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**INVERCLYDE INTEGRATION JOINT BOARD – 24 JANUARY 2022**


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**Inverclyde Integration Joint Board**  
**Monday 24 January 2022 at 2pm**

**PRESENT:****Voting Members:**

Alan Cowan (Chair)	Greater Glasgow and Clyde NHS Board
Councillor Jim Clocherty (Vice Chair)	Inverclyde Council
Councillor Lynne Quinn	Inverclyde Council
Councillor Luciano Rebecchi	Inverclyde Council
Councillor Elizabeth Robertson	Inverclyde Council
Simon Carr	Greater Glasgow and Clyde NHS Board
Ann Cameron-Burns	Greater Glasgow and Clyde NHS Board
Ian Ritchie	Greater Glasgow and Clyde NHS Board

**Non-Voting Professional Advisory Members:**

Allen Stevenson	Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership
Anne Glendinning	On behalf of Sharon McAlees, Chief Social Work Officer
Craig Given	Chief Finance Officer, Inverclyde Health & Social Care Partnership
Dr Chris Jones	Registered Medical Practitioner

**Non-Voting Stakeholder Representative Members:**

Gemma Eardley	Staff Representative, Health & Social Care Partnership
Diana McCrone	Staff Representative, NHS Board
Charlene Elliot	Third Sector Representative, CVS Inverclyde
Christina Boyd	Carer's Representative
Hamish MacLeod	Service User Representative, Inverclyde Health & Social Care Partnership Advisory Group

**Additional Non-Voting Member**

Stevie McLachlan	Inverclyde Housing Association Representative, River Clyde Homes
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**Also present:**

Vicky Pollock	Legal Services Manager, Inverclyde Council
Alan Best	Interim Head of Health & Community Care, Inverclyde Health & Social Care Partnership
Anne Malarkey	Head of Homelessness, Mental Health & Drug & Alcohol Recovery Services, Inverclyde Health & Social Care Partnership
Arlene Mailey	Service Manager, Quality & Development, Inverclyde Health & Social Care Partnership
Diane Sweeney	Senior Committee Officer, Inverclyde Council
Lindsay Carrick	Senior Committee Officer, Inverclyde Council
Karen Haldane	Executive Officer, Your Voice Inverclyde Community Care Forum

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**Chair:** Alan Cowan presided

The meeting took place via video-conference.

### 1 **Apologies, Substitutions and Declarations of Interest** 1

Apologies for absence were intimated on behalf of:

Sharon McAlees	Chief Social Work Officer, Inverclyde Health & Social Care Partnership (with Anne Glendinning substituting)
Laura Moore	Chief Nurse, NHS GG&C
Dr Hector MacDonald	Clinical Director, Inverclyde Health & Social Care Partnership

Ms C Boyd declared an interest in agenda item 9 (Reporting by Exception – Governance of HSCP Commissioned External Organisations).

Prior to commencement of business the Chair advised that Ms Paula Speirs had resigned from the IJJB and that Mr Ian Ritchie was acting as proxy until the vacancy was filled. The Chair acknowledged the valuable contribution Ms Speirs had made to the IJJB and that she would be missed. The Chair further advised that Ms Ann Cameron-Burns was attending her first meeting following the resignation of Ms Dorothy McErlean, and welcomed Mr Ritchie and Ms Cameron-Burns to the meeting. The Chair congratulated Ms Anne Malarkey on being formally appointed as Head of Homelessness, Mental Health & Drug & Alcohol Recovery Services, Inverclyde Health & Social Care Partnership.

### 2 **Minute of Meeting of Inverclyde Integration Joint Board of 1 November 2021** 2

There was submitted the Minute of the Inverclyde Integration Joint Board of 1 November 2021.

The Minute was presented by the Chair and checked for fact, omission, accuracy and clarity.

**Decided:** that the Minute be agreed.

### 3 **Minute of Meeting of Inverclyde Integration Joint Board of 29 November 2021** 3

There was submitted the Minute of the Inverclyde Integration Joint Board of 29 November 2021.

The Minute was presented by the Chair and checked for fact, omission, accuracy and clarity.

**Decided:** that the Minute be agreed.

### 4 **Voting Membership of the Inverclyde Integration Joint Board** 4

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership advising the Board of a change in its voting membership arrangements.

