



MINUTES OF THE MEETING OF THE EAST LOTHIAN INTEGRATION JOINT BOARD

**THURSDAY 26 NOVEMBER 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
Ms A Meiklejohn

Non-voting Members Present:

Ms M Allan
Dr R Fairclough
Dr A Flapan
Mr D King
Ms A MacDonald
Mr K Maloney
Mrs M McKay
Mr T Miller
Mr D Small
Dr J Turvill
Mr A Wilson

Officers Present:

Ms C Lumsden
Ms J McCabe
Mr A Milne
Ms J Ogden-Smith

Clerk:

Miss F Currie

Apologies:

Professor J Iredale
Ms F Duncan
Mr E Stark

Declarations of Interest:

None

1. MINUTES OF THE EAST Lothian INTEGRATION JOINT BOARD MEETING OF 29 OCTOBER 2015 (FOR APPROVAL)

The minutes of the East Lothian Integration Joint Board meeting of 29 October 2015 were approved subject to an amendment to Item 4, requested by Margaret McKay. This related to her question about existing arrangements for service users and carers and Mr Small's confirmation that these would remain in place while the new service model is developed.

2. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 29 OCTOBER 2015

The following matters arising from the minutes of the meeting of 29 October 2015 were discussed:

Integration Scheme – Mike Ash reminded members that there were a number of actions which were the responsibility of the Health Board and the Council which had to be taken forward by 31 March 2016. He asked if it might be possible to have an analysis of progress against these actions, as well as details of the current financial position, and whether this information could be circulated to IJB members before the next meeting.

David King, Chief Finance Officer of the IJB, pointed out that, at present, the IJB did not have its own budget and to provide details of Health Board and Council budgets would mean including details of functions which were not delegated to the IJB.

David Small, Chief Officer of the IJB, said that end year information for the Health Board and Adult Wellbeing could be provided subject to such a caveat and the Chair agreed that the information should be circulated to members.

3. CHAIR'S REPORT

The Chair reported on the successful 'Big Conversation' event which took place on 31 October 2015 in the Brunton Hall, Musselburgh. He said it had been well-attended and both the debate and feedback had been positive.

Referring to budget proposals for 2016/17, the Chair advised that he and the Vice-Chair, Mr Ash, had recently attended a meeting of NHS Lothian's Finance and Resources Committee. At the meeting a paper had been presented on financial assurance, risk sharing and distribution of budgets but the recommendations it contained had not been accepted and a further paper would be presented at the Committee's next meeting in January 2016. The Chair agreed to keep IJB members updated on progress.

Mr Ash added that the Integration Scheme sets out procedures for distribution of budgets and states that this should be done in conjunction with the IJB. He confirmed that the proposals would cover a one year budget followed by a process of review.

Mr Small explained that each of the proposals for distribution of budgets had pros and cons and Mr King added that, once the budgets had been delegated, it would be for the IJB to decide how best to use them.

4. DELAYED DISCHARGES

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

Mr Small presented the report reminding members of the IJB's key strategic objective and performance targets. He provided the figures for October 2015 noting an increase in numbers compared to the recent trend which had been steadily improving. He also outlined some reasons for the increase and the actions being taken to address this.

Members debated at length the factors which had prevented the IJB from reaching its targets and discussed a range of potential solutions including recruitment of care staff, collaborative allocation, better discharge planning through discussions with service users regarding care needs, adopting best practice from other areas, the use of step down facilities, case tracking systems such as ELSIE and a possible reallocation of budgets.

Councillor Currie requested that an 'options paper' be presented to the IJB containing the costs and actions necessary to meet targets. He added that while he appreciated that some factors may be out with their control, the purpose of the IJB was to improve outcomes for patients.

Mr Ash agreed that this would be useful and would also help to inform the IJB when issuing Directions for future actions. Mr Small agreed to provide an update and options report to the next meeting.

The Chair thanked members for a very useful debate on what was a key priority for the IJB.

Decision

The IJB agreed:

- i. To note the performance to October 2015.
- ii. To note and support the actions being taken to improve performance.
- iii. To note the verbal update on performance for November 2015 given at the meeting.
- iv. That performance on delayed discharges should be routinely reported to the IJB until a standard performance report is in place.

