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## Minute of Integration Joint Board Meeting

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**Date:** 15<sup>th</sup> November 2023

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**Time:** 2pm

**Place:** Elgin House, Ailsa Hospital, Dalmellington Road, Ayr

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### Present

Cllr Julie Dettbarn, Voting Member (Chairperson), SAC  
Cllr Cameron Ramsay, Voting Member, SAC (remote link)  
Cllr Hugh Hunter, Voting Member, SAC (remote link)  
Derek Lindsay, Voting Member, NHS  
Ewing Hope, Voting Member, NHS  
Martin Rogan, Representation Member, Carers  
Frances Ewan, Staff Side Representative, NHS  
Glenda Hanna, Independent Sector Representative, Scottish Care  
Yvonne McGill, Third Sector Representative, VASA

### In Attendance

Tim Eltringham, Chief Officer (Director of Health and Social Care), HSCP  
Lisa Duncan, Chief Finance Officer, HSCP  
Gary Hoey, Chief Social Worker, HSCP  
Mark Inglis, Head of Children's Health, Care and Justice Services, HSCP  
Phil White, Partnership Facilitator, HSCP  
Sheila Tyeson, Senior Manager - Planning & Performance, HSCP  
Elaine Young, Assistant Director of Public Health, NHS  
James Andrew, Organisational Development, SAC  
Louse Gibson, Allied Health Professionals Lead, HSCP  
Robert Campbell, Chief Nurse, HSCP  
Vicky Campbell, Business Intelligence Lead, HSCP  
Claire Muir, Occupational Therapy Service Manager, NHS  
Joanne Payne, Occupational Therapist, NHS  
Suzanne Smith, Nurse Consultant, Acute - Hospital at Home Team, NHS (remote)  
Eve McGarrity, Clinical Nurse Manager, Acute - Hospital at Home Team, NHS (remote)  
Nadine McCall, Administration Assistant (minute taker)

**Cllr J Dettbarn in Chair - in the Chair**

Item	Discussion	Action
1.	<p><b>Welcome/ Apologies/ Membership Updates</b></p> <p>Apologies were received on behalf of:</p> <p>Linda Semple Jean Ford Cllr Lee Lyons Marie Oliver Fiona Mitchell-Knight Billy McClean Rosemary Robertson Steven Kelly Dawn Parker</p> <p>In terms of membership updates it was noted that Cllr Hunter is now Vice Chair of Integration Joint Board replacing Cllr Lee Lyons in this role.</p> <p>Cllr Lee Lyons will remain on the Integration Joint Board Membership as a Voting Member.</p>	
2.	<p><b>Declarations of Interest</b></p> <p>No declarations of interest to note.</p>	
3.	<p><b>Minute of Previous Meeting</b></p> <p>Minutes of Integration Joint Board held on 11<sup>th</sup> October were approved by the Board.</p>	
4.	<p><b>Chief Officer's Update</b></p> <p><b>Changing our Care Language 7- minute briefing</b></p> <p>M Inglis explained that Dawn Parker and the Champions Board have created a 7-minute briefing which was shared with the meeting.</p> <p>M Inglis advised that in February a session was held with a range of partners to look at "language creates reality". There were sessions which were attended by some care experienced young people who highlighted some of the language which they did not like for example, LAC (Looked After and Accommodated). They expressed how this word often made them feel like they were "lacking"</p>	