The report was presented by Ms Pollock and advised that Ms Dorothy McErlean had recently stepped down as a Non-Executive Director of Greater Glasgow and Clyde NHS Board and that this membership role would now be filled by Ms Ann Cameron-Burns,

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who had been appointed by Greater Glasgow and Clyde NHS (NHS GG&C) Board in terms of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.

**Decided:** that the appointment by NHS GG&C Board of Ann Cameron-Burns as a voting member of the Inverclyde integration Joint Board be noted.

### 5 Financial Monitoring Report 2021/22 – Period to 31 October 2021, Period 7

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There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership on the Revenue and Capital Budgets, other Income Streams and Earmarked Reserves position for the current year with a detailed report as at Period 7 to 31 October 2021.

The report was presented by Mr Given and noted that the Covid-19 pandemic had created significant additional cost pressures across the HSCP and that the figures presented included projected Covid costs offset against confirmed Covid funding. The report advised that at Period 7 there was projected overspend of £0.066m in core Social Care budgets and that this, with the IJJB financial commitments, meant that the IJJB reserves are forecast to decrease in a year by a net £7.185m.

The Board commented on the £0.481m Period 7 underspend for Health, detailed at paragraph 6.1 of the report, and Mr Given reiterated that this was mainly due to staff vacancies within the various services in this budget stream and advised the Board of the measures implemented to address this.

The Board requested further detail on the projected underspend of £0.276 in Older People Services, as detailed at paragraph 5.3 of the report, and sought reassurance that this would not impact on services. Mr Stevenson provided an overview of the commissioning of external organisations to provide homecare services and assured that there were systems in place to provide a consistent level of care. The Board enquired as to whether demand for services had fallen, and Mr Stevenson advised that there had historically been a number of staff vacancies within the homecare service and that as the service recovered from Covid the situation would become clearer.

The Board sought assurance that the risk associated with reduction in budget smoothing reserves was recognised and Mr Given advised that this would be monitored going forward.

**Decided:**

- (1) that the current Period 7 forecast position for 2021/22 as detailed in the report at appendices 1-3 be noted and that it be noted that the projection assumes that all Covid costs in 2021/22 will be fully funded by the Scottish Government;
- (2) that it be noted that in the event that there are any gaps in funding for Covid costs then the IJJB will review the reserves to meet this shortfall;
- (3) that the proposed budget realignments and virements as detailed in appendix 4 to the report be approved and that officers be authorised to issue revised directions to Inverclyde Council and/or the Health Board as required on the basis of the revised figures as detailed at appendix 5 to the report;
- (4) that the planned use of the Transformation Fund as detailed in appendix 6 to the report be approved;
- (5) that the current capital position as detailed in appendix 7 to the report be noted; and
- (6) that the key assumptions within the forecasts as detailed in paragraph 11 of the report be noted.

### 6 Model Code of Conduct

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There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership seeking approval to adopt a revised code of conduct.

The report was presented by Ms Pollock and advised that the Ethical Standards in Public Life etc. (Scotland) Act 2000 required Scottish Ministers to issue a Model Code of Conduct for Members of Devolved Public Bodies (the Model Code), and that the current Model Code was issued in 2010 and reviewed in 2014. The Model code sets out clearly and openly the standards that IJB Members must comply with when carrying out their duties. Ms Pollock advised that the Model Code would be amended at paragraphs 1.9 and 3.7 to change references from Chief Executive to Chief Officer, to match changes made elsewhere in the document.

The Board requested guidance on the definition of 'operational management' as written at paragraph 3.7 of the Model Code, and Mr Stevenson provided an overview of the governance processes within the HSCP, and reassurance that there would be dialogue within the service and with IJJB Members to address any concerns. Ms Pollock added that she would determine if the Standards Commission had issued advice notes which could be issued to the Board.

The Board sought clarification on paragraph 3.11 'I will respect the principle of collective decision-making and corporate responsibility. This means that once the Board has made a decision, I will support that decision, even if I did not agree with it or vote for it.'. The Chair acknowledged that there was a variation in understanding between voting and non-voting Members and noted the opportunity to clarify the issue of collective responsibility for decisions at the forthcoming development session.

