



MINUTES OF THE MEETING OF THE EAST LOTHIAN INTEGRATION JOINT BOARD

**WEDNESDAY 1 JULY 2015
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

Voting Members Present:

Councillor S Akhtar
Mr M Ash
Councillor S Currie
Councillor D Grant
Professor J Iredale
Mr A Joyce
Ms A Meiklejohn

Non-voting Members Present:

Ms F Duncan
Dr R Fairclough
Ms A MacDonald
Mr K Maloney
Mrs M McKay
Mr D Small
Mr E Stark
Dr J Turvil
Mr A Wilson

Other Officers Present:

Mr J Ferry
Mr D King
Mr J Lamond
Ms C Lumsden
Ms J McCabe
Mr P Ritchie

Clerk:

Ms A Smith

Apologies:

Councillor J Goodfellow
Dr A Flapan

Declarations of Interest:

None

Jim Lamond, Head of Council Resources, ELC, welcomed everyone to the inaugural meeting of the East Lothian Integration Joint Board. He would be chairing the meeting for the initial agenda items until the appointment of the Chair.

1. MEMBERSHIP OF THE EAST LOTHIAN INTEGRATION JOINT BOARD

A report was submitted by the Depute Chief Executive (Resources and People Services), ELC, regarding membership of the East Lothian Integration Joint Board (the 'IJB').

Joanne McCabe, Senior Solicitor, ELC, presented the report. She outlined the arrangements for membership, drawing attention to the composition of voting and non-voting members, as set out by legislation. She referred to the appendix which detailed the categories of membership, posts and proposed members. She informed the IJB of the following amendments since preparation of the report:

Section B(2)

Alison MacDonald had been promoted to the Head of Older People and Access; she would continue to be the Registered Nurse advisor member

Section C

Local GP representative – Dr Richard Fairclough

Staff representative – Andrew Wilson had replaced John Nisbet

Decision

The IJB agreed:

- i. to note the prescribed members being the:
 - voting members at Section A of the appendix to the report, and
 - minimum non-voting members at Sections B1 and B2 of Appendix 1; and
- ii. to approve the stakeholder members at Sections B3 and C of Appendix 1.

2. GOVERNANCE OF THE EAST LOTHIAN INTEGRATION JOINT BOARD

A report was submitted by the Depute Chief Executive (Resources and People Services), ELC, seeking approval of the governance arrangements of the IJB.

Ms McCabe presented the report, informing members that the report and the 3 appendices, the Integration Scheme, the Order and the Standing Orders, set out in detail the governance arrangements for the IJB. She advised that the Code of Conduct was currently being developed and would be brought to the IJB for formal adoption in due course.

Councillor Akhtar thanked Ms McCabe for all her work in the preparation of these governance arrangements and expressed her support.

Margaret McKay mentioned, as a point of clarification, that only voting members could approve report recommendations; non-voting members could make comments and raise questions but could not approve recommendations. Mr Lamond asked all members to be aware of this.

Decision

The IJB agreed:

- i. to note the contents of the Integration Scheme (attached at Appendix 1 to the report);
- ii. to approve the Standing Orders for the IJB (attached at Appendix 3 to the report); and
- iii. to note the progress in developing the draft Code of Conduct.

3. APPOINTMENT OF CHAIR AND VICE-CHAIR

Mr Lamond outlined the requirements for the appointment of Chair and Vice-Chair of the IJB. He advised that these appointments would rotate between East Lothian Council and NHS Lothian as set out in the Integration Scheme and the ELC Chair would be effective until 31 March 2017.

He invited nominations for the Chair from the East Lothian Council voting members.
Nomination – Donald Grant, proposed by Shamin Akhtar, seconded by Stuart Currie.

He invited nominations for Vice-Chair from the NHS Lothian voting members.
Nomination – Mike Ash, proposed by Alex Joyce, seconded by John Iredale.

Decision

The IJB agreed to approve the nomination of Donald Grant as Chair of the IJB and Mike Ash as Vice-chair of the IJB.

Councillor Grant took the Chair. He stated this was an historic day for East Lothian. The Health and Social Care Partnership, guided by the IJB, was the fourth partnership established in Scotland and the first in Lothian. The focus would be to drive forward the delivery of integrated health and adult social care services. The delivery of a new community hospital in East Lothian was a key priority. He thanked Mike Ash for all his work as Chair of the Shadow Board.

4. APPOINTMENT OF CHIEF OFFICER

A report was submitted by the Director of Human Resources, NHS Lothian, seeking approval of the appointment of the Chief Officer of the IJB.

Sederunt: David Small left the Chamber

The Chair outlined the appointment process. He advised that the Appointment Committee had met on 24 June 2015; the unanimous recommendation was that David Small be appointed Chief Officer of the IJB.

Decision

The IJB agreed:

- i. to note the process for the appointment of the Chief Officer; and

- ii. to approve the recommendation made by the Appointments Committee to appoint David Small as the Chief Officer of the IJB.

Sederunt: David Small returned to the Chamber

5. APPOINTMENT OF CHIEF FINANCE OFFICER

A report was submitted by the Director of Health and Social Care updating the IJB on the proposals for the appointment of the Section 95 (Chief Finance) Officer.

