

**East Ayrshire Health & Social Care Partnership  
 Integration Joint Board  
 26 August 2020 at 2pm  
 Council Chambers, Council HQ, London Road/ Teleconference**

**Present:**

- Mr Michael Breen, NHS Non-Executive Director (Chair)
- Mr Eddie Fraser, Chief Officer
- Ms Val Allen, Scottish Care Representative
- Ms Hazel Borland, Executive Nurse Director
- Dr Sokhomoy Das, NHS Non-Executive Director
- Ms Shirley Ferguson, Partnership Representative
- Ms Angela Gracie, CVO Partnership Manager
- Ms Hazel Borland, Executive Nurse Director
- Councillor Jon Herd, East Ayrshire Council
- Mr Neil Kerr, ADP Independent Chair
- Councillor Iain Linton, East Ayrshire Council
- Ms Lisa Tennant, NHS Non-Executive Director
- Ms Marion MacAulay, Chief Social Work Officer
- Mr Craig McArthur, Chief Financial Officer
- Councillor John McGhee, East Ayrshire Council
- Councillor Douglas Reid, East Ayrshire Council
- Mr Douglas Pickering, IJB Stakeholder Representative
- Ms Kirsty Pirrie, HR Manager

**In Attendance:**

- Ms Vicki Campbell, Senior Manager Primary Care
- Mr Alex McPhee, Senior Manager Finance
- Ms Pamela Milliken, Head of Wellbeing & Recovery
- Mr Erik Sutherland, Head of Locality Services
- Ms Nicola Taylor, Senior Manager Primary Care
- Ms Maxine Ward, Senior Manager
- Ms Clare Wilson, Senior Manager
- Ms Claire Kavanagh, Planning & Performance Manager
- Mr Michael Byers, Planning & Performance Officer
- Mr Kevin Mills, Planning & Performance Officer
- Mr Pat Kenny, Deloitte
- Ms Margaret Phelps, Senior Manager Planning & Performance

Ms Aileen Anderson, Committee Secretary (Minutes)

Agenda	Discussion	Action
1.	<p><b><u>Welcome &amp; Apologies</u></b></p> <p>Mr Michael Breen welcomed everyone to the meeting and noted apologies from Mr Craig Stewart, Ms Amanda McInnes and Dr David Watts.</p>	

	<p>It was recognised that a number of attendees were joining the meeting via teleconference and this would be taken into consideration during discussions.</p>	
<p>2.</p>	<p><b><u>Presentation – Remobilise, Recovery and Redesign</u></b></p> <p>A presentation was delivered on the Remobilisation, Recovery and Redesign Plans. This was shared electronically for those joining the meeting via teleconference.</p> <p><u>Community Health and Care Locality Services</u></p> <p>It was noted that there was a lot of opportunities to further develop the Self Directed Support Services utilising the community mobilisation plans. It was anticipated that an expansion of the service would give people further control of their services and have more of a partnership relationship.</p> <p><u>Wellbeing and Recovery</u></p> <p>Councillor Herd noted that there had been a low sickness absence throughout the lockdown period and that staff should be applauded for their continued dedication throughout the pandemic.</p> <p>It was noted that, following the work through COVID, there was a change to the review of suicides with every suicide now being reviewed rather than only where the person was known to services. It was anticipated that this change would provide further learning in a collaborative way. It was further noted that reviews of all drug related deaths were also being undertaken to feed into the action groups and recognise wider learning.</p> <p>Councillor Reid questioned how suicide figures throughout the lockdown period compared with a normal period and it was recognised that there had been less drug related deaths nationally throughout the period. It was noted that there hadn't been a full review of this however there was anecdotal views that this was due to people feeling safer within their own homes and not being in the same risk situations.</p> <p><u>Children's Health, Care &amp; Justice Services</u></p> <p>Mr Douglas Pickering highlighted that people were scared to leave their homes and there was feedback from community groups that people were more concerned about catching the virus than they were about their mental health. Mr Michael Breen raised concerns regarding an increase in workforce and caseloads as the Partnership move out of the COVID lockdown period.</p> <p>Ms Marion MacAulay advised that there had been a reduction in Child Protection incidents and there were concerns regarding this. It was noted that there was likely to be an increase in referrals over the coming months as communities return to the 'new normal'.</p>	

