



**REPORT TO:** East Lothian Integration Joint Board  
**MEETING DATE:** 30 June 2016  
**BY:** Chief Officer  
**SUBJECT:** Non Voting Membership of East Lothian Integration Joint Board

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## 1 PURPOSE

- 1.1 This report asks the Integration Joint Board (IJB) to agree the appointment of non voting members.

## 2 RECOMMENDATIONS

- 2.1 That the IJB agree to the appointment of Marilyn McNeill to represent service users and Danny Harvie to represent the independent sector.
- 2.2 That the IJB agree that these appointments should be for three years.

## 3 BACKGROUND

- 3.1 The IJB agreed in March 2016 to a process for selection of non voting members involving advertising and interviewing for the positions.
- 3.2 Following interviews held by the Chair, Vice Chair and Chief Officer it is recommended that Marilyn McNeill be appointed to represent service users and Danny Harvie be appointed to represent the independent sector.
- 3.3 The IJB agreed at its meeting in May 2016 that these appointments should be for three years.

## 4 POLICY IMPLICATIONS

- 4.1 There are no policy implications of the paper.

## 5 INTEGRATED IMPACT ASSESSMENT

- 5.1 This report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

## 6 RESOURCE IMPLICATIONS

6.1 There are no resource implications of this paper.

## 7 BACKGROUND PAPERS

7.1 None.

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<b>DATE</b>	6 June 2016



**REPORT TO:** East Lothian Integration Joint Board

**MEETING DATE:** 30 June 2016

**BY:** Chief Officer

**SUBJECT:** Code of Conduct

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## 1 PURPOSE

- 1.1 This report asks the Integration Joint Board (IJB) to agree the final draft code of conduct.

## 2 RECOMMENDATIONS

- 2.1 That the IJB agree the final draft code of conduct and agree to submit it to the Scottish Government.

## 3 BACKGROUND

- 3.1 The IJB has previously agreed draft codes of conduct pending finalisation of the template code of conduct by the Scottish Government.
- 3.2 The template has now been received. This has been reviewed by the East Lothian Council legal services manager and compared with previous draft codes agreed by the IJB.
- 3.3 The code is not significantly different from previous drafts. The following changes have been identified between the previous draft and the final draft.
- 3.4 There is a new paragraph 5.5 that deals with how to assess the significance of a possible interest. This expands upon and replaces the current paragraphs 5.5 and 5.6 of the existing Code. Essentially, it places the onus on individual members to assess the significance of their possible interest, urging them to err on the side of caution and to seek advice from the chair if necessary.
- 3.5 Wording has been removed from the end of the current paragraph 5.11 – although this is now para 5.8 in the template Code. The wording that has been taken out is specific advice where a Member of the Council or the NHS Board have had direct involvement in a matter coming to the IJB in that context and may wish to declare an interest as a result. This isn't

now specifically covered in the template Code and the normal rules on declarations of interest apply in this scenario.

- 3.6 New wording giving further advice on when to declare an interest and what happens if you do so is now included in paras 5.8 and 5.9 of the template Code. Some of this is new advice but some was included at other points in the existing Code and has simply been repeated in the relevant part of the template Code for ease of reading.
- 3.7 There is a new provision at the end of paragraph 5.12 that provides that there is only a need to withdraw from the meeting if an interest on the part of another party (spouse, relative, employer, etc) is 'clear and substantial'. That is probably a useful guide for members that was not previously stated.
- 3.8 Finally, new wording has been inserted in the new paragraph 6.7 relating to accepting paid work. The restriction on this is now specifically restricted to work 'relating to health and social care'. The final sentence of this paragraph is also new and reiterates that it is for Members of the IJB to consider their position under this provision.
- 3.9 The Scottish Government has asked IJBs to submit final draft Codes following agreement by the IJB. This will be actioned if the IJB agrees the attached code.

#### **4 POLICY IMPLICATIONS**

- 4.1 There are no new policy implications of the paper.

#### **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 This report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 There are no resource implications of this paper.

#### **7 BACKGROUND PAPERS**

- 7.1 None

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<b>DATE</b>	08 June 2016

**CODE of CONDUCT**  
**for**  
**MEMBERS**  
**of**  
**East Lothian Integration Joint Board**

# **CODE OF CONDUCT for MEMBERS of EAST LoTHIAN INTEGRATION JOINT BOARD**

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## **SECTION 1: INTRODUCTION TO THE CODE OF CONDUCT**

1.1 The Scottish public has a high expectation of those who serve on the boards of public bodies and the way in which they should conduct themselves in undertaking their duties. You must meet those expectations by ensuring that your conduct is above reproach.