5. FINANCIAL ASSURANCE – NEXT STEPS

A report was submitted by the Chief Finance Officer of the IJB to consider how the IJB will complete its financial assurance processes.

Mr King presented the report providing an update on progress with the financial settlements for 2016/17. He referred to the national and local pressures on budgets and outlined the key questions for the IJB in terms of financial assurance and how these would relate to the financial element of the Strategic Plan.

Responding to a question from Councillor Currie on acute services, Mr King confirmed that where a function is delegated to the IJB the appropriate budget would be set aside.

All budgets transferred would be wholly integrated and it would be for the IJB to determine how it could best deliver its outcomes.

Dr Richard Fairclough added that the issue of admissions and readmissions in acute services was complex and the decision to admit a patient was never taken lightly. Dr Jon Turvill said that while it was right to say there were some preventable readmissions, these tended to be cases where there had been no primary assessment. He pointed to the importance of following up patients after they return home as a way of avoiding unnecessary readmissions.

Councillor Currie accepted that that the reasons for readmissions were often complex but he said there needed to be a better understanding of the evidence and the IJB needed to be confident that any actions that were identified would result in improvements.

Dr Turvil made further comments regarding the psychological and social factors which could drive readmissions. Keith Maloney suggested that improved independent advocacy services could help address some of these issues.

Decision

The IJB agreed to note the contents of the report.

6. POLICY ON DIRECTIONS

A report was submitted by the Chief Finance Officer of the IJB laying out a proposed policy for the Directions that will be issued by the IJB. These Directions being issued to NHS Lothian and East Lothian Council in order to action the IJB's Strategic Plan.

Mr King presented the report summarising the requirement for and purpose of the Directions which will action the Strategic Plan. He advised that the Directions would set out the financial resources and the actions required to deliver specific functions and that some may be issued jointly with other IJBs where they related to shared responsibilities. The IJB would receive a further report on the details of the Directions and the reporting mechanism when these were completed.

Responding to a question from Alison Meiklejohn, Mr King confirmed that the IJB required sufficient information from its parent organisations in order to make Directions and must ensure that this information could be readily provided.

Mr Ash commented that the Directions should come forward to the IJB's March 2016 meeting and that the report should include proposals for monitoring their delivery.

Decision

The IJB agreed:

- i. To note the contents of the report.
- ii. To adopt the policy on Directions.
- iii. To receive a further report on the details of the Directions and the reporting mechanism when these are completed.

7. INTEGRATED CARE FUND

A report was submitted by the Chief Officer of the IJB providing an update on activity aligned to the Integrated Care Fund (ICF) and a summary of the mid year review submission to Scottish Government.

Carol Lumsden, Transformation and Integration Manager, presented the report providing the background to the ICF budget and details of the three key work streams: prevention and early intervention; care closer to home; and workforce development. She advised members that while no underspend was forecast for this year there may be some financial slippage and, if this was the case, a further report would be submitted to the IJB.

Keith Maloney said it was important to find robust ways of measuring outcomes and to look carefully at the quality of services and whether they meet the needs of service users.

Ms Meiklejohn asked about the timeline for reporting and Councillor Currie sought clarification of the mechanism for evaluating whether outcomes had been achieved.

Ms Lumsden confirmed that service users' views had been taken on board. She said that there would be feedback on the ICF work streams during the first quarter of next year and the performance framework adopted at the last meeting of the IJB would form part of a 6 monthly evaluation process.

The Chair welcomed the report and commented on the importance of the ICF.

Decision

The IJB agreed:

- i. To support the Integrated Care Fund spend and its intentions.
- ii. To note the detail of the 6 month review.
- iii. The recommendations for evaluation and governance.

8. STRATEGIC PLAN

A report was submitted by the Chief Officer of the IJB providing a summary of the second consultation draft of East Lothian Integration Joint Board's Strategic Plan for adult services. It supplemented the reports of 27 August 2015 and 29 October 2015 and identified the process of consultation in line with the Public Bodies (Joint Working) (Scotland) Act 2014.

