

**Minute of virtual meeting of the  
East Renfrewshire Integration Joint Board  
held at 2.30 pm on 23 June 2021**

**PRESENT**

Councillor Caroline Bamforth	East Renfrewshire Council (Chair)
Lesley Bairden	Head of Finance and Resources (Chief Financial Officer)
Councillor Tony Buchanan	East Renfrewshire Council
Dr Angela Campbell	Consultant Physician in Medicine for the Elderly
Dr Claire Fisher	Clinical Director
Anne Marie Kennedy	Third Sector representative
Amina Khan	NHS Greater Glasgow and Clyde Board
Councillor Alan Lafferty	East Renfrewshire Council
Dr Deirdre McCormick	Chief Nurse
Andrew McCready	Staff Side representative (NHS)
Geoff Mohamed	Carers' representative
Heather Molloy	Scottish Care representative
Anne-Marie Monaghan	NHS Greater Glasgow and Clyde Board (Vice-Chair)
Julie Murray	Chief Officer – IJB
Councillor Jim Swift	East Renfrewshire Council

**IN ATTENDANCE**

Liona Allison	Assistant Committee Services Officer, East Renfrewshire Council
Claire Coburn	Strategic Services Manager, East Renfrewshire Council
Eamonn Daly	Democratic Services Manager, East Renfrewshire Council
Morven Fraser	Audit Scotland
Tom Kelly	Head of Adult Services - Learning Disability and Recovery
Lee McLaughlin	Head of Adult Services – Communities and Wellbeing
Ian McLean	Accountancy Manager
Candy Millard	Head of Adult Health and Social Care Localities
Steven Reid	Policy, Planning and Performance Manager

**APOLOGIES FOR ABSENCE**

Jacqueline Forbes	NHS Greater Glasgow and Clyde Board
Lynne Rankin	Staff Side representative (ERC)
Kate Rocks	Head of Public Protection and Children's Services (Chief Social Work Officer)
Flavia Tudoreanu	NHS Greater Glasgow and Clyde Board

## **DECLARATIONS OF INTEREST**

1. There were no declarations of interest intimated.

## **MINUTE OF PREVIOUS MEETING**

2. The Board considered and approved the Minute of the meeting held on 12 May 2021.

## **MATTERS ARISING**

3. The Board considered and noted a report by the Chief Officer providing an update on matters arising from discussions that had taken place at the previous meeting.

## **ROLLING ACTION LOG**

4. The Board considered a report by the Chief Officer providing details of all open actions, and those that had been completed or removed since the last meeting.

Having heard the Chief Officer confirm that a report on the CAMHS and Family Wellbeing Service would be submitted to the next meeting, the Board noted the report.

## **LOCAL CHILD POVERTY ACTION REPORT – YEAR 3**

5. The Board took up consideration of a report by the Chief Officer seeking approval and publication of the third annual Local Child Poverty Action Report (LCPAR).

The report referred to the targets for the Scottish Government to reduce significantly child poverty in Scotland by 2030, as set out in the Child Poverty (Scotland) Act 2017. It explained that the Act also placed a duty on health boards and local authorities to work together to develop, produce and deliver LCPARs. The reports were expected to represent a step change in action to address child poverty at a local level, describing both work already under way as well as outlining future plans to tackle child poverty.

Having referred to the work of community planning partners to address child poverty locally which was seen as being integral to the visions for young people set out in the Community Plan, and to the various plans and strategies of which tackling child poverty was a key element, the report highlighted some of the notable key successes in the LCPAR. These included the launch of the new Parental Employability Support Fund providing support for parents facing barriers in progressing their careers; adapted and increased money advice and welfare support services to manage additional demand; extensive free and low-cost food provision to families throughout the COVID-19 pandemic; increased digital access to low income families; and provision of school hub places for all vulnerable children, including those experiencing poverty, throughout school closure periods.

