

**Minute of virtual meeting of the
East Renfrewshire Integration Joint Board
held at 10.30 am on 22 June 2022**

PRESENT

Anne-Marie Monaghan	NHS Greater Glasgow and Clyde Board (Vice-Chair)
Lynsey Allan	Scottish Care
Lesley Bairden	Head of Finance and Resources (Chief Financial Officer)
Councillor Caroline Bamforth	East Renfrewshire Council
Councillor Paul Edlin	East Renfrewshire Council
Dr Claire Fisher	Clinical Director
Jacqueline Forbes	NHS Greater Glasgow and Clyde Board
Anne Marie Kennedy	Third Sector representative
Amina Khan	NHS Greater Glasgow and Clyde Board
Dr Deirdre McCormick	Chief Nurse
Andrew McCready	Staff Side Representative (NHS)
Geoff Mohamed	Carers' representative
Julie Murray	Chief Officer – IJB
Councillor Katie Pragnell	East Renfrewshire Council
Kate Rocks	Head of Public Protection and Children's Services (Chief Social Work Officer)
Lynne Rankin	Staff Side Representative (ERC)
Michelle Wailes	NHS Greater Glasgow and Clyde Board

IN ATTENDANCE

Liona Allison	Assistant Committee Services Officer, East Renfrewshire Council
Claire Coburn	Strategic Services Lead Officer, East Renfrewshire Council
Eamonn Daly	Democratic Services Manager, East Renfrewshire Council
Pamela Gomes	Governance and Compliance Officer
Lisa Gregson	HR Business Partner, East Renfrewshire Council
Tom Kelly	Head of Adult Services – Learning Disability and Recovery
Lee McLaughlin	Head of Adult Services – Communities and Wellbeing
Ian McLean	Finance Business Manager
Margaret Phelps	Strategic Planning, Performance and Commissioning Manager

APOLOGIES FOR ABSENCE

Dr Angela Campbell	Consultant Physician in Medicine for the Elderly
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DECLARATIONS OF INTEREST

1. There were no declarations of interest intimated.

INTEGRATION JOINT BOARD AND PERFORMANCE & AUDIT COMMITTEE MEMBERSHIPS

2. The Board considered a report by the Chief Officer providing an update in relation to membership of the Board following the recent local government elections.

The report explained that Councillors Bamforth, Edlin, Macdonald and Pragnell had been appointed by the Council to serve on the Board, with Councillor Macdonald appointed as the Council's lead representative. However, Councillor Macdonald had subsequently tendered his resignation, and the resulting vacancy would be considered by the Council on 29 June.

The report also sought homologation of the appointment of Councillor Bamforth as a member of the Performance and Audit Committee, and reported that Lynsey Allan had replaced Heather Molloy as the Scottish Care representative on the Board and the Performance & Audit Committee.

The Board:-

- (a) noted the position regarding the Council appointments to the Board;
- (b) homologated the appointment of Councillor Bamforth to the Performance and Audit Committee; and
- (c) noted that Lynsey Allan had replaced Heather Molloy as the Scottish Care representative on the Board and the Performance & Audit Committee.

MINUTE OF PREVIOUS MEETING

3. The Board considered and approved the Minute of the meeting held on 16 March 2022.

MATTERS ARISING

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

In response to Councillor Bamforth, the Head of Public Protection and Children's Services made further comment on the work being carried out in an effort to establish a named place of safety in East Renfrewshire, highlighting that unless circumstances dictated otherwise, the default position in East Renfrewshire would be that children stayed at home.

Ms Monaghan having welcomed the production of an easy read version of the Strategic Plan, the Board noted the report.

ROLLING ACTION LOG

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

PERFORMANCE AND AUDIT COMMITTEE

6. The Board considered and noted the Minute of the meeting of the Performance & Audit Committee held on 16 March 2022.

LOCAL CHILD POVERTY ACTION REPORT – YEAR 4

7. The Board took up consideration of a report by the Chief Officer seeking approval and publication of the fourth annual Local Child Poverty Action Report (LCPAR). A copy of the LCPAR accompanied the report.

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 for new and innovative efforts to tackle child poverty.

Having referred to the work of the Council and its 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 explained that the LCPAR highlighted key areas of progress over the period from April 2021 to March 2022.

The report also highlighted a number of key findings of note from the LCPAR. In relation to employment, these included an increase in the number of Living Wage accredited employers in the area; reducing unemployment rates; and continuing high participation rates in learning, training or employment for 16-19 year olds.

