

Your  
Views  
Matter



Health &  
Social Care  
Integration in Fife



## Looking closer at working together

# Integration Scheme Consultation Summary Information

It's time to think differently about health and social care.



Supporting the people of Fife together



Fife Council and NHS Fife are creating a new Partnership, founded on joint working, to achieve the best adult health and social care outcomes for the people of Fife.

In one of the biggest changes seen in a generation, Local Authorities and Health Boards across Scotland must cut out duplication, ensuring that social work, health care teams and partners in the independent and third sectors work more closely together and make better use of joint resources.

NHS Fife and Fife Council have launched a consultation and want you to get involved. Running from 10 December 2014 until 31 January 2015 we want to hear your views in relation to a document referred to as the Integration Scheme.

The Integration Scheme is a legal requirement of all NHS Boards and Local Authorities across Scotland as part of the Scottish Government's Public Bodies (Joint Working) (Scotland) Act 2014. The Integration Scheme will set out the arrangements for the new joint Health and Social Care Partnership in Fife and the joint health and social care services for which it is responsible.

It is an opportunity for you, and the people who use health and social care services, to shape the development of the Partnership so we can deliver the best possible services for you and your community. Please get involved.



**Sandy Riddell**  
Director Health and Social Care

# How can you get involved?

This leaflet gives a summary of each of the 14 sections within the full Integration Scheme document. In response to recent feedback regarding cost of print, postage and cost to the environment, we are encouraging people to take part in one of the following ways:

- Call 03451 555555 ext 444230 to request a full printed copy of the Integration Scheme, questionnaire and freepost envelope.
- Go on-line to view the full Integration Scheme and complete the questionnaire at [www.fifedirect.org.uk/integration](http://www.fifedirect.org.uk/integration)

## Integration Scheme Summary

The following gives a summary of each of the 14 sections within the Integration Scheme:

### Section 1

#### Definitions and Interpretation

This sections defines the terminology used within the Public Bodies (Joint Working) (Scotland) Act 2014, known as “The Act” and the key areas which must be provided in relation to the regulations. These include: the formal establishment of an “Integration Joint Board”, the development of an Integrated Scheme which states how the joint parties will work together, development of a strategic plan for how operationally joint services will be delivered across Fife and must state how the new Partnership will work together to achieve this.

## Section 2

### **Local Governance Arrangements**

This section states: the arrangements for appointing the voting membership of the Integration Joint Board, who will appoint them and the period they will hold office. Once established, the Integration Joint Board will appoint non-voting members in accordance with relevant articles within “The Act” and may also appoint additional non-voting members.

## Section 3

### **Delegation of Functions**

This section stipulates the functions and services which will be delegated from NHS Fife and from Fife Council to the Integration Joint Board.

## Section 4

### **Local Operational Delivery Arrangements**

The regulations state the services and functions which must be devolved to the Partnership, and these are listed in the full Integration Scheme. This section states that the Integration Joint Board will be responsible for monitoring and reporting on the operational and delivery arrangements for the integrated services. When completing the questionnaire, you will have an opportunity to suggest any other services you think could be included. The agreed reporting and measurement arrangements will be in place by 1st April 2016 and reviewed regularly in line with the Strategic Plan and any emerging guidance.

## **Section 5**

### **Clinical and Care Governance**

This section relates to the arrangements that will be put in place to ensure the quality of care delivered meets the safety and welfare needs of the people using the joint services of the new Partnership. This includes mechanisms for reporting, professional supervision, advice and accountability.

## **Section 6**

### **Chief Officer**

This section states who the Chief Officer will report to, their responsibilities in their role as Chief Officer and that a Management Team will report to the Chief Officer as part of the Management Team.

## **Section 7**

### **Workforce**

This section describes what the delegation of services from NHS Fife and Fife Council will mean for staff within the services being transferred to the new Partnership. Example statements include: the employment status of staff i.e. staff will continue to be employed by their current employer and that staff will retain their current terms and conditions of employment and pension status. Future service changes will be developed on a planned and coordinated basis involving the full engagement of those affected by the changes in accordance with established policies and procedures and that Trade Union relations will continue. A detailed workforce plan will be an integral component of the Strategic Plan and will be completed by April 2016.

## **Section 8**

### **Finance**

This section includes the financial management and reporting arrangements in relation to the resources and budget that will be delegated to the Integration Joint Board.

## **Section 9**

### **Participation and Engagement**

This section provides an overview of the stakeholders who were consulted in the development of the Integration Scheme. The arrangements to determine what will be put in place to ensure full engagement and participation in the future are outlined. The participation and engagement strategy will be developed by 1st April 2016.

## **Section 10**

### **Information Sharing and Confidentiality**

This section states that the parties will develop an 'Information Sharing Protocol' (ISP) as part of their existing agreement to use the 'Scottish Accord on the Sharing of Personal Information' (SASPI). It also describes the processes and procedures that will be put in place to enable sharing of personal information while ensuring the rights of all involved are properly protected.

## **Section 11**

### **Complaints**

This section states that the Integration Joint Board aspires to have a single streamlined process for complaints relating to integrated services. Existing systems will continue to be used and the parties will work together to prepare a joint response wherever possible.

## Section 12

### **Claims Handling, Liability and Indemnity**

This section states that the parties and the Integration Joint Board recognise that they could receive a claim arising from or which relates to the work undertaken on behalf of the Integration Joint Board. It states the laws that will continue to apply, the responsibilities for such claims and the speed and manner in which they should be treated.

## Section 13

### **Risk Management**

This section states that a range of risks must be identified in relation to the safety, security and continuity of services provided. The parties will develop a shared risk management strategy. Within this, processes and procedures must be developed to manage and mitigate risk where possible.

## Section 14

### **Dispute Resolution Mechanism**

This section states the process that will be followed where either of the parties fails to agree with the other or with the Integration Joint Board on any issue related to the Integration Scheme.

# Actions following the consultation

The Integration Scheme will be completed to reflect the comments made in the consultation and in line with Scottish Government regulations. The Integration Scheme will go before Members of NHS Fife Board and Fife Council Executive Committee for approval prior to being submitted to the Scottish Government. The deadline for all submissions is 1st April 2015. Further updates related to the Integration Scheme will be shared with stakeholders.

## Alternative Formats

The information included in this publication can be made available in large print, braille, audio CD/tape and British Sign Language interpretation on request by calling 03451 55 55 00.

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Language lines

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خط هاتف اللغة العربية: 03451 55 55 77

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Supporting the people of Fife together

