



MINUTES OF THE MEETING OF THE EAST LoTHIAN INTEGRATION JOINT BOARD

THURSDAY 25 FEBRUARY 2016
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON

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Voting Members Present:

Mr M Ash (Items 3 – 14)
Councillor S Currie
Councillor J Gillies (substitute)
Councillor D Grant
Mr A Joyce
Councillor J McNeil (substitute)
Ms A Meiklejohn
Mr P Murray

Non-voting Members Present:

Ms M Allan
Mr D Binnie (substitute)
Ms F Duncan
Dr R Fairclough
Mr D King
Mr K Maloney
Mr T Miller
Mr D Small

Officers Present:

Ms M Anderson
Ms L Crozier
Ms C Lumsden
Ms J McCabe
Mr A Milne
Ms J Ogden-Smith

Clerk:

Ms F Currie

Apologies:

Councillor S Akhtar
Councillor J Goodfellow
Ms A MacDonald
Mrs M McKay
Mr E Stark
Dr J Turvill

Declarations of Interest:

None

The Chair welcomed everyone to the meeting and noted that Councillors John McNeil and Jim Gillies were attending in place of Councillors Shamin Akhtar and Jim Goodfellow, and that Mr David Binnie was attending in place of Mrs Margaret McKay.

1. MINUTES OF THE EAST Lothian INTEGRATION JOINT BOARD MEETING OF 28 JANUARY 2016 (FOR APPROVAL)

The minutes of the East Lothian Integration Joint Board meeting of 28 January 2016 were approved.

2. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 28 JANUARY 2016

The following matters arising from the minutes of the meeting of 28 January 2016 were discussed:

Head of Adult Wellbeing – the Chair advised members that, at its meeting on 23 February 2016, East Lothian Council gave approval for the Head of Service roles for Adult Wellbeing and Children’s Wellbeing to be combined and for the role of Chief Social Work Officer (CSWO) to remain separate from the Head of Service role. It was noted that the new Head of Service would be in post by April with revisions to the organisational structure of the service to follow shortly thereafter.

Councillor Currie asked whether this option for filling the Head of Adult Wellbeing post had been under consideration prior to the last meeting of the IJB on 28 January. He added that, should the current post holder decide to move on in the future, the Council may find this combined post even harder to fill.

David Small explained that the ‘options paper’ circulated to IJB members following their January meeting had included this proposal. He added that the key consideration for the IJB was to ensure that the CSWO would remain a member of the IJB and this had been achieved. He reminded members that the IJB’s role was strategic rather than operational.

The Chair noted Councillor Currie’s remarks but pointed out that he had also expressed concern at the last meeting that the post should be filled timeously and this had now been achieved.

Alison Meiklejohn asked if, once available, the updated organisational structure could be circulated to members. Mr Small agreed to arrange this.

Sederunt: Mr Ash joined the meeting.

3. CHAIR’S REPORT

The Chair reported that an issue had arisen following the last meeting of the IJB regarding the reappointment of non-voting, stakeholder members of the IJB. It was proposed that the IJB should bring forward the reappointment process from 1 April 2017 to 1 April 2016. This would avoid a clash with the likely change in the Council’s representation following the 2017 local government elections and help to ensure better continuity of membership. The Chair proposed that a report be brought forward to the next meeting of the IJB on 31 March.

Decision

The IJB agreed that a report on reappointment of stakeholder members be presented at its meeting on 31 March 2016.

4. MEMBERS' CODE OF CONDUCT

A report was submitted by the Chief Officer of the IJB to amend the Integration Joint Board Members' Code of Conduct in line with recent legislative changes.

Joanne McCabe presented the report. She outlined the background and advised members that the Standards Commission intended publishing a further Model Code of Conduct for Integration Joint Boards at the end of February 2016 and, as a result, further amendments may be required.

Responding to questions from members, Ms McCabe explained that the IJB had previously agreed that its Chief Officer would undertake the role of Standards Officer and he would be the first contact for any queries regarding the Code of Conduct.

Decision

The IJB agreed to:

- (i) approve the amended draft Integration Joint Board Members' Code of Conduct as detailed; and
- (ii) agree that all members should abide by the terms of the updated draft Integration Joint Board members' Code of Conduct on an interim basis, pending approval and formal adoption.

5. AUDIT SCOTLAND REPORT: HEALTH & SOCIAL CARE INTEGRATION

A report was submitted by the Chief Officer of the IJB to provide a summary of the Audit Scotland report on Health and Social Care Integration.

Carol Lumsden presented the report outlining the key themes of the Audit Scotland review. She advised members that as the report raised a number of issues relating to governance and resources, it would be considered by the Audit & Risk Committee and a further report prepared and brought forward to the IJB.

Mike Ash added that it had become clear that many areas had underestimated the work involved in combining the governance structures of local authorities and health boards.

Peter Murray welcomed the reference in the report to different organisational cultures. He said that failing to take account of the cultures embedded in individual organisations could lead to difficulties; as evidenced during the merger of 8 fire services into the single Scottish Fire Service.

Councillor Currie commented on the challenges of developing robust governance arrangements which would allow the public to have confidence in the IJB and its ability to deliver positive outcomes. He said that the Audit & Risk Committee was currently considering this issue and the challenges involved in combining the different systems of governance within the Council and Health Board.

Keith Maloney referred to the intention of the legislation to increase the involvement of service users, carers and the public in decision making and governance. He said it was important to challenge the existing cultures in both bodies to ensure that this intention was followed through.