In relation to social security, it was reported that there had been a slight decrease in the number of families accessing financial wellbeing advice and support from the Money Advice and Rights Team (MART) during 2021-22 compared to the previous year. However, this was still around a third higher than the pre-pandemic numbers so there was still high demand. It was anticipated that this demand would continue to increase due to the current cost of living crisis, and the intention was to respond to this by providing debt and benefit advice, increased referral pathways and producing digital self-service guides. It was also noted that Scottish Welfare Fund applications had increased by around a third during 2021-22, which reflected the changing circumstances of families as a result of the pandemic. It was anticipated that demand on SWF would continue to remain higher than pre-pandemic level for some years to come. This was likely to entail additional budgetary demand, which at this stage had not been quantified.

In addition, in relation to the cost of living crisis, it was reported that all eligible 3 and 4-year-olds were registered for their funded early learning and childcare place in 2021. This was a great achievement which should provide parents with affordable childcare options to enhance their employment opportunities. From 2022 onwards, work would be ongoing to provide a hot meal to all eligible children attending any East Renfrewshire Early Learning and Childcare setting, irrespective of their attendance pattern. It was reported that 12 schools across the authority area had worked in partnership with the Education Department since May 2021 to audit the cost of the school day. The revised policy placed increased emphasis on the importance of reducing the cost of school uniforms to families and stipulated that all school uniforms must be able to be purchased within the total amount of the school clothing grant.

Finally it was highlighted that at the time of producing the report, the longer-term of the impact of COVID-19 and the impact this would have on child poverty could not be measured.

Notably, there had been delays with the publication of national child poverty data, therefore there was not an up-to-date measure of child poverty in East Renfrewshire. Local and national data would be monitored as it became available. Therefore, action planning for 2022-2023 was subject to change and development.

The Strategic Services Lead Officer (SSLO) was heard further on the report in the course of which it was highlighted that East Renfrewshire had the highest proportion of children of any Scottish local authority, with the proportion of children living in poverty being the lowest in the country.

Having summarised some of the key successes and outlined some key actions going forward, the SSLO was heard in response to questions from Board Members. In relation to payment of the Living Wage by East Renfrewshire based employers, she explained that the East Renfrewshire employer profile showed that businesses in East Renfrewshire tended to be service based and in the lower pay ranges.

She also responded to questions regarding the Scottish Welfare Fund, explaining that an additional 30K in grant payments in the current year had been estimated. This did not include costs of processing the additional grant request. A bid had been submitted to the Scottish Government for additional funding but this was a short-term solution. In addition, the Chief Financial Officer explained that the HSCP worked with partners to maximise any available funding streams.

The Head of Public Protection and Children's Services highlighted the impact both the pandemic and the Cost of Living crisis was having on children's services with some budgets already being overspent as more people were in need of support with already vulnerable families in danger of becoming more vulnerable.

Responding to Councillor Bamforth, the SSLO explained how the data in relation to the numbers of children in poverty was obtained, that there had been a delay in the publication of the most up to date figures, and that these could be updated at a future meeting.

In addition, responding to questions from Ms Wailes, she clarified the status of the Fuel Poverty Officer post and that the post had been extended for a further 12 months. In relation to food costs, she explained that one-off funding received had been used to set up food larders. These were self-sustaining. Work also took place with the Food Poverty Partnership Group

The SSLO having confirmed that she would send information on the Scottish Welfare Fund to Councillor Edlin, and that the total number of employers in East Renfrewshire could be added to the table showing the total number of Real Living Wage employers in the area, the Board agreed to approve and publish the Local Child Poverty Action Report.

UNAUDITED ANNUAL REPORT AND ACCOUNTS 2021-22

8. Under reference to the Minute of the meeting of the Performance & 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 2021 to 31 March 2022. 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 £0.837 million which was 0.54% of the annual revenue budget and which was marginally better than the position last reported in March when the projected outturn was an underspend of £0.554 million; COVID-19 spend had been £8.945 million with funding of £15.066 million being received and the balance taken to reserves.

The main variances to the budget were set out in the report. In addition, it was reported that reserves had increased significantly during the year to £20.752 million as at 31 March 2022. This increase was in line with the national position, the vast majority of which related to Scottish Government ring-fenced funding. £11.933 million had been received during the year for ring-fenced activity with £3.153 million being used. It was clarified that this funding could only be spent on specified initiatives, that the majority of the increase related to COVID-19 and would support the ongoing response to the pandemic in 2022/23.