	<p>something.</p> <p>As of 1<sup>st</sup> November, to progress this Looked After and Accommodated meetings will now be referred to as 'Mark's first meeting' and subsequent meetings will reflect the purpose and not the process changing the titles of their meetings to remove language which they did not like.</p> <p>M Inglis expressed that language is a part of everyone's job and they appreciate some people may fall into old patterns, however they would kindly remind each other of the wishes of young people and the language we should use going forward.</p> <p>M Inglis advised that there is a range of quality assurance reviewing officers who will check in real time regarding how the language is being used.</p> <p>M Inglis also advised that they are hoping to create a language guide which will hopefully guide people in knowing what good change is.</p> <p>Cllr Dettbarn expressed the importance of this for young people and explained that she has witnessed first-hand the effect some of the language used can have on Young People and although it has never been intentional, she would wholly welcome this positive change.</p> <p><b>Ageing Well – 7 - minute briefing</b></p> <p>E Young informed that Ageing Well has been taken forward beneath the banner of Community Planning. Ageing Well discussions were initiated when B McClean and P White had attended Community Planning Partnership Board around this profiling and demographics for South Ayrshire and it was very much, we must make an impact and changes for older people.</p> <p>The Ageing Well Strategy was written around how the Partnership move forward with this work. There is a Programme Board set up who looked at profiling to provide data and they are keen to work alongside communities to develop this strategy. There are also Champion Board Groups developed in Ayr, Girvan and Troon looking at this work.</p> <p>P White explained that other HSCP areas have become interested in the Ageing Well work that has been carried out and members from South Ayrshire have been invited to speak in Perth and Kinross to share our experience and learning.</p>	
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	<p>P White informed that a vision statement has been created and they continue to share this to allow people to see the vision they have for Ageing Well in South Ayrshire.</p>	
<b>5.</b>	<p><b>Matters Arising/ Action Log</b></p> <p>S Tyeson gave an update in relation to the Matters Arising/ Action Log.</p> <p>All actions complete and agreement for completed actions to be removed from the Action Log for the next meeting with any actions from today's meeting added.</p>	
<b>6.</b>	<p><b>Summary briefing from other Governance Meetings (if available/relevant)</b></p> <p>N/A</p>	
<b>Items for Agreement</b>		
<b>7.</b>	<p><b>Workforce Plan 2022-2025</b></p> <p>J Andrew informed that the purpose of the report is to provide an update on the Partnership Workforce Plan 2022 – 2025 and the associated Action Plan.</p> <p>J Andrew explained that this was the first annual review of the current Workforce Plan and there was initial feedback from Scottish Government Workforce Planning Unit.</p> <p>J Andrew highlighted some key elements within the paper (as circulated).</p> <p>J Andrew informed that a Staff Governance Group was now in place which developed a range of subgroups. Groups have now been established and have been working on their Terms of Reference and other elements of work.</p> <p>J Andrew advised that the subgroups oversee a range of Short Life Working Group (SLWGs). The Recruitment and Retention SLWG has been looking at international recruitment and the scoping of this.</p> <p>Care at Home SLWG has been focusing on recruitment and there has been a positive increase in vacancies.</p> <p>J Andrew informed that the current focus is the creation of the Safe Staffing Act subgroup.</p>	