1.2 The Ethical Standards in Public Life etc. (Scotland) Act 2000, “the 2000 Act”, provides for Codes of Conduct for local authority Councillors and members of relevant public bodies; imposes on councils and relevant public bodies a duty to help their members to comply with the relevant Code; and establishes a Standards Commission for Scotland, “The Standards Commission” to oversee the new framework and deal with alleged breaches of the Codes.

1.3 The 2000 Act requires the Scottish Ministers to lay before Parliament a Code of Conduct for Councillors and a Model Code for Members of Devolved Public Bodies. The Model Code for members was first introduced in 2002 and has now been revised in December 2013 following consultation and the approval of the Scottish Parliament. These revisions will make it consistent with the relevant parts of the Code of Conduct for Councillors, which was revised in 2010 following the approval of the Scottish Parliament.

The Public Bodies (Joint Working) (Scotland) Act 2014 (Consequential Amendments & Savings) Order 2015 has determined that Integration Joint Boards are “devolved public bodies” for the purposes of the 2000 Act.

1.4 This Code for Integration Joint Boards has been specifically developed using the Model Code and the statutory requirements of the 2000 Act. As a member of East Lothian Integration Joint Board, “the IJB”, it is your responsibility to make sure that you are familiar with, and that your actions comply with, the provisions of this Code of Conduct which has now been made by the IJB.

This Code applies when you are acting as a member of East Lothian Integration Joint Board and you may also be subject to another Code of Conduct.

### **Appointments to the Boards of Public Bodies**

1.5 Whilst your appointment as a member of an Integration Joint Board sits outside the Ministerial appointment process, you should have an awareness of the system surrounding public appointments in Scotland. Further information can be found in the public appointment section of the Scottish Government website at <http://www.appointed-for-scotland.org/>.

Details of IJB membership requirements are set out in the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014 and further helpful information is contained in the “Roles, Responsibilities and Membership of the Integration Joint Board” guidance, which also includes information on Equality Duties and Diversity.



Public bodies in Scotland are required to deliver effective services to meet the needs of an increasingly diverse population. In addition, the Scottish Government's equality outcome on public appointments is to ensure that Ministerial appointments are more diverse than at present. In order to meet both of these aims, a board should ideally be drawn from varied backgrounds with a wide spectrum of characteristics, knowledge and experience. It is crucial to the success of public bodies that they attract the best people for the job and therefore it is essential that a board's appointments process should encourage as many suitable people to apply for positions and be free from unnecessary barriers. You should therefore be aware of the varied roles and functions of the IJB on which you serve and of wider diversity and equality issues.

1.6 You should also familiarise yourself with how the East Lothian Integration Joint Board policy operates in relation to succession planning, which should ensure that the IJB has a strategy to make sure they have the members in place with the skills, knowledge and experience necessary to fulfil their role economically, efficiently and effectively.

### **Guidance on the Code of Conduct**

1.7 You must observe the rules of conduct contained in this Code. It is your personal responsibility to comply with these and review regularly, and at least annually, your personal circumstances with this in mind, particularly when your circumstances change. You must not at any time advocate or encourage any action contrary to the Code of Conduct.

1.8 The Code has been developed in line with the key principles listed in Section 2 and provides additional information on how the principles should be interpreted and applied in practice. The Standards Commission may also issue guidance. No Code can provide for all circumstances and if you are uncertain about how the rules apply, you should in the first instance seek advice from the Chair of the IJB. You may also choose to consult your own legal advisers and, on detailed financial and commercial matters, seek advice from other relevant professionals.

1.9 You should familiarise yourself with the Scottish Government publication "On Board – a guide for board members of public bodies in Scotland" and the "Roles, Responsibilities and Membership of the Integration Joint Board" guidance. These publications will provide you with information to help you in your role as a member of an Integration Joint Board, and can be viewed on the Scottish Government website.

### **Enforcement**

1.10 Part 2 of the 2000 Act sets out the provisions for dealing with alleged breaches of this Code of Conduct and where appropriate the sanctions that will be applied if the Standards Commission finds that there has been a breach of the Code. Those sanctions are outlined in **Annex A**.