Ms Lumsden presented the report updating members on progress with the latest draft of the Strategic Plan and outlining proposals for a further public consultation between 1 December 2015 and 26 January 2016. She advised that the final draft would then be brought back to the IJB to allow the Chief Officer to issue Directions.

Mr Ash offered his thanks to Ms Lumsden and her colleagues for their work on the Plan. He also commented on the importance of consulting with both NHS Lothian and East Lothian Council prior to the Plan being finalised.

Mr Small said it was his intention to submit a report to the Council's meeting on 23 February 2016 and that NHS Lothian's Strategic Planning Group would also be providing comments on the draft Plan.

Councillor Currie commended the draft Plan and in particular the 'Case for Change' section which, he said, outlined clearly the reasons for the proposed changes as well as the associated challenges and opportunities.

Margaret McKay asked how it was intended to achieve a meaningful response to the consultation from individuals out with organisations. She also wanted to know how the IJB intended to get the message over to carers, who may not read the full document, and how the IJB could be sure that the draft Plan reflected the comments already received from carers, e.g. the five key things that carers want.

Jane Ogden-Smith, Communications Officer, explained that a lot of the consultation would be done through social media where key questions could be discussed. She also advised that a summary document – easy-read and containing high level information – would be available in addition to the full draft Plan.

Ms Meiklejohn noted that the Area Clinical Forum was missing from the list of consultees and Ms Lumsden said she would add them to it.

Decision

The IJB agreed:

- i. The content and key priorities in the second draft Strategic Plan.
- ii. To note that the second draft Strategic Plan has been agreed by the Strategic Planning Group.
- iii. The recommendations and timeline for a second period of stakeholder consultation.

9. RISK MANAGEMENT APPROACH

A report was submitted by the Chief Officer of the IJB seeking the members' agreement to the proposed approach to risk management.

Mr Small presented the report summarising the main points and indicating that work would begin in January 2016 on creating the IJB's own risk register. This would involve combining risks from both the Health and Adult Wellbeing risk registers and discussions with Management and Risk Officers in both organisations. The work would be overseen by the Audit & Risk Committee who would report back to the IJB.

Mr Maloney commented that access to independent advocacy should be included within the risk register as it was important that service users had the opportunity to raise issues about their care. He said that an Advocacy Plan would also be required and, following recent changes to Scottish mental health law, the Mental Welfare Commission would have a role in monitoring the implementation of the Plan.

Responding to a question from Ms Meiklejohn, Mr Small indicated that managing the risks related to 'hosted services' across the Edinburgh and three Lothian IJBs would be done through the use of Directions.

Decision

The IJB agreed:

- i. Its risk management approach.
- ii. That the Audit and Risk Committee should oversee the development of the risk register and related work and report this to the IJB.

10. IJB IDENTITY (UPDATE)

A report was submitted by the Chief Officer of the IJB updating members on the development of an identity for the East Lothian Integration Joint Board (IJB).

Ms Ogden-Smith presented the report advising members that, following agreement at the meeting on 27 August 2015, the four logo designs had been the subject of consultation with a variety of stakeholders. Most responses were in favour of a full-colour, seven symbol, linear logo and this proved successful when tested out at the 'Big Conversation' event on 30 October 2015. Ms Ogden-Smith sought the IJB's approval to formally adopt this logo and to develop letterheads and literature in the new branding.

Responding to questions from Mr Ash, Ms Odgen-Smith confirmed that consideration would be given to developing a website or portal for the IJB but that this would be as part of the broader communications strategy. At present, information was accessible on both the East Lothian Council and NHS Lothian websites and on social media.

Decision

The IJB agreed:

- i. To note the contents of the report.
- ii. To approve the adoption of the full-colour seven-symbol logo.
- iii. To approve the development of letterheads and literature in the new branding.

Sederunt: Maureen Allan left the meeting.

SUMMARY OF PROCEEDINGS

A private presentation was made by the Chief Officer of the IJB concerning the East Lothian Community Hospital. It was agreed that a further update would be presented to the IJB before approval of the final Business Case.

Signed

Councillor Donald Grant
Chair of the East Lothian Integration Joint Board