	<p>The subgroup which focuses on Wellbeing has recently redefined its Terms of Reference, which originally did not include absence. However, it has been agreed to make the group more effective it will focus on Wellbeing activities only and DMT will consider absence in a separate section.</p> <p>J Andrew highlighted that South Ayrshire Council will be audited on Workforce Planning in coming months.</p> <p>There are still ongoing considerations and barriers around Workforce Data which hopefully will be addressed over time.</p> <p>J Andrew informed that there is a lack of clarity regarding future national reporting of Workforce Planning which he will share when this is available.</p> <p>J Andrew welcomed any comments.</p> <p>E Hope asked if there was staff side involved in Workforce Planning. L Gibson clarified that K Brown was involved in this.</p> <p>E Hope expressed in terms of leadership development, that he feels more work is required around how managers and leaders interact with trade unions as it is vital this engagement is strengthened as much as possible.</p> <p>T Eltringham agreed with E Hope's comment and expressed that he feels there is a good set of arrangements in place currently and advised that Heads of Service meet with Council and NHS representatives regularly and are happy to engage with any issues raised by union representatives.</p> <p>T Eltringham advised that having this structure gives greater confidence that as a Partnership they are attending to issues relating to workforce. T Eltringham explained that there has been a lot of work ongoing over the last 6-9 months and a lot of further potential.</p> <p>In respect of recruitment and retention issues they have invested in additional support within council HR function to assist with timeous management of applications, focused on Care at Home initially and the improvement has been positive, they are now close to having recruited 100 people into the in-house service.</p> <p>A discussion ensued around the new partial retirement option that is being offered within the NHS and the impact this could potentially</p>	
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	<p>have going forward.</p> <p>T Eltringham expressed that he would be hopeful that COSLA and Scottish Government would be considering these issues in parallel, as if this is not available to Local Government employees also, it creates a significant difference.</p> <p>Cllr Dettbarn informed that she is part of COSLA Board membership and would be happy to take any comments to them in relation to this for discussion and feedback.</p> <p><b>Board agreed with the recommendations of the paper.</b></p>	
<p><b>8.</b></p>	<p><b>South Ayrshire Wellbeing Pledge - Future Direction</b></p> <p>P White informed that the purpose of the report is to reflect on the Wellbeing Pledge two years on from its inception and to look towards the next period of delivery.</p> <p>P White explained that The Wellbeing Pledge was partly inspired by the work in Wigan – the Wigan Deal – which sought to reposition the approach to supporting residents in a more partnership-based way. The Wellbeing Pledge sets out a partnership approach with the residents of South Ayrshire where there is more emphasis on their own contribution to health and wellbeing outcomes rather than the previous ‘service’ dominated approach.</p> <p>P White informed that as the DMT and the Wellbeing Pledge Board have reflected on the outworking of the Wellbeing Pledge so far, a range of issue have emerged particularly concerning the next period for the Wellbeing Pledge. These are fully detailed within the circulated paper.</p> <p>It is proposed to hold a joint Integration Joint Board and Community Planning Partnership (CPP) Board session to explore wider ownership and support for the Wellbeing Pledge Board.</p> <p>The 25<sup>th</sup> of January 2024 has been proposed as a session for this prior to CPP board to hold a session.</p> <p>Cllr Dettbarn expressed as a new Chairperson of the CPP she would welcome this opportunity and looked forward to a joint session in the near future.</p> <p><b>The Board noted content and agreed with the recommendations of the report.</b></p>	

