



**MINUTES OF THE MEETING OF THE
EAST LOTHIAN INTEGRATION JOINT BOARD**

**THURSDAY 27 AUGUST 2015
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

Voting Members Present:

Councillor S Akhtar
Mr M Ash
Councillor S Currie
Councillor J Goodfellow
Councillor D Grant
Mr A Joyce

Non-voting Members Present:

Ms F Duncan
Dr R Fairclough
Ms A MacDonald
Mr K Maloney
Mr T Miller
Mr D Small
Mr E Stark
Dr J Turvil

Officers Present:

Mr D King
Ms C Lumsden
Ms J McCabe
Ms J Ogden-Smith

Clerk:

Ms F Currie

Apologies:

Professor J Iredale
Ms A Meiklejohn
Dr A Flapan
Mrs M McKay
Mr A Wilson

Declarations of Interest:

None

1. MINUTES OF THE EAST LoTHIAN INTEGRATION JOINT BOARD MEETING OF 1 JULY 2015

The minutes of the East Lothian Integration Joint Board meeting of 1 July 2015 were approved.

2. MATTERS ARISING FROM THE MINUTE OF THE MEETING OF 1 JULY 2015

The following matters arising from the minutes of the meeting of 1 July 2015 were discussed:

East Lothian Community Hospital – David Small, Chief Officer of the IJB, provided an update on progress with the Business Case and confirmed that the timescale for completion of this stage remained unchanged.

Appointment of Chief Finance Officer (CFO) – Mr Small confirmed that matters were progressing and a proposal for appointment of the CFO would be brought to the IJB's September meeting.

3. EDINBURGH AND LoTHIAN HEALTH FOUNDATION - PRESENTATION

Jane Ferguson, Foundation Director of Edinburgh and Lothians Health Foundation (ELHF) gave a presentation to the members of the IJB on the background to the ELHF, its overall aim of improving health and wellbeing and the administration of its annual Grants Programme.

The session concluded with a brief Q&A and the Chair thanked Ms Ferguson for attending and providing such a helpful overview of the work of the ELHF.

4. IJB STRATEGIC PLAN UPDATE

A report was submitted by the Chief Officer of the IJB providing an update on the development of the East Lothian Integration Joint Board's Strategic Plan for adult services. It identified key issues addressed in preparation of the plan, the process of consultation and next steps.

Carol Lumsden, Transformation and Integration Manager, NHS Lothian, presented the report and the draft plan, indicating that it would be presented to the Strategic Planning Group at its September meeting. The draft plan would also take account of the findings of the Care Inspectorate and Health Improvement Scotland joint inspection of older people's services in East Lothian, due out later in the year. The final draft would be ready for consultation in December 2015 and for adoption by the IJB in advance of 1 April 2016, as required by legislation.

Mike Ash advised members that the timetable for delivering a final draft for consultation would be challenging and that some of the revision work would have to begin before the results of the joint inspection were known. An update on progress would be provided at the next meeting of the IJB.

Councillor Currie asked about the inclusion of mental health services within the plan and the arrangements for the review of bed bases. Ms Lumsden confirmed that mental health services were a key priority and would be included in the final draft of the plan.

In relation to the review, she advised that some early modelling work had already started.

Mr Small indicated that the review would look at requirements in a number of areas including the bed base in the new community hospital and other hospitals and care homes where facilities and models of care were outdated. Project teams would be put in place during 2015/16 but the timescale for completion of the work would depend on a number of factors.

Councillor Currie also raised the issue of primary care and Ms Lumsden agreed that this was a key issue and that the plan would bring out the challenges of demand, priority and access to GP services.

Dr Jon Turvill welcomed the Councillor's comments. He said he was aware of a gradient of satisfaction running east to west within the county and was working with all practices to sustain and improve access to GPs.

Dr Richard Fairclough agreed that there was a significant difference between the east and west of the county which showed where the challenges were in delivering care. He said that it was important that this forum consider delivery to areas of greatest need rather than simply on the basis of population size.

Mr Small acknowledged these challenges and the need to find new ways of supporting services in those areas.

In response to a question from Councillor Akhtar, Ms Lumsden advised that the formal consultation process would be well publicised and plans were underway for an event on 30 October 2015 called 'The Big Conversation'.

Keith Maloney agreed that, although the timescale was challenging, the process should be as collaborative as possible.

Councillor Goodfellow suggested that the term 'bed days' be more clearly defined as it was not always clear whether the reference was to acute or other services.

Decision

The IJB agreed:

- i. to note the latest version of the Strategic Plan.
- ii. to consider and agree the framework, content and priorities.
- iii. the proposed next steps.
- iv. to note that a final draft of the Strategic Plan will also reflect the recommendations of the Joint Older People's Inspection process in East Lothian.

5. FINANCIAL ARRANGEMENTS FOR THE IJB IN 2015/16

A report was submitted by the Chief Officer of the IJB laying out the financial arrangements for the East Lothian Integration Joint Board.

David King, Finance Officer, NHS Lothian, presented the report, summarising the key matters for consideration including proposals to bring forward Standing Financial Instructions, to set up an Audit Committee and to appoint a Chief Internal Auditor.

In response to a question from Councillor Currie, Mr King acknowledged that some acute services not delegated to the IJB may benefit indirectly from work undertaken by the IJB. Mr Small said that consideration would need to be given as to how best to manage interactions between services and any savings that may result.