Some of the areas for development and proposed next steps were also highlighted. These included improving availability, access to and uptake of good quality in-work support programmes; improved parental access to benefits and income maximisation information and advice, including new referral pathways; reducing energy costs for vulnerable families; and reducing costs to families of school attendance and participation.

It was noted that that at the time of the report's production, the situation with the COVID-19 pandemic was still in flux and the full scale of the impact which this has had and would have on child poverty could not be accurately measured. Action planning for 2021-2022 was therefore subject to change and development. Similarly, many of the actions taken during 2020-2021 were reactive measures that were not anticipated or documented in the previous LCPAR.

In response to questions from Councillor Bamforth in relation to the number of children in East Renfrewshire living in poverty, it was explained that there was a data lag therefore the figure of 3,000 quoted in the report was pre-COVID. This was expected to rise. However as this issue was common across the country it would still be possible for comparisons to be made with other areas.

Ms Molloy was heard on some of the ongoing work through the Regional Growth Deal, which was aimed at tackling in-work poverty with the associated impact this had on children.

The Board agreed to approve and publish the Local Child Poverty Action Report.

## **UNAUDITED ANNUAL REPORT AND ACCOUNTS 2020/21**

6. Under reference to the Minute of the meeting of the Performance and Audit Committee held prior to the meeting of the Board, the Board considered a report by the Chief Financial Officer providing an overview of the unaudited report and accounts for the IJB covering the period 1 April 2020 to 31 March 2021. The report also outlined legislative requirements and key stages associated with the approval of the annual report and accounts.

Having referred to the establishment of IJBs and the requirements, in accordance with Section 106 of the Local Government (Scotland) Act 1973, for annual accounts to be prepared in compliance with the Code of Practice on Accounting for Local Authorities in the United Kingdom, and also to additional guidance produced by the Local Authority (Scotland) Accounts Advisory Committee, the report set out an overview of the process for the preparation and approval of the IJB's annual report and accounts.

The report highlighted the main key messages. There was a year-end underspend of £0.833 million which was 0.56% of the annual revenue budget; COVID-19 spend had been £9.095 million with funding of £12.260 million being received and the balance taken to reserves.

The main variances to the budget were set out in the report in addition to which it was reported that during the year £0.831 million of reserves had been used. The year on year movement in reserves was summarised, it being noted that £6.590 million had been invested into earmarked reserves, the majority of which related to specific ring-fenced funding received from the Scottish Government during the year. The majority of the funding related to COVID-19 costs and would be used to support the ongoing response to the pandemic during 2021/22. Approval for the reserves position as set out in the annual report and accounts was sought.

It was noted that the general reserve remained unchanged at £0.272 million, just under 0.2% of the 2020/21 revenue budget and well below the optimum level at a value of 2% of budget.

It was further noted that the Performance and Audit Committee that had taken place prior to the meeting had considered the annual report and accounts and Ms Monaghan, Chair of the committee confirmed it had been agreed that the annual report and accounts be remitted to the IJB with the recommendation that they be approved.

The Chief Financial Officer was heard further on the annual report and accounts, in the course of which she provided a summary of the discussions that had taken place at the Performance and Audit Committee. In particular she referred to the discussions around

allocation of the Council's central support costs and on the proposals to add an action to the committee's Rolling Action Log in relation to ongoing discussions with Council colleagues on central support activity. She also referred to the discussions at the committee in relation to the late receipt of additional funds from Scottish Government and the challenges this posed in terms of being able to spend the money and ensuring value for money. The possibility of adding this to the risk register would be examined.

In response to comments from Mr McCready in relation to budget saving exercises being undertaken by NHSGGC, the Chief Financial Officer explained that the IJB's budget offer from NHSGGC had been made and accepted, and the IJB budget approved on the basis of the offer. No further savings requirements were expected.

The Board:-

- (a) approved the unaudited annual report and accounts;
- (b) approved the proposed reserves allocations;
- (c) noted that the annual report and accounts was subject to review; and
- (d) agreed to receive the annual report and accounts in November, subject to any recommendations made by the external auditor and/or the Performance and Audit Committee.