	<p><u>Primary Care</u> Discussion took place regarding financial inclusivity and concerns with people who were unable to pay for dental services in the current climate. It was noted that Dentists could deliver private dental care however there were no charges for NHS dental care where this was clinically necessary.</p>	
3.	<p><b><u>Declarations of Interest</u></b></p> <p>There were no declarations of interest.</p>	
4.	<p><b><u>Minute of Previous Meeting</u></b></p> <p><u>17 June 2020</u> The minutes from 17 June 2020 were agreed as an accurate record of discussions.</p> <p><u>30 June 2020</u> The minutes of 30 June 2020 were agreed as an accurate record of discussions.</p>	
5.	<p><b><u>Matters Arising and Actions</u></b></p> <p><u>Child Poverty Action Plan</u> The Annual Child Poverty Action Plan update will be presented to the Board at the meeting of December.</p> <p><u>Health and Care Governance Annual Report</u> The Health and Care Governance Annual Report was still in Development and will be presented to the Board at the meeting in December.</p> <p><u>AUCS Local HUBS</u> A report on the Local HUBS for Ayrshire Urgent Care Service will be presented to the Board in October.</p>	
6.	<p><b><u>Draft Annual Performance Report</u></b></p> <p>Mr Kevin Mills presented the draft Annual Performance Report for 2019/20.</p> <p>An annual review of the Strategic Plan for 2018-2021 was undertaken during 2019/20, in line with the Participation and Engagement Strategy and through a comprehensive programme of stakeholder engagement. The Strategic Planning and Wellbeing Delivery Group considered key aspects of the Strategic Plan, alongside the indicative partnership budget to deliver these commitments. The review concluded that the Strategic Plan continued to be fit for purpose and that there was no requirement</p>	

	<p>for a replacement plan.</p> <p>Scheduled and unscheduled inspection by the Care Inspectorate continued throughout 2019/20. Quality of care was assessed as 'good' or better in 75% of services, which was a notable increase from the previous year (65%). Findings from a thematic inspection of Self Directed Support in 2018/19 and continued self-evaluation activity identified a number of areas for improvement going forward. Focused improvement action was taken throughout 2019/20 based on the learning and good progress had been made to enhance key elements of Self Directed Support in East Ayrshire.</p> <p>The Partnership continued to embed a locality-based approach to service planning and delivery to meet local needs. The Locality Planning Groups continued to implement their action plans through the last year to progress local priorities and throughout 2019/20 the Locality Groups maintained a focus on tackling social isolation and loneliness by hosting a series of community events which brought members of the public, partners and numerous groups together to make meaningful connections with each other.</p> <p>The Partnership mobilised to respond to the COVID-19 pandemic in March 2020, with a focus on delivering safe and effective services for those at risk in the community. The nature of the pandemic required a swift and proactive response, comprising a number of workstreams to ensure that people in the community were kept safe.</p> <p>Mr Eddie Fraser highlighted the size and scale of the work undertaken by the Partnership and advised that it gave him great pride. It was noted that the Primary Care Mental Health waiting lists had changed drastically from the year previous however it was acknowledged that there was still some improvement required.</p> <p>Ms Hazel Borland commended the Partnership for the services continuing and delivery over the last few months.</p> <p>The Board noted the report and agreed the following recommendations:</p> <ol style="list-style-type: none"> <li>i. Approve the content of the draft Annual Performance Report 2019/20;</li> <li>ii. Note the draft Annual Performance Report was approved by the Audit &amp; Performance Committee on 11 August 2020; and</li> <li>iii. Note that the Annual Performance Report was published in draft form on 28 July 2020.</li> </ol>	
7.	<b><u>Housing Contribution Statement</u></b>	