Decision

The IJB agreed:

- i. to receive a report laying out the proposed Standing Financial Instructions for adoption at its next meeting.
- ii. to set up an Audit Committee and to consider the process, remit and membership of that committee at its next meeting.
- iii. the appointment of a Chief Internal Auditor for the IJB.
- iv. to hold a workshop to discuss and review the financial assurance process.
- v. to receive a report at the next meeting of the IJB laying out the proposals for financial reporting to the IJB.

6. DEVELOPING AN IJB PERFORMANCE FRAMEWORK

A report was submitted by the Chief Officer of the IJB describing high level recommendations on the development of effective information and performance management arrangements for the Integration Joint Board.

Carol Lumsden presented the report, providing an overview of the proposals for the IJB's performance framework. This was welcomed by the Chair, who reiterated the importance of measuring performance.

Fiona Duncan referred to East Lothian Council's suite of governance arrangements and the need to review what currently exists, as well as developing new proposals, and identify where there are gaps. Mr Ash referred to work already being undertaken by NHS Lothian to review their performance management processes.

Councillor Currie said that, as well as measuring performance, reports should include proposals for corrective action, where necessary, to help the IJB deliver its agreed outcomes. Ms Lumsden agreed, reflecting that effective performance management should allow such discussion and action to take place.

In response to a question from Mr Maloney, Mr Small confirmed that performance against the principles of the Public Bodies (Joint Working) (Scotland) Act 2014 would form part of the IJB's annual report to the Scottish Government.

Decision

The IJB agreed:

- i. to note that a comprehensive performance framework for the IJB is currently under development.
- ii. To note that effective implementation of the framework depends on clear roles, responsibilities and ownership of performance across the organisation.
- iii. To the adoption of three high level local Shifting the Balance of Care measures in addition to the suite of national measures.
- iv. The recommendation that the Enterprise Strategic Change programme has performance as a key element of its remit and reports directly to the IJB.
- v. To recognise that the development of the framework and its operation will require dedicated resources.

7. IJB IDENTITY

A report was submitted by the Chief Officer of the IJB outlining the need for an identity for the East Lothian Integration Joint Board and to look at initial visuals.

Jane Ogden-Smith, Communications Officer, presented the report, setting out the background to the creation of an identity for the East Lothian Health & Social Care Partnership, of which the IJB is part. Referring to the proposed visuals, she advised members that the branding made use of specific icons for specific services previously developed by Edinburgh, and with their permission. It was felt important to use a common symbol 'family' as East Lothian service-users will be using services in the county and in Edinburgh. Ms Ogden-Smith circulated some additional visuals including proposed layouts for leaflets.

Councillor Currie suggested that the word 'value' be replaced by 'outcomes'. Councillor Akhtar thought that the overall look was very positive. The Chair remarked that there would be an opportunity for more detailed comments at a later stage.

Decision

The IJB agreed:

- i. to note the contents of the report.
- ii. to approve the further exploration of the identity over the next month with stakeholders.

8. PRIMARY CARE PREMISES BUSINESS CASES

A report was submitted by the Chief Officer of the IJB seeking the support of the IJB for the business cases for Prestonpans Health Centre and Cockenzie Health Centre.

Mr Small presented the report, outlining the background to both business cases. He reminded members that while the IJB did not assume delegated functions until 1 April 2016, these matters linked directly to priorities within the draft Strategic Plan and it was important that the IJB had the opportunity to review the proposals.

Responding to questions from members, Mr Small confirmed that he had discussed the Main Issues Report (MIR) and the implications for primary care services with planning colleagues within the Council. He stated that these proposed extensions and the recent extension to Tranent Medical Practice would allow services to cope with current proposed development in that area but did not take into account any additional development that may result from the MIR.

Mr Small confirmed that there were no plans to extend weekend opening, although opening hours on weekdays had been increased. However, he noted that the national GP contract would be up for renegotiation in 2016/17 and this may lead to changes in contracted hours.

Dr Fairclough welcomed the proposed extensions as necessary and encouraging, however, he cautioned that extending premises was only one part of the solution. The greater challenge would be in improving the recruitment and retention of GPs.

Decision

The IJB agreed:

- i. to support the Standard Business Case for Prestonpans Health Centre extension.
- ii. to support the Initial Agreement for Cockenzie Health Centre extension.
- iii. to support the submission of the business cases to the NHS Board Finances and Resources Committee.

9. DELAYED DISCHARGES

A report was submitted by the Chief Officer of the IJB updating the IJB on performance on delayed discharges for East Lothian.

Mr Small presented the report, providing an update on the figures for July and August 2015. He pointed out that the July figure was the lowest since April 2015 and that the increase in August was largely due to difficulties in accessing packages of care at home. He also advised that the Delayed Discharges working group was due to meet the following week.

Mr Ash suggested that a 6 month moving average figure might give a broader picture but that, overall, matters were improving. The Chair agreed that recent progress had been encouraging and expressed the hope that the August figure was simply an anomaly.

Councillor Currie reminded members that the target for delayed discharges over two weeks was zero and his view was that any figure above that represented a disaster for the families involved. While he found the report helpful, he said it should also contain a plan of how the IJB intends to reach its target of no delayed discharges and identify the main obstacles.

Mr Small acknowledged this and indicated that, at present, it was the capacity of care providers to meet demand that was resulting in delays in accessing packages of care. However, should the IJB fail to reduce delayed discharges below a certain level, it may be necessary to consider wider resource issues.

Decision

The IJB agreed:

- i. to note the performance to July 2015.
- ii. to note the verbal update on performance for August 2015 given at the meeting.
- iii. that performance on delayed discharges should be routinely reported as part of the performance report to the IJB.

Signed

Councillor Donald Grant
Chair of the East Lothian Integration Joint Board