



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

**THURSDAY 29 OCTOBER 2015
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

Voting Members Present:

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

Non-voting Members Present:

Ms M Allan
Ms F Duncan
Dr R Fairclough
Ms A MacDonald
Mr K Maloney
Mrs M McKay
Mr T Miller
Mr D Small
Mr E Stark

Officers Present:

Mr D King
Ms C Lumsden
Ms J McCabe

Clerk:

Miss F Currie

Apologies:

Mr A Joyce
Dr A Flapan
Dr J Turvil
Mr A Wilson

Declarations of Interest:

None

1. MINUTES OF THE EAST Lothian INTEGRATION JOINT BOARD MEETING OF 24 SEPTEMBER 2015 (FOR APPROVAL)

The minutes of the East Lothian Integration Joint Board meeting of 24 September 2015 were approved.

2. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 24 SEPTEMBER 2015

The following matters arising from the minutes of the meeting of 24 September 2015 were discussed:

Delayed Discharges – David Small reported that the figure for October 2015 was 32, almost double that of September. Of these, 16 had waited over 2 weeks and 9 over 4 weeks. He said that an increased number of referrals and problems with capacity of care had contributed to this figure. Mike Ash suggested that a ‘moving average’ performance report be introduced to monitor progress and that this be added as a standing item on the IJB’s agenda for the next few meetings.

Following a very productive debate, members agreed that more needed to be done to understand why such trends occur and to identify the actions and funding required to address the pressure points. They welcomed the Chair’s proposal that a report be brought to the next meeting of the IJB.

3. CHAIR’S REPORT

The Chair reminded members that the ‘Big Conversation’ event would take place at the Brunton Hall, Musselburgh on Friday 30 October 2015. He said that around 150 attendees were expected, including practitioners, service users, planners and other interested parties.

Referring to the meeting of East Lothian Council on 27 October, the Chair advised members that the Council’s external auditors, KPMG, had been pleased to note the progress of the East Lothian IJB.

The Chair also reported on the appointment of a new Head of Adult Wellbeing advising that, following a failure to appoint following interviews earlier this year, the post had been re-advertised and it was hoped that an appointment would be made before Christmas.

Finally, the Chair advised members that this would be John Iredale’s last meeting. The Chair thanked him for his contribution to the IJB and offered his best wishes for the future.

4. COMMISSIONING CARE AT HOME SERVICES: IJB ROLE

A report was submitted by the Chief Officer of the IJB providing an overview of initial work in the development of a tendering methodology for specialist care at home services as an element of the Strategic Plan. The report also outlined the role of the IJB in the process.

Carol Lumsden, Transformation and Integration Manager, NHS Lothian, presented the report giving members a summary of the key points including the arrangements for

extension of the existing contract and the timescale for development of the new service model. Joanne McCabe advised that a project board would be set up to manage this work and this would report to the IJB. The Council would be responsible for the tendering process.

Ms Lumsden and Mr Small responded to a number of questions from members around the IJB's role in determining principles, involvement of stakeholders in the development process, financial considerations and length of contracts.

Margaret McKay commented that potential changes to services created concern and uncertainty for service users and carers. It was therefore essential that they were fully engaged in the process and seen as independent citizens rather than just beneficiaries of welfare. Responding to a question from Mrs McKay, Mr Small confirmed that the existing arrangements would remain in place while the new service model was being developed.

Councillor Currie concluded that it was crucial for the IJB to fully understand the potential consequences of any changes and to ensure that the new service delivered improved outcomes for service users.

Decision

The IJB agreed:

- i. To note the proposed methodology for the specialist services tendering process and associated timescales.
- ii. That the strategic direction of the specialist services will be determined through a direction from the IJB to East Lothian Council and NHS Lothian as part of the process in delivering the Strategic Plan.

5. APPOINTMENT OF CHIEF FINANCE OFFICER

A report was submitted by the Chief Officer of the IJB seeking agreement to the proposed appointment to the position of Chief Finance Officer.

Sederunt: David King left the Chamber.

Mr Small outlined the appointment process indicating that the interviews had taken place on 28 September 2015 and that the panel had unanimously recommended the appointment of David King of NHS Lothian.

In response to questions from members, Mr Small confirmed that the salary costs of the post would be jointly funded by East Lothian IJB's parent bodies and that the arrangement would be reviewed after 12 months.

Decision

The IJB agreed:

- i. To the appointment of David King to the post of Chief Finance Officer.
- ii. That the appointment was on a two year secondment basis subject to review before the end of the first year.

Sederunt: Mr King returned to the Chamber.

6. FINANCIAL REGULATIONS FOR THE IJB AND CREATION OF AN AUDIT AND RISK COMMITTEE

A report was submitted by the Chief Officer of the IJB outlining the Financial Regulations which define the financial roles and outline the financial governance for the IJB and the Terms of Reference (TOR) for the IJB Audit and Risk Committee.

Mr King presented the report advising members of the requirement for the IJB to adopt financial regulations. He explained that these would be supported by a series of financial directives and instructions at a more operational level.

Mr King also outlined the Terms of Reference for the Audit and Risk Committee and confirmed that the IJB was required to nominate a minimum of 4 members (including a Chairperson). The following nominations were made: Mike Ash, Alex Joyce, Councillors Stuart Currie (Chair) and Jim Goodfellow.

Decision

The IJB agreed:

- i. To adopt the financial regulations as outlined.
- ii. To delegate the responsibility for preparing the directives and instruction (to support the Regulations) to the Chief Finance Officer.
- iii. To approve the Terms of Reference of the Audit and Risk Committee and to appoint a chair and three other members (as nominated).