## **MEDIUM-TERM FINANCIAL PLAN**

7. The Board considered a report by the Chief Financial Officer submitting for approval a refreshed Medium-Term Financial Plan for the IJB for the 5 year period 2022/23 to 2026/27. A copy of the plan accompanied the report.

It was explained that the plan was a refresh of the 2019/20-2023/24 Plan approved by the IJB in March 2019.

The report explained that the revised plan reflected the 2021/22 budget and used this as a baseline for calculating future cost pressures. In addition, information was included to reflect the impacts of COVID-19 and the independent review of adult social care and the associated uncertainties this had brought to forward planning. The position in relation to reserves had also been updated.

The report also highlighted the IJB information included in the Audit Scotland publication *Local Government in Scotland Financial Overview 2019/20* published in January 2021 with the main points relating to the IJB and the local position included for context.

The report explained that the plan confirmed the scale of the financial challenge; the potential conflict with existing savings; the risk that if the Recovery and Renewal programme could not be adequately resourced it may not be delivered successfully; and the significant risks around financial sustainability. Opportunities from the independent review of adult social were also recognised in the plan.

Given the numerous dynamics and the iterative approach the IJB had agreed as part of the 2021/22 budget the plan would be revised as information became clearer. It would also be used to inform engagement with partners in future budget discussions.

The Board:-

- (a) approved the revised Medium-Term Financial Plan; and
- (b) agreed to receive updates that reflected significant changes in the financial outlook for the IJB.

## **2020-21 END-YEAR PERFORMANCE UPDATE AND POSTPONEMENT OF ANNUAL PERFORMANCE REPORT**

8. Under reference to the Minute of the meeting of the Performance and Audit Committee held prior to the meeting of the Board, the Board considered a report by the Chief Officer advising of the postponement of the publication of the 2020-21 Annual Performance Report and providing a summary update of key performance for 2020-21.

Having referred to the legislative requirement for Integration Joint Boards to publish Annual Performance Reports, and to temporary legislative changes in relation to the timescales for the publication of such reports, the report explained that given the volume of work required for a full review of performance and activity during 2020-21, and specifically the requirement for input to the review from partners and services, publication of the Annual Performance Report had been postponed until 31 August 2021 with a draft report being submitted to the next meeting of the IJB on 11 August for approval.

In the interim, summary information was provided relating to performance measures set out under the strategic priorities in the HSCP Strategic Plan 2018-2021.

The report made particular reference to the unprecedented challenge faced by the HSCP in responding to the COVID-19 pandemic highlighting the resilience, commitment and creativity shown by staff and giving examples of some of the work undertaken by HSCP staff including the delivery of vaccination programmes and working in partnership to develop the Community Hub. It was highlighted that COVID-19 response activity was in addition to planned operational activity and that much of the 2020-21 performance data reflected the direct impact of the pandemic on operational activity.

It was noted that the Performance and Audit Committee that had taken place prior to the meeting had considered and noted the report.

Commenting on the report, the Chief Officer referred to the significant increased demand for services including in particular from clients with complex needs. As a consequence, maintaining performance at current levels was challenging.

Echoing the Chief Officer's comments, Councillor Buchanan stated that increased service demand with associated cost pressures was inevitable as society moved from the intensive phase of the pandemic. He also took the opportunity to thank all staff for their efforts in maintaining such good performance levels whilst also dealing with the challenge of the pandemic.

Responding to Ms Khan, the Policy, Planning and Performance Manager indicated that ways to give members of the IJB the opportunity to comment on the final draft of the Annual Performance Report prior to its submission to the Board would be investigated.

The Board noted:-

- (a) that the publication date for the 2020-21 Annual Performance Report had been postponed to 31 August 2021; and

- (b) the End-Year Performance Update for 2020-21.