The year on year movement in reserves was summarised. It was noted that during the year £0.785 million of earmarked reserves had been used with a further £2.272 million added. 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 0.15% of the 2021/22 revenue budget and well below the optimum level at a value of 2% of budget.

Ms Monaghan confirmed that a full discussion on and scrutiny of the accounts had taken place at the meeting of the committee and that the committee had agreed that they be remitted to the Board for consideration.

The Chief Financial Officer was heard further on the annual report and account. In particular she thanked her colleagues for their support in the production of the accounts.

The Board:-

- (a) agreed the unaudited annual report and accounts for submission to Audit Scotland;
- (b) agreed the proposed reserves allocations;
- (c) note the annual report and accounts was subject to audit review;
- (d) agree to receive the audited annual report and accounts in November, subject to any recommendations made by the external auditors and/or the Performance and Audit Committee and Integration Joint Board; and
- (e) noted the summary overview of financial performance document would be presented with the audited accounts in November.

HSCP RECOVERY AND RENEWAL PROGRAMME

9. Under reference to the Minute of the meeting of 24 November 2021 (Item 9 refers), the Board considered a report by the Chief Officer providing an update on the HSCP Recovery and Renewal Programme. A detailed overview of current projects accompanied the report.

Having referred to previous reports which provided the full background and context to the programme, and to the decision that regular update reports would be submitted to the Board, the report explained that given the size, scale and timeframe of the programme progress reports may at times show small incremental changes, whilst on other occasions provide significant updates.

The report explained that in December 2021 the HSCP once again moved into response mode as the latest COVID variant emerged. As a result, the recovery and renewal programme was again paused as the HSCP worked to ensure frontline services were delivered to those most in need.

Whilst preparatory work continued throughout this period, the programme restarted in April 2022. As referred to in previous reports, the replacement of the HSCP case recording system was a key project spanning three financial years. Funding to undertake this project was in place and the first project board meeting took place in April 2022. Recruitment to the project team to support delivery of the project was underway. In addition to recruitment, soft market testing would be undertaken in the coming weeks, to allow the project team to gain a broad overview of the products on the market within framework, prior to framing detailed requirements.

It was further reported that to support delivery of the wider recovery and renewal programme, additional project resource had also been agreed. Recruitment to these posts was progressing. Although the posts had still to be filled, progress has been made for example, within the Care at Home Scheduling System Replacement project, in which the procurement exercise was now well underway.

Reference was also made to the three projects due for completion in June 2022. This included the migration of external Care at Home contracts to the new Scotland Excel Framework and the successful completion of the COVID Spring Booster programme to care homes and housebound patients. A review of business support processes and skillsets had also been undertaken in light of the pandemic response. This had enabled different ways of working both remotely and in buildings to be identified, which in turn would help inform the future approach to hybrid working both in terms of people and infrastructure. It was noted that one of the required areas for improvement to support hybrid working was the telephony system.

Work would continue to build and capitalise on areas of improvement over the pandemic including upskilling the workforce in areas such as statutory minute taking and developing new systems and processes to support new initiatives such as care home testing and administrative support to vaccination programmes. These were transferable skills that would give greater flexibility moving forward.

The report explained that a financial framework had been drafted as part of the overall programme governance. This needed to be refreshed as the programme had recommenced and work was still required to quantify the expected benefits from a range of projects.

In addition the report then gave a brief summary of the 3 current projects that should support delivery of savings as a combination of cash and efficiencies, which in turn should allow demand to be better managed and budget released.

The Chief Financial Officer was then heard further on the report and in response to questions from Board members. Ms Khan referred to the recent rise in cases of COVID-19, the implications for the programme, and whether any contingency had been built in and staff had capacity to cope.

In reply, the Chief Financial Officer confirmed that no contingency had been built into the programme. However the timescales for projects were considered to be realistic and staff

would be pragmatic in deciding how quickly to proceed. Notwithstanding, she did clarify that some projects were time driven and if the programme did need to pause for any reason, some thoughtful decisions on what projects to pause would be necessary.

Councillor Bamforth welcomed the Wellbeing Workforce plan, highlighting that as staff were required to deliver the programme it was essential they were supported.

