



MINUTES OF THE MEETING OF THE EAST LOTHIAN INTEGRATION JOINT BOARD

THURSDAY 25 FEBRUARY 2016
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON

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 would in future be gathering data on the numbers of people who have access to independent advocacy 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.

Signed

Councillor Donald Grant
Chair of the East Lothian Integration Joint Board