	<p>Mr Michael Byers presented the Housing Contribution Statement covering the period 2019-2022, which was an integral part of the Health and Social Care Partnerships' Strategic Plan 2018-2021.</p> <p>The Housing Contribution Statement (HCS) had been developed in partnership with Housing Services and strengthened the links between Housing and Health and Social Care. The HCS was the 'bridge' between the Local Housing Strategy 2019-24 and the Strategic Plan 2018-21 and provided a focus on shared outcomes, priorities and investment decisions that positively contribute to health and well-being.</p> <p>Councillor Reid noted the reduction in housing programme throughout the COVID lockdown period however it was recognised that there were back on track. It was further recognised that the current housing programme was a very ambitious programme.</p> <p>The Board noted the report and agreed the following recommendations:</p> <ul style="list-style-type: none"> <li>i. Note and comment on the draft Housing Contribution Statement 2019/22; and</li> <li>ii. Endorse the draft Housing Contribution Statement 2019-2022 subject to any amendments arising from (i) above.</li> </ul>	
8.	<p><b><u>Equalities Mainstreaming Report</u></b></p> <p>Mr Michael Byers presented the Partnerships' Equalities Mainstreaming and Outcomes Report for 2020.</p> <p>The report outlined the commitment of the Partnership to promote equality and provided an overview of the progress in mainstreaming equalities into the Partnership's day-to-day business processes. Also outlined was an overview of the processes that had been achieved to date by all the Ayrshire HSCPs in meeting the Ayrshire shared equality outcomes. An overview was also provided in respect of the associated activities that had been undertaken and/ or supported by the Partnership to reduce the inequalities and barriers local residents face to living a safe, healthy and active life.</p> <p>The Board noted the report and agreed the following recommendations:</p> <ul style="list-style-type: none"> <li>i. Consider and comment on the draft Equalities Mainstreaming and Outcomes Report 2020; and</li> <li>ii. Endorse the Equalities Mainstreaming an Outcomes Reports 2020 subject to any amendments arising from (i) above.</li> </ul>	
9.	<b><u>Final Audited Accounts 2019/20</u></b>	

Mr Craig McArthur presented the report to advise the Board of the requirements introduced by the Local Authority Accounts (Scotland) Regulations 2014, present the Annual Accounts 2019/20 for approval and to consider the External Auditors ISA260 Report detailing the outcome of the Audit of the Annual Accounts.

It was initially anticipated that, in line with previous year, the 2019/20 unaudited Annual Accounts would be presented for approval to the Board on 17 June 2020. Due to conflicting pressures, mainly related to COVID-19 mobilisation planning and the impact on reporting timescales, it was not possible to finalise detailed unaudited accounts and associated audit working papers to meet the lodgement deadline for that meeting. Discussions took place with the IJB external auditors (Deloitte LLP) to agree a revised timetable to facilitate formal approval of the audited Annual Accounts by the Board on 26 August 2020.

Consequently the 2019/20 unaudited Annual Accounts were presented to an extraordinary meeting of the Board on 30 June 2020 for approval. Following approval of the unaudited Annual Accounts, work had been undertaken by Deloitte to complete their audit work. The covering report to the draft unaudited Annual Accounts presented to the Audit and Performance Committee on 11 August 2020 highlighted that this work was largely completed however due to a combination of the shortened timescale for completion of the audit and pre-arranged annual leave, there were a small number of outstanding issues to be finalised in order to conclude the audit. This work had not resulted in any material amendments to the draft Annual Accounts presented to the Audit and Performance Committee.

