix I;</li> <li>ii. thereafter, agree that the appropriate Partnership section make payment of the affiliation fees to those approved organisations</li> </ul>	<b>Margaret Phelps</b>
	<p><b><u>Items for Noting</u></b></p> <p>Michael Breen asked if any members had any question in relation to items 13 to 16 on the agenda which have been noted as items for noting and endorsement. No comments from members was received.</p> <p>The Board noted the remaining reports and agreed the following recommendations;</p>	
<b>13.</b>	<p><b><u>Caring for Ayrshire Update</u></b></p> <p>The purpose of the report is to provide an update on the Caring for Ayrshire programme implementation within East Ayrshire.</p> <p>Recommendation;</p>	

	To note and comment on the progress made in implementing Caring for Ayrshire in East Ayrshire.	
14.	<p><b><u>Continuation Of Third Sector Contracts: Children And Young People Services</u></b></p> <p>The purpose of the report is to provide an update on the progress of five negotiated East Ayrshire Health and Social Care Partnership (EAH&amp;SCP), Children’s Health, Care and Justice contracts.</p> <p>The report will also provide an update on the joint contract with North Ayrshire H&amp;SCP for Break the Silence, and the intention to go to tender for the Blue Triangle Housing Association Ltd. Whatriggs Road contract.</p> <p>Recommendation; Note the progress of the children’s services contracts detailed in paragraphs 10 to 42 below.</p>	
15.	<p><b><u>Alcohol and Drugs Partnership (ADP) Draft Strategic Plan</u></b></p> <p>To provide the Integration Joint Board with an overview of the Alcohol and Drugs Partnership (ADP) draft strategic plan and seek feedback prior to further consultation and publication by 31 March 2020.</p> <p>Recommendation; Members are asked to consider and feedback on the draft strategic plan.</p>	
16.	<p><b><u>Integration Joint Board Records Management Plan</u></b></p> <p>The purpose of the report is to present and request endorsement of the Integration Joint Board Records Management Plan (RMP) to meet the requirements laid down in the Public Records (Scotland) Act 2011.</p> <p>Recommendation; The Integration Joint Board are asked to note the contents of the report and endorse the Integration Joint Board Records Management Plan.</p>	
17.	<p><b><u>Governance Papers – noted</u></b></p> <p>The following minutes of the following Governance Committees were made available to the Board for information:</p> <ul style="list-style-type: none"> <li>• Audit &amp; Performance Committee –21 January 2020</li> <li>• Draft Partnership Forum – 13 January 2020</li> <li>• Draft Health, Safety &amp; Wellbeing Sub Group –13 January 2020</li> <li>• Draft Risk Management Committee – 20 February 2020</li> <li>• Draft Health and Care Governance Group – 25 February 2020</li> </ul>	

18.	<p><b><u>Any Other Business</u></b></p> <p>Michael Breen asked Eddie Fraser to share appreciation for the ongoing work and challenges faced by Partnership staff in these difficult times.</p> <p>It was noted that there are differential guidance between health and council workers. Eddie Fraser clarified the situation in relation to risk and the need to deliver emergency social care and the role of other workers. There are categories which sets out the criteria. There is a balance needed to deliver services and compassionate care.</p> <p>Michael Breen outlined that plans were underway across community planning partnership to liaise with wider workforce plans where health and social care students in college can offer support where possible.</p> <p>Michael Breen thanked everyone for their attendance and closed the meeting.</p>	
19.	<p><b><u>Date of Next Meeting</u></b></p> <p><b>Development Day</b> – 13<sup>th</sup> May 2020 at 2pm in Riverside Centre Cumnock</p> <p><b>Meeting</b> –17 June 2020 at 2pm in the Open Space, Kilmarnock College, Hill Street Kilmarnock.</p>	