<p><b>9.</b></p>	<p><b>Budget Monitoring Period 6 – 30<sup>th</sup> September 2023</b></p> <p>L Duncan advised that the purpose of this report is to advise the IJB of the projected financial outturn for the financial year as at 30th September 2023. The report will also provide an update on progress made against approved savings and movements on the annual approved budget for 2023-2024. Request for approval on use of reserves, and requests for funding from the Improvement and Innovation reserve fund, and budget virements for approval are also included.</p> <p>L Duncan noted the recommendations to the Board (as fully detailed within the circulated report).</p> <p>L Duncan highlighted key areas, noting that the main overspends are within Community Care. In terms of underspends these are temporary in nature as posts begin to get filled within Care at Home, these underspends will not be recurring in 2024 – 2025.</p> <p>L Duncan highlighted to the Board Appendix G which is a list of improvement and innovation fund projects.</p> <p>L Duncan advised that since the paper was written further pay negotiations had taken place and a new pay award was on the table with an indication of a £0.618m pressure in this financial year, which would result in an overspend to the IJB. D Lindsay queried the payroll projections and asked what the latest pay uplift presented was, as budget included 5.5%. L Duncan noted that the uplift was not a straight percentage for everyone, and the details had not been passed on from Finance, the only information provided was an estimated cost of £0.618m.</p> <p>D Lindsay queried the balance of payroll movement and how it relates to payroll management target, and asked to achieve these savings that might involve taking out post/s that are empty and will this be adjusted against payroll going forward into next year. L Duncan advised we added in an extra £1m for payroll turnover in the budget for 2023-24, on the basis of the recruitment challenges we were experiencing at the time and filling posts in areas where investment had been made resulted in non-recurring underspends.</p> <p>Progress on recruitment has now largely been successful and going forward in the 2024-25 budget the £1m payroll turnover will need to come out and we will need to find it through budget savings.</p> <p>Cllr Dettbarn advised that in respect of kinship payments in some</p>	
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	<p>authorities the national allowance is less than what the Local Authority is currently paying out. Cllr Dettbarn noted that the allowance South Ayrshire are paying for some age groups is more than what carers will be getting under the national allowance and questioned if this this meant carers would be having the allowance they currently receive reduced. L Duncan informed that payments in this case would continue to be made at the rate where they had already been agreed previously.</p> <p>Ewing Hope queried whether posts were being withheld to meet the payroll turnover target.</p> <p>T Eltringham advised this was not the case and this was only due the current workforce and the difficulty in being about to recruit and retain staff.</p> <p><b>The Board noted content of the report and agreed with the recommendations.</b></p>	
<p><b>10.</b></p>	<p><b>Chair of Performance and Audit Committee</b></p> <p>T Eltringham informed that this report informs the Integration Joint Board of the single nomination for a replacement to the current Chairperson for Performance and Audit Committee (PAC).</p> <p>T Eltringham explained at its meeting in October 2023 South Ayrshire Council agreed to nominate Councillor Hugh Hunter as Vice Chair of the IJB, replacing Councillor Lyons in this role. As a consequence, Councillor Hunter will now move to be Chairperson of SPAG leaving the Chairperson of PAC. This leaves a vacancy for the position of Chairperson of the PAC.</p> <p>Councillor Hunter and Councillor Lyons have both nominated Councillor Ramsay to take up the position of Chairperson of the Performance and Audit Committee.</p> <p>It is proposed that the IJB consider the single nomination of Councillor Ramsay assuming position of Chairperson of Performance and Audit Committee.</p> <p><b>The Board noted content of the paper and agreed with the recommendation.</b></p>	
<p><b>For Information to IJB</b></p>		



<b>11.</b>	<p><b>Hospital at Home</b></p> <p>S Smith informed that the purpose of this report is to provide an update on the progress of NHS Ayrshire and Arran Hospital at Home Team and outline proposed expansion with projection on how this shall be accomplished.</p> <p>S Smith updated the meeting on the background of Hospital at Home, explaining that the service offers short-term targeted acute care to individuals in their own home.</p> <p>S Smith gave an update on referral types and detailed some of the interventions Hospital at Home can include.</p> <p>S Smith informed that with unscheduled care of older adults increasing and hospital admissions causing safety concerns for older adults, who are admitted more frequently, experience longer stays and occupy more bed days in acute hospitals than other patient groups. The expansion of alternatives to hospital admissions would be beneficial to the people of Ayrshire and Arran.</p> <p>E McGarrity provided an overview of funding and 2 funding bids that have been submitted which are fully detailed within the circulated report.</p> <p>E McGarrity advised that the capacity they have at the moment is on plan, however they hope the number of patients the service is able to treat/ support will increase.</p> <p>It was noted that Scottish Government have not guaranteed if funding will be recurrent and if not then they would consider asking the IJB if the service was effective and worth investing in going forward.</p> <p>S Smith continued by advising that they now have 5 days medical cover within the service. Three days are covered by medical consultants, one day by herself and another day by GP to ensure they are able to provide 5 days cover each week.</p> <p>E Hope expressed that by implementing this service further you would expect to see a reduction in Delayed Transfers of Care, therefore he would be keen to support Hospital at Home expanding.</p> <p>Cllr Dettbarn and Cllr Hunter both expressed their support of this service and the proposed expansion plans.</p> <p><b>The Board noted content of the paper and agreed with the</b></p>	
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	<b>recommendations.</b>	
<b>12.</b>	<p><b>Occupational Therapy in GP Practices – Working Together</b></p> <p>C Muir informed that the purpose of this report is to report on the Working Together Primary Care Occupational Therapy Team and to set out plans for extending the service across the area.</p> <p>C Muir informed that she prepared a flash report for today’s meeting and highlighted some key areas within this.</p> <p>C Muir advised that they are currently delivering short term intervention and holistic access for people who are unable to access occupational therapy through their GP. The service focus is on impact on occupations on daily life and looking at people’s difficulties and ascertaining their goals through working with occupational therapy.</p> <p>C Muir explained that at this point, nationally they were not mentioned in GMS Contracts as priority members of a multi-disciplinary team, however feels it is very clear that they have an important role to play embedding in multi-disciplinary teams.</p> <p>C Muir informed that currently in South Ayrshire they have two band 7s and one band 6 who are able to cover 8 out of 18 GP practices.</p> <p>C Muir advised that the next steps and hope for the future is to expand the cover the service currently has so that everyone can have access to occupational therapy within GP Practices.</p> <p>IJB Members are asked to note the progress made in relation to this early intervention occupational therapy work and request support of the existing Working Together team and further development plans including the role out across all localities and further GP Practices.</p> <p>Cllr Dettbarn expressed her support of this service and welcomed an update at a future IJB Meeting.</p> <p><b>The Board noted content of the report.</b></p>	
<b>13.</b>	<p><b>Focus on Frailty and Ahead of the Curve Update</b></p> <p>P White advised that the purpose of this report is to update IJB members on key developments and issues related to the Focus on Frailty approach in South Ayrshire together with an update on progress on the Ahead of the Curve Frailty programme.</p>	