The £242.957m net cost of provision of services highlighted in the audited Annual Accounts included the IJB's share of the Set Aside budget, as well as Lead Partnership cross-charging adjustments across the three Ayrshire Health and Social Care Partnerships. The Management Commentary at section 1 of the audited Annual Accounts provided a detailed analysis of directly managed services expenditure, as well as services managed under Lead Partnership arrangements which was consistent with Financial Management Reports to the IJB over the course of the 2019/20 financial year. The following table provided a reconciliation between the management accounts net expenditure of £256.254m and the £242.957m net cost of provision of services within the Comprehensive Income and Expenditure Statement in the Financial Statements at section 5 of the audited Annual Accounts.

The Board noted the report and agreed the following recommendations:

	<ul style="list-style-type: none"> <li>i. Note the audited final outturn position for the IJB for 2019/20;</li> <li>ii. Approve that earmarked balances totalling £2.408m are retained for intended purposes;</li> <li>iii. Note the content of the Independent Auditor’s Report as included at section 7 of the Annual Accounts;</li> <li>iv. Note that the content of the separate External Auditor’s ISA 260 report detailing the outcome of the audit as presented at the meeting of 26 August 2020; and</li> <li>v. Approve the Partnership’s audited Annual Accounts 2019/20.</li> </ul>	
<p><b>10.</b></p>	<p><b><u>External Audit Plan</u></b></p> <p>Mr Pat Kenny presented the External Audit Plan from Deloitte and noted that there had been no concerns to report. It was highlighted that, due to the pandemic, the audit had been completed remotely this year however Deloitte were satisfied that the audit had been completed appropriately.</p> <p>Mr Michael Breen thanks Mr Craig McArthur and Mr Alex McPhee for meeting the timescales and for the strict financial management.</p>	
<p><b>11.</b></p>	<p><b><u>Annual Report – Audit &amp; Performance Committee</u></b></p> <p>Ms Lisa Tennant presented the report for consideration and to provide assurance to the Board that governance arrangements and internal controls were adequate for the Board.</p> <p>The report provided information in relation to the programme of work undertaken by the Audit and Performance Committee during 2019/20. This included information on health and social care service performance, internal and external audit reports, and activity and progress of the Strategic Commissioning Board. The report also detailed the Committee’s assurance to the Board that governance arrangements and internal controls were adequate for inclusion in the governance statement in the IJB Audited Accounts for 2019/20.</p> <p>Thanked the Partnership Team for the work this year particularly over the last six months. Oversight of the APC of the SCB and challenges coming back from there.</p> <p>The Board noted the report and agreed the following recommendations:</p> <ul style="list-style-type: none"> <li>i. Note the contents of the Internal Audit Annual Report 2019/20 and the IJB Chief Internal Auditor’s continuing annual opinion of reasonable assurance as laid out within the report;</li> </ul>	

	<ul style="list-style-type: none"> <li>ii. Note the IJB Internal Audit Plan for 2020/21;</li> <li>iii. Note the External Audit Plan for 2019/20; and</li> <li>iv. Accept the assurance provided by the Audit and Performance Committee as outlined in paragraph 29 in respect of the adequacy of the Governance and Internal Controls of the Board for 2019/20.</li> </ul>	
12.	<p><b><u>Financial Management Report – 31 July 2020</u></b></p> <p>Mr Alex McPhee presented the report to provide details of the projected outturn position for the Partnership for 2020/21, based upon the current financial position as at 31 July 2020, including movements on the Annual Budget 2020/21 approved by the Board on 25 March 2020. The report provided an update on the current projected outturn position in relation to the Partnership’s response to the COVID-19 pandemic and included progress against approved recurring cash releasing efficiency savings, as well as confirmed funds within the IJB Reserve Balance. The report also provided a summary of the projected outturn on services managed under Lead Partnership/ Hosted Services arrangements, as well as information on Acute Services budgets in relation to large hospitals Set Aside resource within the scope of the Strategic Plan.</p> <p>The month 4 Financial Management Report for the Partnership had been compiled following financial analysis and budget monitoring at East Ayrshire Council and NHS Ayrshire &amp; Arran. The consolidated projected outturn for the Partnership on directly managed services was an overspend of £6.646m. This represented 2.5% of the £262.649m directly managed services budget for the year. The overall directly managed services variance consisted of a projected overspend of £2.811m on services commissioned from East Ayrshire Council and a projected overspend of £3.835m on services commissioned from NHS Ayrshire &amp; Arran.</p> <p>The projected overspend on directly managed services was after taking account of a projected underspend of £0.146m related to East Ayrshire hosted services managed under routine (non Covid-related) Lead Partnership arrangements. The East Ayrshire NHS Resource Allocation Committee (NRAC) share of any Lead Partnership underspend and overspend was 32.9% for 2019/20. Based on current projections, North Ayrshire Lead Partnership budgets were projected to underspend by £1.740m with South Ayrshire Lead Partnership budgets projected to overspend by £0.221m (as outlined in more detail at paragraphs 28 to 37 of this report). The following table provided a summary of the indicative impact for the current financial year, based upon the projected outturn position at month 4 and 2019/20 NRAC shares.</p>	