## **SECTION 2: KEY PRINCIPLES OF THE CODE OF CONDUCT**

2.1 The general principles upon which this Code is based should be used for guidance and interpretation only. These general principles are:

### **Duty**

You have a duty to uphold the law and act in accordance with the law and the public trust placed in you. You have a duty to act in the interests of East Lothian Integration Joint Board and in accordance with the core functions and duties of the IJB.

### **Selflessness**

You have a duty to take decisions solely in terms of public interest. You must not act in order to gain financial or other material benefit for yourself, family or friends.

### **Integrity**

You must not place yourself under any financial, or other, obligation to any individual or organisation that might reasonably be thought to influence you in the performance of your duties.

### **Objectivity**

You must make decisions solely on merit and in a way that is consistent with the functions of East Lothian Integration Joint Board when carrying out public business including making appointments, awarding contracts or recommending individuals for rewards and benefits.

### **Accountability and Stewardship**

You are accountable for your decisions and actions to the public. You have a duty to consider issues on their merits, taking account of the views of others and must ensure that East Lothian Integration Joint Board uses its resources prudently and in accordance with the law.

### **Openness**

You have a duty to be as open as possible about your decisions and actions, giving reasons for your decisions and restricting information only when the wider public interest clearly demands.

### **Honesty**

You have a duty to act honestly. You must declare any private interests relating to your public duties and take steps to resolve any conflicts arising in a way that protects the public interest.

### **Leadership**

You have a duty to promote and support these principles by leadership and example, and to maintain and strengthen the public's trust and confidence in the integrity of East Lothian Integration Joint Board and its members in conducting public business.

### **Respect**

You must respect fellow members of East Lothian Integration Joint Board and employees of related organisations supporting the operation of the IJB and the role

they play, treating them with courtesy at all times. Similarly you must respect members of the public when performing duties as a member of East Lothian Integration Joint Board.

2.2 You should apply the principles of this Code to your dealings with fellow members of East Lothian Integration Joint Board, employees of related organisations supporting the operation of the IJB and other stakeholders. Similarly you should also observe the principles of this Code in dealings with the public when performing duties as a member of East Lothian Integration Joint Board.

### **SECTION 3: GENERAL CONDUCT**

3.1 The rules of good conduct in this section must be observed in all situations where you act as a member of the IJB.

#### **Conduct at Meetings**

3.2 You must respect the chair, your colleagues and employees of related organisations supporting the operation of the IJB in meetings. You must comply with rulings from the chair in the conduct of the business of these meetings. You should familiarise yourself with the Standing Orders for East Lothian Integration Joint Board, which govern the Board's proceedings and business. The "Roles, Responsibilities and Membership of the Integration Joint Board" guidance, will also provide you with further helpful information.

#### **Relationship with IJB Members and Employees of Related Organisations**

3.3 You will treat your fellow IJB members and employees of related organisations supporting the operation of the IJB with courtesy and respect. It is expected that fellow IJB members and employees of related organisations supporting the operation of the IJB will show you the same consideration in return. It is good practice for employers to provide examples of what is unacceptable behaviour in their organisation and the Health Board or local authority of the IJB should be able to provide this information to any IJB member on request.

Public bodies should promote a safe, healthy and fair working environment for all. As a member of East Lothian Integration Joint Board you should be familiar with any policies of the Health Board and local authority of the IJB as a minimum in relation to bullying and harassment in the workplace, and also lead by exemplar behaviour.

#### **Remuneration, Allowances and Expenses**

3.4 You must comply with any rules applying to the IJB regarding remuneration, allowances and expenses.

#### **Gifts and Hospitality**

3.5 You must not accept any offer by way of gift or hospitality which could give rise to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour, or disadvantage, to any individual or organisation. You

should also consider whether there may be any reasonable perception that any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a partnership of which you are a partner, can or would influence your judgement. The term “gift” includes benefits such as relief from indebtedness, loan concessions or provision of services at a cost below that generally charged to members of the public.

3.6 You must never ask for gifts or hospitality.

3.7 You are personally responsible for all decisions connected with the offer or acceptance of gifts or hospitality offered to you and for avoiding the risk of damage to public confidence in your IJB. As a general guide, it is usually appropriate to refuse offers except:

- (a) isolated gifts of a trivial character, the value of which must not exceed £50;
- (b) normal hospitality associated with your duties and which would reasonably be regarded as appropriate; or
- (c) gifts received on behalf of the IJB.