	<p>P White informed that IJB members have been previously briefed about a range of HSCP work focusing on supporting frailty including the Ahead of the Curve programme in Primary Care and wider communities at the November 2022 IJB.</p> <p>Working together with colleagues from UHA an application was submitted for participation in a national Healthcare Improvement Scotland (HIS) programme called 'Focus on Frailty'. This was successfully considered, and the partnership now form part of a network of 6 partnerships working with national colleagues in HIS/Improvement Hub to develop further pioneering work on frailty.</p> <p>P White informed of the proposed approach agreed with Healthcare Improvement Scotland to the Focus on Frailty programme which is fully detailed within the circulated report.</p> <p>P White advised that the Focus on Frailty programme will build on, and have as integral, the existing Ahead of the Curve work that the IJB has previously invested in. Progress on this work was tabled at an IJB in November 2022 and further update on progress and next steps for this this work is detailed within the circulated report.</p> <p><i>Presentation on "Stay Ahead of the Curve" was shared on screen.</i></p> <p>J Payne informed that she presented at IJB last year and would be providing an update today on where her team are with outcome measures and what this means for the wider system.</p> <p>J Payne gave a lengthy update in relation to the information within the presentation.</p> <p>J Payne also shared a patient story which resulted in a very positive outcome for the patient.</p> <p>T Eltringham noted that a lot of positive discussion had taken place today in terms of what the Partnership is doing to prevent hospital admissions. T Eltringham expressed that it is important to acknowledge all of this and continue to look at how they can further develop and enhance the positive work already ongoing to ensure people can remain within their homes and easily access the care they require.</p> <p>Discussion ensued regarding how they can ensure the wider community and other parts of the system are aware of the work that is ongoing and how they can share the message further with regards to services available to the people of South Ayrshire and how they best access these.</p>	
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	<b>The Board noted content of the paper and their support of the work that has been ongoing.</b>	
<b>14.</b>	<b>Team Around the Locality video</b>  Link to the Team Around the Locality video was shared as part of the agenda.	
<b>Items for noting</b>		
<b>15.</b>	No other items for noting.	
<b>Any other business</b>		
<b>16.</b>	Cllr Hunter commended the success of South Ayrshire Young Carers at the Great British Care Awards and wished them well going forward to the national finals.	

**Date of Next Meeting** – Wednesday 13<sup>th</sup> December 2023