7. APPOINTMENT OF A CHIEF INTERNAL AUDITOR FOR THE IJB

A report was submitted by the Chief Officer of the IJB recommending the appointment of a Chief Internal Auditor (CIA).

Mr King presented the report advising members that the Scottish Government's guidance recommended the role of CIA be populated from either the Health Board or the Council. In the case of the East Lothian IJB, the recommendation was that the Council's Internal Audit Manager be appointed to this role.

Decision

The IJB agreed that the East Lothian Council Internal Auditor Manager be appointed as Chief Internal Auditor for the East Lothian IJB.

8. FINANCIAL ASSURANCE AND FINANCIAL REPORTING

A report was submitted by the Chief Officer of the IJB discussing the financial risks and financial management issues that the IJB will have to manage in relation to the financial allocations (the budget) that East Lothian Council and NHS Lothian will provide to support functions that have been delegated to the IJB.

Mr King presented the report providing the background to the financial allocation the IJB will receive from NHS Lothian and East Lothian Council, including the four services

from which budgets would be allocated, and the arrangements for consideration, reporting and sharing of financial risks.

Mr Ash suggested that the Audit & Risk Committee should convene an early meeting to discuss these issues in detail.

Responding to questions from members, Mr King confirmed that the Strategic Plan would include a financial element. Financial planning and tracking would be critical and partner organisations were already considering how these functions could be transferred to the IJB. He said that the Audit & Risk Committee would be involved in this work and a further report on financial assurance would be presented to the IJB in due course.

Mr Small suggested that risk assessment and management might be a topic for a future development session.

Decision

The IJB agreed:

- i. To note the content of the paper.
- ii. To consider the proposal for a risk management strategy.

9. STRATEGIC PLAN UPDATE

A report was submitted by the Chief Officer of the IJB providing an update on the development of East Lothian Integration Joint Board's Strategic Plan for adult services. It supplements the report of 27 August 2015 and identifies key timescales and next steps, including the process of consultation in line with the Public Bodies (Joint Working) (Scotland) Act 2014.

Ms Lumsden presented the report referring to work being undertaken to develop the direction of year one of the Plan and outlining the timescales for the next period of consultation.

Councillor Currie commented that the Plan should take a radical approach to the redesign of services, rather than simply offering more of the same. Both the Chair and Keith Maloney agreed that change was important.

Mr Ash said that he hoped that members would see changes within the Plan and that this would form part of a broader spectrum of change over the longer term.

Decision

The IJB agreed to note that a second draft of the Strategic Plan will be presented to them on 26 November 2015 with a proposal for a second period of stakeholder consultation to be held during December 2015 and January 2016.

Sederunt: Councillor Akhtar and Fiona Duncan left the meeting.

10. CLINICAL NEGLIGENCE AND OTHER RISKS INDEMNITY SCHEME (CNORIS)

A report was submitted by the Chief Officer of the IJB seeking approval to apply for the IJB to become a member of the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS).

Joanne McCabe, Senior Solicitor, presented the report outlining the background and reasons for the IJB to consider joining the Scheme. She confirmed that the cost of membership would be £3000.

Decision

The IJB agreed:

- i. To note the contents of the report.
- ii. To apply to the Scottish Ministers to join CNORIS.

11. CODE OF CONDUCT

A report was submitted by the Chief Officer of the IJB seeking approval of the IJB Members' Code of Conduct for submission to the Scottish Ministers for approval.

Ms McCabe presented the report drawing attention to key element of the proposed Code of Conduct including arrangements for declaring an interest during meetings, the preparation of a Register of Interests for IJB members and the appointment of a Standards Officer.

Responding to questions from members, Ms McCabe confirmed that the Code would apply to both voting and non-voting members ensuring that all IJB members were held to the same standard.

Decision

The IJB agreed:

- i. To approve the draft Integration Joint Board Members' Code of Conduct for submission to the Scottish Ministers for approval.
- ii. That the members should abide by the terms of the draft Integration Joint Board Members' Code of Conduct on an interim basis, pending approval and formal adoption.
- iii. To respond to the Scottish Government's Consultation on the amendment to The Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 by agreeing to the proposed changes in relation to Conflict of Interest.
- iv. To note that procedures and forms have been prepared to assist members in completing and maintaining their Registers of Interests and complying with the statutory obligations arising from their appointment to the IJB.
- v. To the appointment of the Chief Officer as the Standards Officer for the IJB.

Sederunt: Alison MacDonald left the meeting.

12. PROXIES (FOR VOTING MEMBERS)

A report was submitted by the Chief Officer of the IJB inviting members to note the position with regard to proxies for voting members.

Mr Small presented the report outlining the arrangements within the Council and NHS for identifying proxies should a voting member be unable to attend a meeting of the IJB. He also confirmed that non-voting members could arrange a substitute by prior agreement with the Chair.

Decision

The IJB agreed to note the position with regard to proxies for voting members.

13. MEMBERSHIP OF EAST LoTHIAN PARTNERSHIP

A report was submitted by the Chief Officer of the IJB seeking agreement to the proposed nominations to the East Lothian Partnership.

Mr Small presented the report outlining that the IJB had been asked to nominate members for the East Lothian Partnership and it was proposed that the nominations should be the Chair and Chief Officer.

Decision

The IJB agreed the nominations of the Chair and Chief Officer to the East Lothian Partnership.

Signed

Councillor Donald Grant
Chair of the East Lothian Integration Joint Board