## **HSCP RECOVERY AND RENEWAL PROGRAMME UPDATE**

9. The Board considered a report by the Chief Officer providing an update on the HSCP Recovery and Renewal Programme.

Having referred to the presentation made to the Board in May on the proposed HSCP Recovery and Renewal Programme, the report explained that the Recovery and Renewal Programme combined the overall aims of both recovery and transformation into a single programme, and that the programme would seek to ensure that lessons learned during the pandemic were used to inform recovery as well as transform services in the future.

The aims and objectives of the programme having been set out, the report reminded the IJB that the programme contained 4 overarching themes under which projects were aligned. These themes were noted as Recovery; Wellbeing; Individuals' Experiences; and Business Systems and processes, and the report summarised the issues that would be considered across the themes as well as providing an update on progress since the presentation to the IJB in May.

The Board:-

- (a) noted the development of the HSCP Recovery and Renewal Programme; and
- (b) agreed that regular updates be submitted to future meetings.

## **INCLUSION OF INTEGRATION JOINT BOARDS AS CATEGORY 1 RESPONDERS UNDER THE CIVIL CONTINGENCIES ACT 2004**

10. The Board considered a report by the Chief Officer in relation to the inclusion of Integration Joint Boards as Category 1 responders in terms of the Civil Contingencies Act 2004 (the Act).

The report explained that following consultation by them, the Scottish Government had amended the Civil Contingencies Act 2004 to include Integration Joint Boards as Category 1 Responders. This change took effect from 18 March 2001.

Having set out the definition of an emergency in terms of the Act the report explained that the Act divided responders into 2 categories depending on the extent of their involvement in civil protection work. A list of Category 1 Responders as well as examples of Category 2 Responders and their statutory duties was provided.

The report provided information on the Resilience Partnership arrangements in place across Scotland noting that East Renfrewshire was a member of the West of Scotland Regional Resilience Partnership, one of 3 in partnerships in place across the country. Within that partnership, East Renfrewshire, along with Renfrewshire and Inverclyde, was part of the West Local Resilience Partnership. It was noted that whilst in the past the HSCP had been invited to contribute to specific areas of work, the Chief Officer now had a permanent seat on the West LRP as a Category 1 Responder on behalf of the IJB. Thereafter, the report set out the duties of a Category 1 Responder and how the IJB discharged those duties.

Ms Monaghan having stated that whilst it was appropriate to acknowledge front-line staff recognition should also be given to those staff that supported front-line service delivery, the Board:-

- (a) noted the inclusion of IJB's as Category 1 Responders in terms of the Civil Contingencies Act 2004 (the 2004 Act); the requirements and the arrangements in place and plans to ensure that the IJB met its requirements under the Act;
- (b) instructed the Chief Officer, as the Accountable Officer, to carry out all necessary arrangements to discharge the duties on behalf of the IJB under the 2004 Act; and
- (c) instructed the Chief Officer to bring a report, annually, providing assurance on the resilience arrangements in place to discharge the duties under the 2004 Act.

## **CALENDAR OF MEETINGS 2022**

**11.** The Board considered and approved a report by the Chief Officer setting our proposed meeting dates for 2022.

## **DATE OF NEXT MEETING.**

**12.** It was noted that the next meeting of the Integration Joint Board would be held on Wednesday 11 August 2021 at 10. am.

## **VALEDICTORY – CANDY MILLARD, HEAD OF ADULT HEALTH AND SOCIAL CARE LOCALITIES**

**13.** Councillor Bamforth reported that Candy Millard, Head of Adult Health and Social Care Localities was retiring from the HSCP at the end of the day and this was her last meeting of the IJB. Councillor Bamforth thanked Ms Millard for the support she had provided since Councillor Bamforth's election to the Council and appointment to the IJB.

Thereafter the Chief Officer paid tribute to Ms Millard. She referred to their long working relationship and to the positive contribution made by Ms Millard to the establishment and continuing development of the HSCP, including the construction of the Eastwood Health and Care Centre.

Tributes were also paid by other members of the Board, following which Ms Millard responded in suitable terms.

CHAIR