3.8 You must not accept any offer of a gift or hospitality from any individual or organisation which stands to gain or benefit from a decision that East Lothian Integration Joint Board may be involved in determining, or who is seeking to do business with your *IJB*, and which a person might reasonably consider could have a bearing on your judgement. If you are making a visit in your capacity as a member of East Lothian Integration Joint Board then, as a general rule, you should ensure that your IJB pays for the cost of the visit.

3.9 You must not accept repeated hospitality or repeated gifts from the same source.

3.10 As a member of a devolved public body, you should familiarise yourself with the terms of the Bribery Act 2010 which provides for offences of bribing another person and offences relating to being bribed.

### **Confidentiality Requirements**

3.11 There may be times when you will be required to treat discussions, documents or other information relating to the work of East Lothian Integration Joint Board in a confidential manner. You will often receive information of a private nature which is not yet public, or which perhaps would not be intended to be public. You must always respect the confidential nature of such information and comply with the requirement to keep such information private.

3.12 It is unacceptable to disclose any information to which you have privileged access, for example derived from a confidential document, either orally or in writing. In the case of other documents and information, you are requested to exercise your judgement as to what should or should not be made available to outside bodies or

individuals. In any event, such information should never be used for the purposes of personal or financial gain or for political purposes or used in such a way as to bring East Lothian Integration Joint Board into disrepute.

### **Use of Health Board or Local Authority Facilities by Members of the IJB**

3.13 Members of *East Lothian Integration Joint Board* must not misuse facilities, equipment, stationery, telephony, computer, information technology equipment and services, or use them for party political or campaigning activities. Use of such equipment and services etc. must be in accordance with the Health Board or local authority policy and rules on their usage. Care must also be exercised when using social media networks not to compromise your position as a member of East Lothian Integration Joint Board.

### **Appointment to Partner Organisations**

3.14 In the unlikely circumstances that you may be appointed, or nominated by East Lothian Integration Joint Board, as a member of another body or organisation, you are bound by the rules of conduct of these organisations and should observe the rules of this Code in carrying out the duties of that body.

3.15 Members who become directors of companies as nominees of their IJB will assume personal responsibilities under the Companies Acts. It is possible that conflicts of interest can arise for such members between the company and the IJB. It is your responsibility to take advice on your responsibilities to the IJB and to the company. This will include questions of declarations of interest.

## **SECTION 4: REGISTRATION OF INTERESTS**

4.1 The following paragraphs set out the kinds of interests, financial and otherwise which you have to register. These are called “Registerable Interests”. You must, at all times, ensure that these interests are registered, when you are appointed and whenever your circumstances change in such a way as to require change or an addition to your entry in the IJB’s Register. It is your duty to ensure any changes in circumstances are reported within one month of them changing.

4.2 The Regulations<sup>1</sup> as amended describe the detail and timescale for registering interests. It is your personal responsibility to comply with these regulations and you should review regularly and at least once a year your personal circumstances. Annex B contains key definitions and explanatory notes to help you decide what is required when registering your interests under any particular category. The interests which require to be registered are those set out in the following paragraphs and relate to you. It is not necessary to register the interests of your spouse or cohabitee.

### **Category One: Remuneration**

<sup>1</sup> SSI - The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003 Number 135, as amended.

4.3 You have a Registerable Interest where you receive remuneration by virtue of being:

- employed;
- self-employed;
- the holder of an office;
- a director of an undertaking;
- a partner in a firm; or
- undertaking a trade, profession or vocation or any other work.

This requirement also applies where, by virtue of your employment in a particular post, you are required to be a member of the IJB.

4.4 In relation to 4.3 above, the amount of remuneration does not require to be registered and remuneration received as a member does not have to be registered.

4.5 If a position is not remunerated it does not need to be registered under this category. However, unremunerated directorships may need to be registered under category two, "Related Undertakings".

4.6 If you receive any allowances in relation to membership of any organisation, the fact that you receive such an allowance must be registered.

4.7 When registering employment, you must give the name of the employer, the nature of its business, and the nature of the post held in the organisation.

4.8 When registering self-employment, you must provide the name and give details of the nature of the business. When registering an interest in a partnership, you must give the name of the partnership and the nature of its business.

4.9 Where you undertake a trade, profession or vocation, or any other work, the detail to be given is the nature of the work and its regularity. For example, if you write for a newspaper, you must give the name of the publication, and the frequency of articles for which you are paid.