The Board noted that within the Gifts and Hospitality section at 3.13, there was no value applied to 'a minor item or token of modest intrinsic value offered on an infrequent basis', and asked if this could be clarified. The Chair advised that legal advice could be obtained should members have any concerns over this matter and that this could also be addressed at the forthcoming development session.

### **Decided:**

- (1) that the IJJB adopts the Model Code of Conduct for Members of the Devolved Public Bodies as detailed in appendix 1 of the report;
- (2) agrees that the adopted Model Code of Conduct be submitted to Scottish Ministers for approval; and
- (3) that it be noted that training will be provided to IJJB Members on the revised Model Code of Conduct.

## **7 Chief Social Work Officer Annual Report 2020/21**

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There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership advising of the content of the Inverclyde Chief Social Work Officer Report for 2020/21.

The report was presented by Ms Glendinning, who drew the Board's attention to the dedication of the report to Ms Kate Christmas, Service Manager for Children's Services who passed away last year after a short illness. Ms Glendinning also acknowledged the loss of life across all services due to the pandemic.

The Chair requested that his thanks and appreciation be conveyed to Ms Sharon McAlees, Chief Social Worker, who was not in attendance at the meeting, and Mr Stevenson thanked all third sector contributors to HSCP services.

The Board queried what happened to the Report after its submission to the Scottish Government, and Ms Glendinning advised that all local authorities submit similar reports which are used to highlight challenges, identify issues and promote dialogue.

The Board requested greater detail on the options for Self-Directed Support available,

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as detailed on page 76 of the Annual Report, and Mr Best provided an overview of various options available.

The Board sought further information on the impact of the changes to Universal Credit, and Mr Stevenson advised that a report could be brought to the Board on this matter.

There was discussion on the changes the pandemic brought to service provision, the lessons learned and changes made to operating procedures.

**Decided:**

- (1) that the content of the report be noted;
- (2) that it be remitted to officers to bring a report to a future meeting on grant dispersal and the impact of changes to universal credit; and
- (3) that thanks and appreciation be conveyed to all connected with this report and the services provided which make up HSCP.

### 8 Update on Support to Care Homes During the Covid-19 Pandemic

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There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on the ongoing actions taken by the HSCP to support Care Homes in Inverclyde during the Covid-19 pandemic. The report was presented by Mr Best and advised that since March 2020 the HSCP in partnership with NHS GG&C and Care Home Providers had worked in partnership to support and secure the safety of Care Home residents in Inverclyde. The report detailed the measures taken to achieve this.

The Board noted the vaccination figures detailed at paragraph 4.9 of the report, and Mr Best provided an overview of the vaccination programme for residents and staff.

In response to a question and recognising the impact on individuals, the Board sought reassurance that Care Homes maintained a provision of hearing aid batteries, as failing to maintain hearing aids can lead to isolation, and not all residents have family members who can attend to this. Mr Best assured that he would raise this matter at the next meeting with Care Home Providers, and noted that batteries were available from HSCP.

**Decided:**

- (1) that the ongoing and continued support to Older People and Adult Care Homes in Inverclyde by the HSCP and NHS GG&C be noted;
- (2) that the continued implementation of the Delayed Discharge mobilisation plan to address the pressures presented by the Covid-19 pandemic be noted; and
- (3) that the work of staff, managers and Care Home Providers in partnership with the HSCP to protect, safeguard and care for the wellbeing of the most vulnerable of service users be acknowledged.

### 9 Chief Officer's Report

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There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership providing an update on a number of areas of work underway across the Health & Social Care Partnership.

The report was presented by Mr Stevenson and provided updates on (a) Early Action System Change – Women Involved in the Criminal Justice System, (b) Inverclyde ADRS – Benefits of Service Redesign, (c) Inverclyde Alcohol and Drug Partnership Update, (d) Additional Winter 2021-22 Funding, and (e) Learning Disability Redesign – LD Community Hub Update.

The Board requested an update on the Naloxone programme, and Ms Malarkey advised that training had now taken place and Naloxone kits could now be provided. In recognition that the targets for Naloxone programme had not been achieved, the Chair

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requested that a further update be included in the Chief Officer's report by the September Board meeting.

The Board emphasised the importance of public confidence in the environmental safety of the LD Community Hub site and Mr Stevenson assured that there were no environmental safety concerns, and that he hoped to soon be in the position to provide details of when building works would be commencing.