Ms Meiklejohn commented on the importance of good governance and scrutiny to assure people the IJB was getting things right. She referred to the broad membership of the Strategic Planning Group but acknowledged that involving such a large group was not always practical.

The Chair welcomed the report which he said gave a helpful overview. He also noted members' comments on the need for robust scrutiny and involvement of the public.

Decision

The IJB agreed:

- (i) to note the Audit Scotland report;
- (ii) to agree that the report should be remitted to the IJB's Audit & Risk Committee and a response brought back to the IJB for further consideration;
- (iii) to note that a second report in the Audit Scotland series on integration will be published in April 2016 in which East Lothian feature as an exemplar of good practice.

6. DELAYED DISCHARGES

A report was submitted by the Chief Officer of the IJB to provide an update on performance on delayed discharges in East Lothian and to ask the IJB to agree further actions.

Mr Small presented the report summarising the key themes and drawing members' attention to recent performance figures and the actions being taken to address the main pressure points. He also responded to a number of questions relating to funding, independent advocacy, the effect of introducing the Living Wage and other factors affecting recruitment and retention of staff for care at home services.

Mr Maloney emphasised the importance of access to independent advocacy services as a way of helping people get the care that they really want and need and thus reduce the risk of readmissions. He said that the Mental Welfare Commission for Scotland was gathering data on the numbers of people who have access to such services and he asked if the IJB could be provided with statistics for East Lothian.

Ms Meiklejohn raised the issue of Self Directed Support and why uptake was so low. She suggested that more information was needed to understand this and how SDS could be used as a means to address or reduce the burden in some cases.

Richard Fairclough, Maureen Allan and Thomas Miller all expressed concerns about the ability of both NHS and third sector to recruit and retain enough staff to address the shortage in hours. They debated a number of the possible reasons for this including qualifications, working hours and pay.

Councillor Currie echoed a number of the concerns expressed by other members and agreed that the IJB should be more proactive about seeking the information it needed to make informed decisions about how best to tackle the problem of delayed discharges.

Decision

The IJB agreed:

- (i) to note the improving trend on performance and recent actions;
- (ii) that the Chief Officer should identify what resources are available to further improve performance;
- (iii) that the Chief Officer develops specific actions to improve care at home capacity within the resources available;
- (iv) that further information is provided to the IJB in relation to the numbers of people who have access to independent advocacy as part of discharge planning and the level of uptake for Self Directed Support.

7. PERFORMANCE FRAMEWORK

Carol Lumsden gave a short presentation to the IJB on the Performance Framework. She provided an overview of the process and concluded by seeking members' views on some of the areas which were still to be agreed.

A short discussion followed during which members offered some suggestions on the frequency of reporting, the type of data which should be gathered/reviewed, whether benchmarking and locality planning would be helpful and the arrangements for financial scrutiny and reporting.

Ms Lumsden thanked members for their contributions and advised that she would prepare a summary report and recommendations for consideration at a future meeting of the IJB.

8. BUDGET ALLOCATIONS UPDATE

A report was submitted by the Chief Finance Officer of the IJB to summarise the current position on the Financial Assurance process for the IJB's proposed budget for 2016/17.

David King presented the report summarising the key points of the financial assurance process, the work carried out to date and the actions still to be completed. He reminded members of the authority delegated to the Chair, Vice Chair, Chief Officer and Chief Finance Officer at the last meeting of the IJB and outlined the discussions which had taken place with the Council and NHS Lothian since that meeting.

Mr Ash indicated that while directions must be issued by 1 April 2016, and these were likely to be based on indicative figures from NHS Lothian, the IJB could decide to issue further directions later in the year when the actual figures become clearer.

Mr Murray commented that while finance was a key component, the IJB needed to adopt a holistic approach to improving services.

Councillor Currie acknowledged the current financial pressures and that the position would likely change later in the year, not least as a result of the comprehensive spending review. However, he said his main concern was to ensure that whatever budget is finally agreed was sufficient to deliver the services and efficiency savings expected from the IJB.

The Chair concurred with the comments of members and said that in future efforts needed be made to bring into synch the budget planning processes of the Council and NHS Lothian, as they relate to the IJB.

Decision

The IJB agreed:

- (i) to note the content of the paper;
- (ii) to be updated on the two matters to which it delegated authority to progress to the Chair, the Vice Chair, the Chief Officer and the Chief Finance Officer at its previous meeting; and
- (iii) to receive a report at its March meeting laying out a conclusion to this process for the 2016/17 budget.

9. STRATEGIC PLAN

A report was submitted by the Chief Officer IJB to provide a synopsis of the development of East Lothian IJB's Strategic Plan for adult services. It supplemented the comprehensive reports of 29 October and 27 August 2015.

Ms Lumsden presented the report which outlined the background to the Plan and its various stages of development. She reminded members that the Plan had to be adopted by 1 April 2016 and that the next stage in the process was for officers to prepare the directions to be contained in the Plan. These directions would be scrutinised by the Audit & Risk Committee before being presented to the IJB on 31 March.

Mr Ash advised that the Strategic Planning Group were happy to commend the draft Plan to the IJB.

The Chair noted that the draft Plan had been greeted enthusiastically following its presentation to members of East Lothian Council at their meeting on 23 February.