The Board noted the report.

FUTURE OF EAST RENFREWSHIRE LEARNING DISABILITY DAY OPPORTUNITIES REDESIGN AND TRANSPORT

10. The Board considered a report by the Chief Officer providing an update on the work that had been carried out to ensure day services continued to provide essential support, and in particular, the transport arrangements and plans for the future, in respect of which approval was sought for an updated transport plan and policy.

By way of background, the report set out the pre-pandemic arrangements for Day Opportunities provision. It explained that pre-pandemic, reshaping of the service was already underway. However, there was a consistent level of apprehension and concern about changes from the families/carers of those who had a permanent placement. Any movement on this was when an individual decided to leave the service or their needs changed to the extent that they were no longer able to access the service. It was highlighted that the experience of the last two years had, by exploring different approaches, illustrated to all those with an interest in the service either as service users, carers/families, or staff, that services could be provided differently, and that accessing a building was not the central pillar of achieving good outcomes. Rather, buildings had more of a hub and resource to enable wider opportunity in local communities.

Thereafter the report explained the transport policies in place to support pre-pandemic arrangements highlighting the amount of time service users could spend travelling to and from a location and the detrimental impacts on service users.

It explained that moving forward, it was intended to retain the blended model introduced during the pandemic and to engage more with young people, aged 14.5 upwards. This aligned the evolving approach to transitions for those leaving school, with an emphasis on support to explore and find meaningful further education, employment, activity and development of independent living skills. As such, the configuration of staffing and the skills required needed to adapt. Should transport be required to facilitate wider engagement of young people as part of transitions the service would be looking to implement the approach set out in the report in order to ensure a focus on individual outcomes.

Having explained that engagement had taken place with carers and supported people, outlined the impact of the future model on workforce development, and set out historical transport provision arrangements, the report set out the proposed changes to the transport policy, setting out those circumstances where transport would or would not be provided as part of the service. It was noted that the service would continue to be flexible in terms of support with transport requirements, for example, where a carer was unavailable due to health care issues or other circumstances. Equally worth noting was that the new model of service delivery provided greater flexibility in terms of responding to changing needs, exceptional circumstances or crisis situations.

The Head of Adult Services – Learning Disability and Recovery was heard further on the background to the proposed changes to the service and the plans for change moving forward.

A number of Board members welcomed the proposals whilst in response to questions the Head of Adult Services - Learning Disability and Recovery explained that consultation had taken place on an individual level with bespoke solutions being developed, and responding to Councillor Pragnell confirmed that PIP would be taken into account as part of the redesign exercise. Ideally a broad range of solutions would be developed but if specific issues did arise individual impact assessments would be undertaken. He also confirmed that nobody would be excluded from accessing services as a result of the changes. In relation to client engagement he explained why 14.5 years was being used as the age for starting engagement.

Mr Mohamed welcomed the report. He referred to the use of vehicles in the past that did not have suitable wheelchair restraints and asked if this was being considered. In reply the Head of Adult Services - Learning Disability and Recovery explained that the type of vehicles being used now were more suitable than some that had been used in the past.

He also confirmed that due to the iterative nature of the changes to date an Equality Impact Assessment had not been undertaken but that this would be carried out.

The Board:-

- (a) noted the report; and
- (b) approved the transport plan and policy.

HSCP WORKFORCE PLANNING UPDATE

11. The Board considered a report by the Chief Officer submitting for comment a draft copy of the HSCP's three year workforce plan.

The report explained that the purpose of the workforce plan was to develop a cohesive picture of health and care workforce need across the HSCP geographic areas. It was not intended to be a workforce plan for the workforce of the wider partnership, however representatives from the Third Sector, private providers and Primary Care Improvement had been part of the group developing the plan to ensure they were aware of the HSCP's workforce plan and any wider implications it may hold for the wider workforce across the partnership.

Thereafter the report explained that the plan followed the guidance provided by the Scottish Government in April 2022, where HSCP's were asked to detail health and wellbeing training and incorporate the 'Five Pillars of Workforce Planning' set out within the National Health and Social Care Workforce Strategy. In order to ensure a consistency with the NHS Greater Glasgow and Clyde workforce plan East Renfrewshire HSCP had adopted the same headings. The plan had eight sections, a brief description of each being set out.

The Chief Officer was heard further on the report and the draft plan and in response to a question from Ms Monaghan it was confirmed that broadly the same methodology had been used by all HSCPs in the NHSGGC area.