**Decided:** that the service updates be noted and that future papers will be brought to the IJJB as substantive agenda items.

### 10 **Minute of Meeting of IJB Audit Committee of 20 September 2021** 10

There was submitted the Minute of the Inverclyde Integration Joint Board of 20 September 2021.

The Minute was presented by the Chair and checked for fact, omission, accuracy and clarity.

The Chair requested that it be noted that he would not be joining the short-life working group as noted at minute reference paragraph 27.

**Decided:** that the Minute be agreed.

### 11 **Minute of Meeting of IJB Audit Committee of 29 November 2021** 11

There was submitted the Minute of the Inverclyde Integration Joint Board of 29 November 2021.

The Minute was presented by the Chair and checked for fact, omission, accuracy and clarity.

Councillor Robertson, Chair of the IJB Audit Committee, provided a brief feedback on the main issues discussed at their Committee meeting held at 1pm, noting that streamlining performance reporting, risk appetite and Locality Planning had been discussed. Councillor Robertson also acknowledged Ms Speirs resignation from the IJB Audit Committee, and conveyed her appreciation and thanks for her contribution.

**Decided:** that the Minute be agreed.

**It was agreed in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973 as amended, that the public and press be excluded from the meeting for the following items on the grounds that the business involved the likely disclosure of exempt information as defined in the paragraphs of Part I of Schedule 7(A) of the Act as are set opposite the heading to each item.**

Item	Paragraph(s)
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Reporting by Exception – Governance of HSCP Commissioned External Organisations	6 & 9
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Appendix to Minute of Meeting of Inverclyde Integration Joint Board of 20 September 2021	1 & 6
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Tender for new Social Care Case Management Solution	6 & 9
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### 12 **Reporting by Exception – Governance of HSCP Commissioned External Organisations** 12

There was submitted a report by the Interim Corporate Director (Chief Officer),

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Inverclyde Health & Social Care Partnership on matters relating to the HSCP Governance process for externally commissioned Social Care Services for the reporting period 24 September to 19 November 2021.

The report was presented by Mr Stevenson and appended the mandatory Reporting by Exception document which highlighted changes and updates in relation to quality gradings, financial monitoring or specific service changes or concerns identified through submitted audited accounts, regulatory inspection and contract monitoring.

Updates were provided on establishments and services within Older People, Adult and Children's Services.

Ms Boyd declared a non-financial interest in this item as a Director of Inverclyde Carer's Centre. She also formed the view that the nature of her interest and of the item of business did not preclude her continued presence at the meeting or her participation in the decision making process.

The Board enquired as to the difference between 'registered' and 'non-registered' services and if the level of governance was different. Ms Malarkey explained the differences and the governance process which are in place.

**Decided:**

(1) that the Governance report for the period 24 September to 19 November 2021 be noted; and

(2) that members acknowledge that officers regard the control mechanisms in place through the governance meetings and managing poorly performing services guidance within the Contract Management Framework as sufficiently robust to ensure ongoing quality and safety and the fostering of a commissioning culture of continuous improvement.

### 13 **Appendix to Minute of Meeting of Inverclyde Integration Joint Board of 20 September 2021** 13

There was submitted an Appendix to the Inverclyde Integration Joint Board Minute of 20 September 2021.

The Appendix was presented by the Chair and checked for fact, omission, accuracy and clarity.

**Decided:** that the Appendix be agreed.

### 14 **Tender for New Social Care Case Management Solution** 14

There was submitted a report by the Interim Corporate Director (Chief Officer), Inverclyde Health & Social Care Partnership advising the IJJB of the agreed recommendation from Inverclyde Health & Social Care Committee on 6 January 2022 that delegated authority be granted to the Head of Legal and Democratic Services to award a contract to the successful bidder in relation to the forthcoming mini competition for a new Social Care Case Management Solution to replace SWIFT in terms of 17.3(ii) of the Council's Standing Orders in relation to contracts.

**Decided:** that it be noted that a report requesting the Head of Legal and Democratic Services be granted delegated authority to accept the successful tender for a new Social Care Case Management Solution, provided the cost is within the budget allocation for the project, was approved by Inverclyde Council's Health and Social Care Committee.