Decision

The IJB agreed:

- (i) to note that feedback from a second consultation exercise held between December 2015 and January 2016 had been used to inform the final version of the Strategic Plan;
- (ii) to note that the Strategic Planning Group had recommended adoption of the Strategic Plan;
- (iii) to note that directions aligned to the Strategic Plan will be scrutinised by the IJB Audit & Risk Committee in advance of issue to East Lothian Council and NHS Lothian and produced as an addendum to the Strategic Plan; and
- (iv) to adopt the Strategic Plan as the blueprint for transformational change and the delivery of health and social care services in East Lothian.

10. EQUALITIES LEGISLATION AND THE INTEGRATION JOINT BOARD

A report was submitted by the Chief Officer of the IJB to provide the IJB with an understanding of what was required of them under the Equality Act 2010, the Equality

Act (Specific Duties) (Scotland) Regulations 2012, and the Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2015.

Lesley Crozier presented the report and highlighted the key issues for the IJB. She referred to the responsibilities placed on public bodies including the requirement to assess and review current policies, gather and review information and report progress on a regular basis. She explained that as the IJB does not, at present, have an Equality, Diversity and Human Rights Officer, this role will be undertaken by East Lothian Council's Corporate Equality, Diversity and Human Rights Officer. The IJB's first Equality Outcome and Equality Mainstreaming report was currently being prepared and would be presented for approval to the IJB's meeting on 28 April 2016.

Councillor McNeil commended the report and the work being undertaken by local and national government as a result of the Equality Act.

Councillor Currie also welcomed the report but expressed concern over future resource implications. He said that it would be important to ensure that the right resources are in place to fully support implementation of the equalities legislation.

Decision

The IJB agreed:

- (i) to note and approve the contents of the report, and to embrace and implement the principles of the Equality Act 2010 and its associated Regulations which include the Equality Act (Specific Duties) (Scotland) Regulations 2012, and the Equality Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2015; and
- (ii) to note that following this report an Equality Outcomes and Equality Mainstreaming Report will be laid before them for approval at their meeting on 28 April 2016.

11. EAST LOTHIAN COMMUNITY HOSPITAL

A report was submitted by the Chief Officer of the IJB to update the IJB on progress with the business case for the Community Hospital and to ask the IJB to consider key issues.

Mr Small advised members that there would be a short 'fly through' video presentation given by Andrew Milne and Miriam Anderson from NHS Lothian and this would be followed by consideration of the report. He also proposed some minor amendments to the wording of the recommendations contained in the report.

Mr Milne presented the video and outlined the proposals and timeline for development of the new hospital. He also advised members that the planning application would be considered by the Council's Planning Committee on 1 March 2016.

Mr Milne, Ms Anderson and Mr Small answered questions on a number of issues including the decision to choose endoscopy rather than general anaesthetic theatre model, the forthcoming review of surgical services, attracting the right mix and numbers of staff, proposals to address the funding gap, mental health facilities and future-proofing overall bed numbers.

Councillor Currie acknowledged the challenges involved in terms of staffing and bed numbers but said that they should aim to build the best and most flexible facilities possible to allow the hospital to meet the future demands of a growing population.

Dr Fairclough commented on the excellence of the proposals but expressed concern that the hospital may struggle to attract enough clinical staff to get full value out of the facility.

Mr Maloney asked if the ambition of the IJB was to change the balance of care, why it was supporting the creation of additional hospital beds in East Lothian. He wondered if this was encouraging admission rather than moving care into the community.

Mr Small responded by saying that it would be possible to shift the balance of care geographically to bring people closer to home.

The Chair thanked members for their contributions and summed up the debate. He welcomed the proposals but added that, in his view, the new facility should include as many services as possible and it was right to seek further information on the question of surgical services.

Decision

The IJB agreed:

- (i) with the proposed bed numbers in the hospital;
- (ii) to await the outcome of the review of surgical services; and
- (iii) to support the ongoing work to close the revenue gap.

12. UPDATE ON ACTIONS DERIVING FROM THE INTEGRATION SCHEME

A report was submitted by the Chief Officer of the IJB to update the IJB on the actions that East Lothian Council and NHS Lothian must take to support the IJB as laid out in the Integration Scheme.

Mr King presented the report and summarised the main issues for members. He highlighted some of the work which had already been undertaken and indicated that discussions would take place to identify what further actions were required.

Mr Ash welcomed the report which he said was useful to have in governance terms and would help to identify the work that still needs to be done by both partners. He undertook to have further discussions with Ms McCabe and Mr King and to report back to a future meeting of the IJB.

Ms Meiklejohn also welcomed the report and the opportunity to explore any concerns which members may have regarding issues such as governance.

Councillor Currie commented that in future Service Level Agreements would be needed to ensure that directions were carried out. He said that while arrangements may be working at present, it would be wrong to continue to rely on good will to get things done.

Decision

The IJB agreed:

- (i) to note the contents of the report;
- (ii) to request a further, more detailed report to be taken to the Audit & Risk Committee to consider what has been done and what further actions are required; and

- (iii) to receive a further update report at an IJB meeting early in the new financial year.

13. POSITION STATEMENT ON CONTRACTED SERVICES – ADULT WELLBEING

A report was submitted by the Chief Officer of the IJB to inform the IJB of the current position with regard to Section 10 grant awards within Adult Wellbeing and the proposed way forward to ensure compliance with the recommendations of the recent internal audit report.

Mr Small presented the report providing an overview of the contract areas for adult wellbeing services currently managed and commissioned by East Lothian Council. He advised members that the Section 10 grant funding to voluntary sector organisations helped to support the delivery of these services.