	<p>If this position was maintained until the end of the financial year, this would result in a net reduced projected cost to East Ayrshire IJB of £0.401m which related to the North and South shares of the East hosted services projected underspend £0.098m plus the East contribution to projected overspend in South hosted services £0.073m, both of which were offset by the East share of the projected underspend in North hosted services £0.572m. As a consequence the East Ayrshire directly managed services projected overspend £6.646m reduced to £6.245m on a population basis. It is important to highlight that the Partnership were at an early stage of the financial year and the needs-led nature of services delivered was likely to impact on the projected outturn as the year progresses, with the requirement to update NRAC fair share percentages for 2020/21 being a further consideration.</p> <p>Mr Eddie Fraser noted that the Report provided a balanced side to the presentation at the beginning of the meeting and noted that the finance team had been supporting the Partnership through COVID.</p> <p>The Board noted the report and agreed the following recommendations:</p> <ol style="list-style-type: none"> <li>i. Note the projected outturn position for East Ayrshire Health and Social Care Partnership at 31 July 2020, including specific key actions and significant variances.</li> <li>ii. Note the current projected outturn position in relation to the response to COVID-19 pandemic, including Pan-Ayrshire risk sharing implications around services hosted under Lead Partnership arrangements;</li> <li>iii. Approve the virement of £1.263m delegated funding for equipment and adaptations to East Ayrshire Council Housing Revenue Account on a non-recurring basis;</li> <li>iv. Retrospectively approve the baseline budget re-alignment adjustment in respect of the 2020/21 NHS Ayrshire &amp; Arran “pass through” uplift of £0.066m;</li> <li>v. Note the intention to seek investment totalling £0.500m from the transformational change fund to further support the implementation of the Liquid Logic management information system, to progress the Care Home Service to review and to allow for the development of the local Wellbeing Model test;</li> </ol>	
<p><b>13.</b></p>	<p><b><u>Independent Care Review – The Promise</u></b></p> <p>Ms Clare Wilson presented the report to outline the key messages from the Independent Care Review (ICR). It would provide an overview of the current strengths within East Ayrshire and the current areas of challenge and challenges. It would also set out intentions and aspirations for the future to elevate implementation of the ICR across East Ayrshire.</p>	