Mr Small presented the report, informing members that a job description was being developed jointly by ELC, Midlothian Council and NHS Lothian. The post of Section 95 Officer would be shared between East Lothian and Midlothian IJBs as it was not anticipated that full time support would be required to either IJB. Once the job description had been finalised the post would be advertised across the 3 organisations. He hoped to report the outcome to the next meeting in August.

Councillor Currie queried the necessity for this new post; questioning costs and level of input. Mr Small indicated this had been raised during earlier discussions. Clarification was required prior to the interview stage as to whether the successful candidate would continue to be operational in their current role in their organisation. Councillor Currie remarked that the Chief Social Work Officer was a dual role so perhaps, for an initial period, that could apply to this post.

Mr Ash added that this was a very significant due diligence process for the IJB, as well as for ELC and the NHS; it was important to ensure the correct appointment was made.

Decision

The IJB agreed to approve the proposals for the appointment of the Section 95 (Chief Finance) Officer.

6. MEMBERSHIP OF THE STRATEGIC PLANNING GROUP

A report was submitted by the Director of Health and Social Care advising the IJB of the legislative requirements as to the membership and proceedings of the Strategic Planning Group (SPG).

Carol Lumsden, Transformation and Integration Manager, NHS Lothian, presented the report. She referred to the duty to establish a SPG and outlined the required representation as prescribed by the legislation and supporting regulations. The SPG would be the forum for defining and developing the Strategic Plan. The SPG had been operating in shadow form since November 2013 and although there was broad representation a few members had still to be appointed. The current members and recommendations moving forward were detailed in Appendix 1a. Drawing attention to Appendix 1b, additional proposed membership, Ms Lumsden outlined each proposal. The proposed remit and terms of reference for the SPG was attached at Appendix 2.

In relation to proposals for future membership Keith Maloney asked about the possibility of adding members from the users' side, which seemed under represented; Ms Lumsden confirmed this would be possible.

Mr Ash drew attention to the NHS Board's nomination of Professor Alex McMahan. He gave thanks to Alison MacDonald, Donald Grant and Carol Lumsden for their work on the shadow SPG.

In response to a question from Councillor Currie about the SPG's role and remit, specifically accountability to the IJB and the process for this, Ms Lumsden agreed this was important; she advised that this was a working draft, the details would be clarified in due course.

Professor John Iredale referred to vacancies in the key professional areas. He highlighted the need to have the widest possible representation; a local pharmacist would be invaluable, as would a representative from a major charity. He stressed the need to think strategically about these appointments.

Alison Meiklejohn endorsed those comments. Membership was medicine and nursing dominated; groups that represented a variety of stakeholders should be encouraged.

Eliot Stark noted that the process for seeking nomination for a non-commercial health care provider linked into the TSI, this related to Mr Maloney's query; he added that some form of formalization of that process would be beneficial.

Mrs McKay remarked that the membership was perhaps unduly weighted towards health; she stressed the importance of having strong representation from the social care sector.

The Chair noted the points made regarding social care and the other membership representations.

Decision

The IJB agreed:

- i. to approve the Strategic Planning Group membership proposals; and
- ii. to approve the progression of appointments, as set out in the report.

7. MATTERS ARISING FROM THE MINUTES OF THE FINAL SHADOW BOARD MEETING

The minutes of the final meeting of the Shadow Health and Social Care Board were presented to the IJB.

Mr Ash indicated that in relation to item 4 of the minute, concerns expressed at the meeting regarding budget issues were not reflected; otherwise, the minute was presented for noting.

Mr Stark remarked that the emphasis on those concerns had come from several sources; further clarification was required. Mr Small referred to the need for a protocol for how the IJB received financial information and considered and dealt with financial planning for 2016/17; a report was perhaps required. Mr Ash agreed and indicated he would take this forward for the next meeting of the IJB.

Councillor Currie referred to section 4.2 of the minute, specifically delayed discharges and suggested that a report on this be brought to the next IJB.

Decision

The IJB agreed that the following reports would be brought to the August meeting:

- i. a report outlining the protocol for financial reporting/planning; and

- ii. a report on delayed discharge.
- 8. PROPOSED MEETING DATES FOR 2015/16**

A report was submitted by the Depute Chief Executive (Resources and People Services) of East Lothian Council advising of the proposed dates for meetings of the IJB for 2015/16.

The Chair indicated that for diary management purposes it was important to set these dates. Meetings were scheduled monthly; the venue would be the Council Chamber. He added that it may be the case however that every alternate meeting could be a development session.

Councillor Currie raised an issue regarding scheduling of these meetings. If the IJB was to try and engage the public then holding these meetings during the working day was probably not ideal; he suggested, for the next session, considering alternative times and perhaps venues. He also asked that having meetings accessible on-line, during the meeting and afterwards, be looked into.

Mr Small indicated these suggestions would be considered.

Decision

The IJB agreed to approve the dates for meetings of the IJB for 2015/16, as detailed:

- Thursday 27 August 2015, 2 pm
- Thursday 24 September 2015, 2 pm
- Thursday 29 October 2015, 2 pm
- Thursday 26 November 2015, 2 pm
- Thursday 28 January 2016, 2 pm
- Thursday 25 February 2016, 2 pm
- Thursday 24 March 2016, 2 pm
- Thursday 28 April 2016, 2 pm
- Thursday 26 May 2016, 2 pm
- Thursday 30 June 2016, 2 pm

Signed

Councillor Donald Grant
Chair of the East Lothian Integration Joint Board