Responding to questions from members, Mr Small confirmed that strategic direction of Section 10 grant funding would be a delegated function of the IJB from 1 April 2016 and, it would be for the IJB to satisfy itself that any future funding proposals were in line with the objectives of its Strategic Plan. He acknowledged members' concerns about the procedures for and timing of decision making and added that this would be subject to review over the coming year.

David Binnie welcomed any measures that might assist third sector voluntary organisations in providing continuity of service. He also suggested that less traditional forms of funding such as co-production and 'pathfinder' may allow a more holistic approach to delivery of the IJB strategic objectives.

Councillor Gillies welcomed the decision to fund the organisations listed in the report and he suggested that Parkinson's disease might be an area which would benefit from funding in the future.

Mr Ash reminded members that in future years the IJB could review the list of organisations and make changes where it considered appropriate. He added that changes to the timing of the process and the provision of more detailed reports would allow for better informed decision making in future.

Decision

The IJB agreed:

- (i) to approve continuation of current Section 10 Grants for the 12 months from April 2016 to March 2017 noting the commitment to review all grant funding within that year;
- (ii) to note that a detailed action plan has been developed and agreed with senior management in order to implement the suite of key recommendations from the recent internal audit process;
- (iii) to note that a series of reviews is now underway for funded organisations and will be modelled in line with the ELC partnership funding review process; and
- (iv) to note that future recommendations on Section 10 grant funding will also be considered by the IJB's Audit & Risk Committee.

SUMMARY OF PROCEEDINGS

The IJB agreed to note the private minutes of the meeting of the IJB Audit & Risk Committee held on 21 January 2016.

DRAFT

PRIVATE ITEM

14. MINUTES OF THE MEETING OF THE IJB AUDIT & RISK COMMITTEE HELD ON 21 JANUARY 2016 (FOR NOTING)

The IJB agreed to note the minutes of the Audit & Risk Committee meeting held on 21 January 2016.

DRAFT

Signed

Councillor Donald Grant
Chair of the East Lothian Integration Joint Board

REPORT TO: East Lothian Integration Joint Board

MEETING DATE: 31 March 2016

BY: Chief Finance Officer

SUBJECT: Update on Financial Assurance

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1 PURPOSE

- 1.1 This report updates the Committee on the current position of the financial assurance process for the 2016/17 budget setting process.

2 RECOMMENDATIONS

It is recommended that the Committee:

- 2.1 Notes the financial assurance work that has been undertaken to date.
- 2.2 Considers the recommendations made by the Audit and Risk committee at its meeting of 23 March 2016 (outlined in paragraphs 3.6.1 – 3.6.11).

3 BACKGROUND

- 3.1 The start date for the IJB's agreed Strategic Plan is 1 April 2016. At that time the IJB will require an appropriate level of financial resources to allow it to deliver the functions that have been delegated to the IJB in line with the IJB's Strategic Plan.
- 3.2 These financial resources will have been made available to the IJB from East Lothian Council and NHS Lothian and the IJB is required to undertake a process of financial assurance to examine the proposed financial allocations for the Partners.
- 3.3 Updates and consideration of this process has been reported to the IJB and a final paper was presented to the IJB's Audit and Risk Committee at its meeting on 23 March 2016.
- 3.4 This paper built upon a previous report which had been presented to the previous meeting of the Audit and Risk Committee which detailed

the work that had been undertaken to date and noted the elements of work that had yet to be completed

3.5 The key elements at that time that remained to be completed were:-

- A formal proposition from East Lothian Council to the IJB regarding financial resources for the functions that the Council has delegated to the IJB
- A formal proposition from NHS Lothian to the IJB regarding financial resources for the functions that the Health Board has delegated to the IJB
- A detailed analysis from both partners of all efficiency or recovery actions built into these propositions. This will allow the IJB to review the impact of any cost base reduction proposals on its ability to deliver the Strategic Plan
- A financial risk sharing agreement between the Council, NHS Lothian, East Lothian IJB and the other Lothian IJBs (as appropriate) to allow the IJB to put an appropriate risk management strategy in place

3.3 At the time of writing, the position on each of these is as follows:-

3.3.1 The IJB is in receipt of an offer from East Lothian. This offer is based on the Council's agreed budget (set at its meeting on 9 February 2016). This letter (which is attached as the Appendix to this report) lays out the following:-

	£m
Adult Wellbeing 2016/17 approved Budget	47.868
Less Non delegated Functions	(0.800)
Add	
Non HRA – Private Sector Housing Grant	0.256
HRA – Disabled Adaptions (Capital)	0.600
HRA – Garden Aid	0.234
Total IJB budget allocation	48.158

It should be noted that this amount includes the IJB's share of the Scottish Governments Social Care Fund (£4.37m). This offer also includes East Lothian Council proposals to utilise the Social Care fund. Although further work is required to refine and understand the details, the CFO (Chief Finance Officer) on behalf of the IJB will write and confirm that the IJB agrees to this proposed use of the Social Care Fund.

However, its should be noted that this budget has embedded in it c.£2.3m of efficiencies and the Director of Health and Social Care is still finalising his proposals to achieve these efficiencies.