	<p>The report highlighted the key messages and findings from the Independent Care Review – The Promise and lays out the five foundations the review was based upon. It outlines the powerful voice of over 5,500 young people and the importance of corporate parents to listen and respond to this. Corporate parent partners have begun the journey of identifying strengths and challenges which were outlined in the report. Next steps would be to have further discussions about The Promise through the Corporate Parenting Strategic Group to ensure a holistic approach and ownership of the key messages for all partners. Following this a shared approach to implementation of The Promise needed to be agreed.</p> <p>Councillor Linton sought clarity on whether regular meetings will still be occurring with young people in attendance for Corporate Parenting and it was noted that these had been on hold due to COVID however they were rescheduled with social distancing in place.</p> <p>The Board noted the report and agreed the following recommendations:</p> <ol style="list-style-type: none"> <li>i. Consider the key messages from the Independent Care Review and what this means for East Ayrshire; and</li> <li>ii. Acknowledge the strengths of East Ayrshire that show we have the right conditions to implement the care review and equally understand the challenges we face to achieve the aspirations based on the care report.</li> </ol>	
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<p><b>14.</b></p>	<p><b><u>Service Review for Care at Home</u></b></p> <p>Ms Maxine Ward presented the report to present stage 7/8, Final Conclusions of the Best Value Service Review that was undertaken in respect of Care at Home Services and to seek approval to progress implementation of the recommendations.</p> <p>Val Allen, Independent Sector Lead representative commented on the BVSr in respect of the process and potential impact on the independent sector providers within East Ayrshire and the importance of a mixed economy of care.</p> <p>The Board noted the report and agreed the following recommendations:</p> <ol style="list-style-type: none"> <li>i. Receive the Care at Home Best Value Report;</li> <li>ii. Note that Option 2 is the preferred option from the service review;</li> <li>iii. Approve implementation of Option 2 as the future delivery model for Care at Home;</li> <li>iv. Task relevant officers with delivering the implementation plan;</li> </ol>	
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	<p>v. Issue a Direction to East Ayrshire Council to commission Care at Home in line with Best Value Service Review and implement accordingly.</p>	
<p>15.</p>	<p><b><u>Review of Management Structure</u></b></p> <p>Mr Eddie Fraser presented the report to seek approval to proceed with implementation of consolidated Leadership and Management Arrangements for the Partnership in order to meet emerging demand in Health, Care &amp; Wellbeing within East Ayrshire, provide robust foundations to take forward the aspirations within the IJB Strategic Plan and support delivery of the aspirations of the parent bodies.</p> <p>The Board noted the report and agreed the following recommendations:</p> <ol style="list-style-type: none"> <li>i. Agree the consolidated management structure for the HSCP as details in the report;</li> <li>ii. Note the consequential HR implications at Head of Service level <ul style="list-style-type: none"> <li>• The Head of Children’s Health Care and Justice – no change</li> <li>• The Head of Wellbeing and Recovery – No Change with present Head of Service consolidated within that role on a permanent basis.</li> <li>• The Head of Locality Health and Care Services – Recruitment process.</li> <li>• The Head of Primary and Urgent Care – Recruitment process.</li> </ul> </li> <li>iii. Note the enhancements of the support to Community Planning with the location of Senior Manager Planning and Performance portfolio within the Head of Wellbeing and Recovery remit;</li> <li>iv. Note the improved arrangements for professional leadership with Out of Hours Social Work being managed through CSWO portfolio;</li> <li>v. Note the enhanced role of Head of Primary and Urgent Care with the increased Urgent Care responsibility; and</li> <li>vi. Direct East Ayrshire Council and NHS Ayrshire and Arran to support recruitment process to deliver these recommendations.</li> </ol>	
<p>16.</p>	<p><b><u>Governance Papers</u></b></p> <p>The following Governance Papers were shared for information:</p> <ul style="list-style-type: none"> <li>• Strategic Planning Group – 02 June 2020</li> <li>• Audit &amp; Performance Committee – 09 June 2020</li> </ul>	

	<ul style="list-style-type: none"> <li>Health and Care Governance Group – 28 July 2020</li> </ul>	
17.	<p><b><u>AOCB</u></b></p> <p>Mr Michael Breen acknowledged the announcement that Fiona Lees, Chief Executive East Ayrshire Council and Alex McPhee, Deputy Chief Executive East Ayrshire Council were retiring. It was noted that Mr Michael Breen would send a letter on behalf of the Board thanking Fiona Lees and Alex McPhee for their contributions to the Council.</p>	
18.	<p><b><u>Date of Next Meeting</u></b></p> <p>Workshop – 09 September 2020, Venue to be confirmed.</p> <p>Meeting – 07 October 2020, Venue To be confirmed.</p>	