In addition, in response to Ms Wailes it was confirmed that timescales would be added to the action plan before submission of the plan to the Scottish Government.

Councillor Bamforth queried if there were any plans to increase the staff complement in the Healthier Minds Service and if there was any update on the use of community treatment rooms.

In reply the Head of Public Protection and Children's Services provided an update on the additional resource going into the Healthier Minds Service whilst the Head of Adult Services – Communities and Wellbeing and the Clinical Director provided an update on community treatment rooms.

The Board noted the draft Workforce Plan.

NATIONAL CARE SERVICE UPDATE

12. The Chief Officer provided the Board with an update on the Scottish Government's plans for the introduction of a National Care Service. She explained that the National Care Service (Scotland) Bill was introduced to the Scottish Parliament on Monday 20 June and published yesterday on 21 June. The Bill set out a framework for community health, social care and social work from 2026 onwards with services continuing to be designed and delivered locally in response to need.

She explained that the aim of the Bill was to ensure that everyone could consistently access community health, social care and social work services, regardless of where they live in Scotland. It set out principles for the National Care Service (NCS) and allowed for the required transfer of powers to Scottish Ministers to enable its establishment. It also provided for Scottish Ministers to become accountable for the delivery of adult social care and social work, in addition to their existing accountability for the NHS. Locally employed staff will continue to have an important role to play in commissioning and delivery for services going forward through local care boards.

To enable the Scottish Government's commitment to 'co-design' of the NCS, the Bill itself only established a framework for future delivery. Much of the detail would be developed over the next few years through a programme of co-design, with further supporting regulations brought forward as necessary.

The co-design programme would involve partners and stakeholders, and there was a commitment to put lived experience at the heart of the process. The process would have resource implications and the Scottish Government had stated that work to build the necessary capacity for the work would begin over the summer months - across government and with partner organisations (including HSCPs).

The Chief Officer further explained that the Bill gave Scottish Ministers powers to: establish (and dissolve) local and special care boards and make provision about the membership of care boards and what groups they were required to represent.

These boards would plan and commission services for their local area. Health services would continue to be delivered by the NHS in partnership, as commissioned by the care board.

The Scottish Government had stated that while national and local NCS structures would have the ability to employ staff, they did not anticipate that people who worked in the services commissioned by the NCS would change employer. For those involved in healthcare provision the Scottish Government did not expect the responsibility for clinical governance in the NHS to change or to be duplicated in the new arrangements.

It was explained that social care services currently provided in-house by local authorities, may continue under a commissioning arrangement with the care board. Alternatively, the care board may take over direct delivery, with staff transferring employment from the council to the NCS. These would be decisions to be taken locally as the care boards were established and local authorities made choices about participation in new arrangements.

There was a commitment to close working between the Scottish Government, local authorities, the workforce and trade unions to ensure that the impact on staff of any changes was considered fully.

In relation to Children and Families and Justice Social Work Services, it was explained that the Bill did not stipulate on the transfer of children's and justice social work services to the NCS. Recognising that these areas were not specifically examined by the Independent Review of Adult Social Care, the Bill required a further public consultation to be held involving partners, stakeholders and those with lived experience. The results of the consultation would be laid before Parliament alongside any regulations at a later date.

Further information in relation to Information sharing and standards, the introduction of a National Care Service Charter of Rights, and further additional reforms in relation to issues such as a right to breaks from unpaid caring were also set out.

Further updates would continue to be provided to the Board.

The Board noted the position.

VALEDICTORY – KATE ROCKS, HEAD OF PUBLIC PROTECTION AND CHILDREN'S SERVICES (CHIEF SOCIAL WORK OFFICER)

13. The Chief Officer advised the Board that this would be the last meeting attended by Kate Rocks who was leaving to take over as the Chief Officer of the Inverclyde Health and Social Care Partnership, offering congratulations on behalf of the Board. In addition, Ms Monaghan highlighted the significant contribution made by Ms Rocks and her staff during her time in East Renfrewshire, in particular the development of Children's Services, and on behalf of the Board wished her well for the future. These sentiments were echoed by Mr McCready.

Ms Rocks responded in suitable terms.

DATE OF NEXT MEETING.

14. It was noted that the next meeting of the Integration Joint Board would be held on Wednesday 10 August 2022 at 10.00 am.

CHAIR