3.3.2 Further discussions with NHS Lothian have taken place and NHS Lothian has continued to share their financial planning assumptions

and updates in considerable detail with the IJB. However, a final offer has not been received at this stage as was discussed in the previous report and at the previous meeting the Committee agreed to accept recommendation 2.3 in the financial assurance report which said:-

That the Audit and Risk Committee agree to consider an indicative position from NHS Lothian in 2016/17 and to make this recommendation to the IJB.

3.3.3 As is described above, this analysis has not yet been received. As was discussed in the previous report, NHS Lothian will not have a balanced financial plan by 1 April 2016. NHS Lothian will submit its 2016/17 financial plan to the Scottish Government in May 2016 and the IJB will have to await the completion of that process before it can consider the impacts of any efficiency/recovery programmes on its ability to deliver its Strategic Plan.

3.3.4 It has not been possible to develop a financial risk sharing agreement at this time. Discussions are continuing to consider the requirements of the Integration Scheme both in line with the initial budget setting processes and also within the processes for managing under/over spends within the IJB's budgets.

3.4 The IJB will have to undertake a final financial assurance process early in 2016/17 on receipt of the information from NHS Lothian and East Lothian Council as above. The out-turn position for 2015/16 will be available at that time along with the recovery/efficiency plans. It is proposed that this work is carried out at the end of the first financial quarter to allow a review of the current financial position as part of this work.

3.5 There are three tests to be applied to the financial assurance process:-

3.5.1 Is this process reasonably transparent and are the financial risks clear?

East Lothian Council and NHS Lothian have shared all their financial planning assumptions, detailed working schedules and information with the IJB. They have met with the IJB's officers and discussed positions and proposed models. The IJB has been briefed both formally and informally on this process. However, because NHS Lothian's financial plan is not completed and East Lothian Adult Wellbeing efficiency schemes are not finalised, it is not possible to fully understand the financial risks at this time.

3.5.2 Are the resources proposed 'fair'?

This element can itself be divided into two parts:-

Is the underlying baseline budget for the functions being delegated (and this is normally expressed in terms of services) a fair share of the total resources available to the partner. In terms of the Health service budgets these are all simply historical and have been developed incrementally over a long period of time. The Adult Wellbeing budget, although more discrete has also evolved over a period of years. In

order to clearly understand if the underlying service budgets represent a reasonable share of the total resources available to the partners a significant exercise would have to be undertaken and its not clear how long this would take or if there is any real appetite to undertake it. On that basis, it is recommended that the underlying base budgets are accepted at this time.

The other element is an equitable distribution of the resources that the Council and NHS Lothian have available in 2016/17 to the IJB. As is discussed above, both partners have shared their planning and allocations processes. Although further clarity is required (for example around the 'shares' of pan-Lothian services) generally this process seems to have delivered a 'fair' offer to the IJB although in order to fully understand this position it will also been necessary to examine the efficiency schemes to ensure that these also treat the services 'fairly'.

3.5.3 Are the resources 'adequate'?

It is clear that the resources available to both East Lothian Council (in absolute terms) and NHS Lothian (in real terms) are less in 2016/17 that they were in 2015/16. Added to that, the impact of demography and an increasingly frail population creates additional pressures to the Health and Social Care system. It is very unlikely that the resources are now adequate to continue delivering the Health and Social Care services in the way that they are being delivered but they do represent all the resources that are available.

3.6 Having discussed this matter the Audit and Risk Committee agreed to the following recommendations which they wish to make to the IJB. These are that the Committee:-

- 3.6.1 Notes the financial assurance work that has been undertaken to date.
- 3.6.2 Recommends that the East Lothian Integration Joint Board (IJB) accepts the proposal from East Lothian Council subject to assurance from the Director of Health and Social Care on the resources available to support the Adult Wellbeing services delegated to the IJB, especially on his plans to achieve the significant efficiency target. The efficiency plans to clearly articulate the impacts (if any) on the IJB's Strategic Plan and to be supported by a clear timetable for each scheme.
- 3.6.3 Recommends that the IJB agrees to East Lothian Council's proposals regarding the use of the Social Care Fund.
- 3.6.4 Recommends that the IJB agrees to support an indicative proposal from NHS Lothian based on the current health budget setting model subject to final financial assurance to be undertaken after NHS Lothian submits its LDP (Local Development Plan, really financial plan) to the Scottish Government in May 2016. Any recovery plan or efficiencies

proposed by NHS Lothian should clearly articulate the impacts (if any) on the IJB's Strategic Plan and to be supported by a clear timetable for each scheme.

- 3.6.5 Recommends that the IJB receives a further report on the 16/17 financial assurance at the end of the first quarter in 2016/17. This will include a detailed of all efficiency schemes proposed by both partners and an examination of the IJB's actual financial position.
- 3.6.6 Recommends that the financial assurance for the IJB is also considered as part of the totality of the financial resources available to support the overall community services in East Lothian. This will entail considering the IJB's resources as part of the overall community planning partnership.
- 3.6.7 Recommends that the IJB ensure that an appropriate process for financial and performance management is put in place as early in the financial year as possible to allow the IJB to fully understand the financial and performance position.
- 3.6.8 Recommends that further entries are made on the IJB's risk register to recognise the impact of the constraints on the financial resources in the delivery of the services and that a set of mitigation actions is developed and monitored.
- 3.6.9 Recommends that the IJB requests a further analysis of the NHS Lothian budget setting model to review the East Lothian 'share' of the pan-Lothian services and analysis of East Lothian's historic usage of these services. This work to support the creation of a clear financial baseline for the IJB.
- 3.6.10 Recommends that the IJB ensures that the process for financial planning for 2017/18 and thereafter starts more timeously and that the IJB engages with the Scottish Government to review the national health financial planning process.
- 3.6.11 Recommends to the IJB that they request the Chief Officer and the Chief Finance officer to undertake to develop and appropriate financial risk sharing agreement with East Lothian Council and NHS Lothian.

4 POLICY IMPLICATIONS

- 4.1 There are no further policy implications arising from this document.

5 EQUALITIES IMPLICATIONS

- 5.1 Any changes to workforce arrangements will be subject to equality impact assessments.

6 RESOURCE IMPLICATIONS

- 6.1 The resource implications are discussed above but, in summary these cannot be adequately analysed until a final position is available.

7 BACKGROUND PAPERS

- 7.1 Financial Assurance report to the Audit and Risk Committee of 23 March 2016.

AUTHOR'S NAME	David King
DESIGNATION	Chief Finance Officer
CONTACT INFO	David.King@nhslothian.scot.nhs.uk
DATE	28 March 2016

Our Ref: ELC/IJB/Resource
Contact: 01620 827278
Date: 24 March 2016

John Muir House
Haddington
East Lothian
EH41 3HA
Tel 01620 827827

Councillor Donald Grant
Chair of East Lothian Integrated Joint Board
John Muir House
Haddington
EH41 3HA

Dear Councillor Grant

Financial resource proposal from East Lothian Council to East Lothian Integration Joint Board – 2016/17, 2017/18 and 2018/19.

As you will be aware, from 1 April 2016, the responsibility for delivering the functions as laid out in the Integration Scheme agreed by East Lothian Council and NHS Lothian commences. As such, the formal proposition from East Lothian Council to the IJB laying out the financial resources that will be 'paid' by the Council to the IJB in relation to these functions is set out within this letter.

This proposal has been derived from the Council's budget for 2016/17 which was approved on 9 February 2016, and includes East Lothian's share of the national £250m 'social care fund' of £4.37m.

The proposed use of the Social Care fund investment in 2016/17 has been discussed in detail with the IJB's Chief Officer and Chief Finance Officer, details of which are set out within **Appendix 1** of this letter, and it is my view that these proposals meet the commitments which were set out in the Deputy First Minister's (DFM) letter to Council Leaders of 27 January 2016. We are continuing to refine the costs associated with delivering these commitments, and I will ensure that the IJB is kept informed of any changes in the use of the fund driven by increased costs that are not quantifiable at this time. As set out in the DFM letter, I would be grateful to receive confirmation of the use of the social care fund from East Lothian's Chief Finance Officer on behalf of the IJB.

The funds to be allocated to the IJB is set out within the table below, and include elements of expenditure from within the Housing Revenue Account, as well as an adjustment made to the Adult Wellbeing budget to take account of Supporting People expenditure which is not part of the wider delegated functions which have been approved within the scheme of integration.

	£m
Adult Wellbeing 2016/17 approved Budget	47.868
Less Non delegated Functions	(0.800)
Add	
Non HRA – Private Sector Housing Grant	0.256
HRA – Disabled Adaptions (Capital)	0.600
HRA – Garden Aid	0.234
Total IJB budget allocation	48.158

I confirm that these budgets represent the resources available to the Council to support the functions that have been delegated by the Council to the IJB.

You will be aware that this budget has been presented on a NET basis, and assumes that £2.375m of efficiencies will be delivered by Adult Wellbeing service during 2016/17. The Director of Health and Social Care will provide you with his plans to achieve these efficiencies in 2016/17.

The Council has approved a 3 year budget covering the period up to 2018/19, and whilst these we have only received confirmation of a one year financial settlement from the Scottish Government, the IJB should be planning on delivering services and planned efficiencies across the next 3 years within the indicatives budgets which have been approved, albeit recognising that these will be updated each year to reflect Scottish Government grant settlement and contractual commitments. Details of the 2017/18 and 2018/19 budgets which will be delegated to the IJB are set out in **Appendix 2** of this letter.

Clearly, the timescales are now very tight and I would be grateful for a response to this letter (including your response to our proposed use of the Social Care funds) at your earliest convenience.

Yours sincerely



Jim Lamond
Head of Council Resources (CFO)
East Lothian Council

East Lothian Council**Utilisation of the Integration Fund - 2016/17**

	Per Budget £000's	Per Budget £000's
Opening Adult Wellbeing Budget Efficiency Schemes	45,873 <u>(2,375)</u> 43,498	45,873 <u>(2,185)</u> 43,688
Closing budget 2015/16		
		Agreed efficiencies 2016/17
Supporting Pressures		
Living Wage	464	500
Pay awards etc	1,741	464
Other Pressures	50	1,221
Additionality	<u>2,115</u>	2,185
To be discussed		735
Demography		1,400
Day Centres		50
Total Investments	47,868	4,370
Further Efficiencies		(190)
Opening budget 2016/17		47,868
Half of £4,370		2,185

East Lothian Council**Indicative Budgets to IJB 2017/18 and 2018/19**

	<u>2017/18</u>	<u>2018/19</u>
Adult Wellbeing Budget	46.399	45.306
<u>Less:</u> Non Delegated Functions	-0.800	-0.800
<u>ADD:</u>		
Non HRA - Private Sector Housing Grant	0.256	0.256
HRA - Disabled Adaptations (Capital)	0.600	0.600
HRA - Garden Aid	0.236	0.239
TOTAL IJB BUDGET ALLOCATION	<u>46.691</u>	<u>45.601</u>

REPORT TO: East Lothian Integration Joint Board
MEETING DATE: 31 March 2016
BY: Chief Officer
SUBJECT: Directions – Opening 2016/17 proposals

5

1 PURPOSE

- 1.1 This report updates the position for the issuing of directions for the Integrated Joint Board (IJB) for 2016/17

2 RECOMMENDATIONS

It is recommended that the IJB:

- 2.1 Note the current position on the development of the IJB's Direction.
- 2.2 Note that the directions will flow from the IJB's agreed Strategic Plan.
- 2.3 Delegates the authority to issue directions for 1 April 2016 to the IJB's Chief Officer on a 'one-off' basis only. These directions will be presented to the IJB at the first meeting in the new financial year and any further directions will be approved by the IJB prior to issue.
- 2.4 Agree to ask the Audit and Risk Committee to further scrutinise the process and the directions and to report their considerations back to the IJB.
- 2.5 Note the indicative nature of the financial values included in the directions. These financial values will be revisited after the financial assurance process for 2016/17 is completed.

3 BACKGROUND

- 3.1 The Public Bodies (Joint Working) Act 2014 directs that each Integration Authority must prepare a Strategic Plan for those functions that were delegated to the Integration Authority. In East Lothian, the East Lothian Integration Joint Board is the Integration Authority. Having received financial resources from the partners (NHS Lothian and East Lothian Council) the IJB will issue directions to the partners

who will then action these directions to deliver the delegated functions on the IJB's behalf.

3.2 The IJB adopted a policy on directions at its meeting of on 29 November 2015. This policy laid out that:-

- A summary of the proposed Directions relating to the Strategic Plan will be attached to the Strategic Plan as an Appendix. In approving the Strategic Plan, the IJB will approve the Directions
- The Directions will be issued on behalf of the IJB by the Chief Officer to the Chief Executive of the Council or the Health Board as appropriate
- Directions will be issued for all the functions that have been delegated to the IJB
- In totality, the Directions will show the disposition of all the resources allocated to the IJB
- Directions will be as specific as the Strategic Plan requires but all Directions will lay out the actions required along with the resources available. It should be noted that an action might be to not make any changes to the current service.

3.3 Unfortunately because a final financial allocation is not available to the IJB at this time the IJB has had to agree the Strategic Plan on the basis of an outline financial position based on the 2015/16 budgets.

3.4 Further work is underway within all the IJBs in the Lothians to finalise the style and layout of the directions and it will not be possible to fully complete the IJB's directions in time to be distributed for the IJB's meeting on 31 March 2016.

3.5 It is recommended that the authority for issuing directions on 1 April 2016 be delegated to the Chief Officer on a one-off basis in order to get this actioned prior to the beginning of the new financial year.

3.6 The IJB will receive a report at its first meeting in 2016/17 which will lay out the Directions that were issued.

3.7 In principle the IJB has agreed to adopt a template for Directions (attached as Appendix I) which captures the requirements as laid out in the Public Bodies (Joint Working) Act. It will not be possible to complete all the sections of this template for every direction and further work is underway to refine this template

3.8 There will also be a summary position which, based on the financial template within the Strategic Plan will show which Direction relates to each element of the allocated financial resources. This schedule will show the financial resources to be allocated to each direction and will be completed on receipt of an agreed financial proposition from the Partners. An indicative schedule (based on the most recent 2016/17 budgets) is attached for illustration as Appendix II. However, it should be noted that the IJB will issue specific directions regarding the delayed discharge, Integrated Care Fund and the Social Care Fund and this template will have these specific lines added for 2016/17.

3.9 A report was presented to the IJB's Audit and Risk Committee at its meeting on 23 March 2016 laying out the above position. The Committee indicated its agreement with the recommendations above but asked that it should review this process and the directions issued at a future meeting.

4 POLICY IMPLICATIONS

4.1 There are no policy implications arising from this report.

5 EQUALITIES IMPLICATIONS

5.1 Any changes to workforce arrangements will be subject to equality impact assessments.

6 RESOURCE IMPLICATIONS

6.1 There are no resource implications arising from this report.

7 BACKGROUND PAPERS

7.1 East Lothian Integration Scheme

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DATE	29 March 2016

Appendices :-

- 1 – Outline template
- 2 – Indicative Outline Master schedule

Appendix 1 – Draft Template for Directions

TEMPLATE DIRECTION FOR IJBs

The entries in **bold** are those which are required by legislation, the others are either optional in terms of the legislation, or suggested as good practice and common sense.

1	Date	
2	Reference number	
3	Date of IJB meeting at which Direction was authorised	
4	To whom? (council, health board, both)	
5	Purpose - a general statement and description of reasons/logic to give context and help understanding	
6	Does it supersede or amend or cancel a previous Direction? If so, specify	
7	Is it considered to be significant and outside the SP, or within?	
8	Type of function (integrated function or hospital set-aside)	
9	Function(s) concerned, including statutory reference(s)	
10	What is to be done?	
11	How is it to be done? (Reference to services?)	
12	For integrated functions, who is to do it (council, health board, both)?	
13	If given to both, who does what? Singly or together?	
14	For integrated functions, the money being paid by the IJB to either or both to do it (either a specific amount or how the amount is to be calculated)	
15	For integrated functions, how the money is to be used	
16	For hospital set-aside function, the amount	

	allocated from the set-aside budget	
17	For hospital set-aside function, how much of that budget allocation is to be used	
18	Relevant National Health & Well Being Outcomes	
19	Relevant Integration Delivery Principles	
20	Relevant priorities, strategies, outcomes, PIs, etc., from the Strategic Plan	
21	How compliance and performance will be measured and reported on (performance indicators, delivery outcomes, targets etc.)	
22	The information to be provided back and when	
23	Anything else considered necessary or desirable	
24	Principles of Following the Public Pound	
25	Relevance to or impact on other Lothian IJBs and/or other adjoining IJBs	

Note – those in bold above are ‘must do’ actions per the Act.

Appendix II – Indicative Outline Master Schedule

East Lothian Integration Joint Board

Directions Summary

	Indicative Budgets 2016/17	Direction No.
Adult Wellbeing	£000's	
Commissioning Budgets		
Older Persons	13,788	D02
Vulnerable Adults	175	D02
Learning Disability	11,632	D02
Mental Health	1,172	D02
Physical Disability	2,755	D02
Care Management		
SW Disability	965	D02
SW Older People	996	D02
SW Mental Health	308	D02
OT/DRRT/Rehab	624	D02
Welfare Rights	171	D02
Equipment & Adaptations	536	D02
Meals on Wheels	153	D02
Direct Provision		
ECS	166	D02
Dom Care	2,247	D02
Adult Placement	204	D02
Resource Centres	2,167	D02
Older Persons Homes	3,560	D02
Telecare	330	D02
HRA	1,090	D02
Efficiencies	-2,375	D02
Management and other support services	3,126	D02
	43,788	
Health Services		
Core		
Community Hospitals	8,114	D01
Mental Health	3,612	D01
District Nursing	2,231	D01
Health Visiting	1,284	D01
Community AHPS	967	D01
GMS	11,811	D01
Prescribing	18,614	5

Resource Transfer	3,226	6
Delayed Discharge	588	7
Social Care Fund	4,370	8
Integrated Care Fund	1,700	9
Other Core	1,980	D01
	58,497	
Hosted		
Sexual Health	550	D04
Hosted AHP Services	1,403	D04
Hosted Mental Health	1,312	D04
Rehabilitation Medicine	573	D04
Learning Disabilities	1,884	D04
Substance Misuse	635	D04
Oral Health Services	1,259	D04
Hosted Psychology Service	609	D04
Complex Care	376	D04
Lothian Unsched. Care Serv.	1,165	D04
Other	525	D04
Strategic Programmes	1,578	10
	11,869	
Set Aside		
A & E (outpatients)	1,561	D03
Cardiology	3,336	D03
Diabetes	310	D03
Endocrinology	231	D03
Gastroenterology	1,046	D03
General Medicine	6,069	D03
Geriatric Medicine	3,333	D03
Infectious Disease	1,728	D03
Rehabilitation Medicine	440	D03
Respiratory Medicine	102	D03
Other	54	D03
Therapies/Management	1,027	D03
	19,237	
Total IJB	133,391	



REPORT TO: East Lothian Integration Joint Board

MEETING DATE: 31 March 2016

BY: Chief Officer

SUBJECT: Non Voting Membership

6

1 PURPOSE

1.1 This report seeks the agreement of the Integration Joint Board (IJB) to a process for renewing some non-voting members of the IJB.

2 RECOMMENDATIONS

2.1 That the IJB agrees to the process described below and to the continuation of the existing non-voting membership for the meeting on 28th April 2016.

3 BACKGROUND

3.1 The IJB has a range of non-voting members as set out below. Some of these are set out in legislation, some are optional. Some are nominated by other bodies and some are selected by the IJB.

3.2 At the meeting on 1 July 2015 the IJB agreed to extend the membership of four non-voting members until 31 March 2016. These are noted by an asterisk in the third column in the table below.

Non Voting Member	Nominated, Appointed or Selected	To be renewed by local process
NHS Union	nominated	
Council Union	nominated	
Acute Clinician	nominated	
Chief Social Work Officer	nominated	
Nurse	nominated	
Clinical Director	nominated	

Local Practitioner	General	nominated	
Chief Officer		appointed	
Chief Finance Officer		appointed	
Carers Representative		selected	*
Public Representative		selected	*
Third Sector Representative		selected	*
Independent representative	Sector	selected	*

3.3 It is proposed that the IJB advertise the four positions in April 2016 with a view to the positions being filled by the meeting of the IJB on 26th May 2016. The positions would be held for two years.

3.4 The positions would be advertised through the local press, the six area partnerships, the third sector, the independent sector and the groups that support the strategic planning process.

3.5 It is proposed that an interview panel be constituted comprising the Chair, Vice Chair and Chief Officer of the IJB.

3.6 The panel will report to the meeting on 26th May 2016 with recommendations for non-voting membership.

3.7 In the meantime the IJB is asked to agree that the existing non-voting membership should continue for the 28th April 2016 meeting.

4 POLICY IMPLICATIONS

4.1 There are no policy implications of this paper.

5 EQUALITIES IMPLICATIONS

5.1 There are no equalities implications of this paper.

6 RESOURCE IMPLICATIONS

6.1 There are no resource implications of this paper.

7 BACKGROUND PAPERS

7.1 East Lothian IJB papers 1st July 2015.

http://www.eastlothian.gov.uk/meetings/committee/117/east_lothian_integration_joint_board

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