4.10 When registering a directorship, it is necessary to provide the registered name of the undertaking in which the directorship is held and the nature of its business.

4.11 Registration of a pension is not required as this falls outside the scope of the category.

### **Category Two: Related Undertakings**

4.12 You must register any directorships held which are themselves not remunerated but where the company (or other undertaking) in question is a subsidiary of, or a parent of, a company (or other undertaking) in which you hold a remunerated directorship.

4.13 You must register the name of the subsidiary or parent company or other undertaking and the nature of its business, and its relationship to the company or other undertaking in which you are a director and from which you receive remuneration.

4.14 The situations to which the above paragraphs apply are as follows:

- you are a director of a board of an undertaking and receive remuneration declared under category one – and
- you are a director of a parent or subsidiary undertaking but do not receive remuneration in that capacity.

### **Category Three: Contracts**

4.15 You have a registerable interest where you (or a firm in which you are a partner, or an undertaking in which you are a director or in which you have shares of a value as described in paragraph 4.19 below) have made a contract with the IJB of which you are a member:

- (i) under which goods or services are to be provided, or works are to be executed; and
- (ii) which has not been fully discharged.

4.16 You must register a description of the contract, including its duration, but excluding the consideration.

### **Category Four: Houses, Land and Buildings**

4.17 You have a registerable interest where you own or have any other right or interest in houses, land and buildings, which may be significant to, of relevance to, or bear upon, the work and operation of the body to which you are appointed.

4.18 The test to be applied when considering appropriateness of registration is to ask whether a member of the public acting reasonably might consider any interests in houses, land and buildings could potentially affect your responsibilities to the organisation to which you are appointed and to the public, or could influence your actions, speeches or decision making.

### **Category Five: Interest in Shares and Securities**

4.19 You have a registerable interest where you have an interest in shares comprised in the share capital of a company or other body which may be significant to, of relevance to, or bear upon, the work and operation of (a) the body to which you are appointed and (b) the **nominal value** of the shares is:

- (i) greater than 1% of the issued share capital of the company or other body; or
- (ii) greater than £25,000.

Where you are required to register the interest, you should provide the registered name of the company in which you hold shares; the amount or value of the shares does not have to be registered.

### **Category Six: Gifts and Hospitality**

4.20 You must register the details of any gifts or hospitality received within your current term of office. This record will be available for public inspection. It is not however necessary to record any gifts or hospitality as described in paragraph 3.7 (a) to (c) of this Code.

### **Category Seven: Non-Financial Interests**

4.21 You may also have a registerable interest if you have non-financial interests which may be significant to, of relevance to, or bear upon, the work and operation of the IJB to which you are appointed. It is important that relevant interests such as membership or holding office in other public bodies, clubs, societies and organisations such as trades unions and voluntary organisations, are registered and described. This requirement also applies where, by virtue of your membership of a particular group, you have been appointed to the IJB.

4.22 In the context of non-financial interests, the test to be applied when considering appropriateness of registration is to ask whether a member of the public might reasonably think that any non-financial interest could potentially affect your responsibilities to the organisation to which you are appointed and to the public, or could influence your actions, speeches or decision-making.

## **SECTION 5: DECLARATION OF INTERESTS**

### **General**

5.1 The key principles of the Code, especially those in relation to integrity, honesty and openness, are given further practical effect by the requirement for you to declare certain interests in proceedings of the IJB. Together with the rules on registration of interests, this ensures transparency of your interests which might influence, or be thought to influence, your actions. For further detail on the declaration requirements of East Lothian Integration Joint Board, you can refer to the IJB's Standing Orders.

5.2 IJBs inevitably have dealings with a wide variety of organisations and individuals and this Code indicates the circumstances in which a business or personal interest must be declared. Public confidence in East Lothian Integration Joint Board and its members depends on it being clearly understood that decisions are taken in the public interest and not for any other reason.

5.3 In considering whether to make a declaration in any proceedings, you must consider not only whether you will be influenced but whether anybody else would think that you might be influenced by the interest. You must, however, always comply with the **objective test** ("the objective test") which is whether a member of



the public, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a member of East Lothian Integration Joint Board. You will wish to familiarise yourself with your IJB's standing orders and the "Roles, Responsibilities and Membership of the Integration Joint Board" guidance.

5.4 If you feel that, in the context of the matter being considered, your involvement is neither capable of being viewed as more significant than that of an ordinary member of the public, nor likely to be perceived by the public as wrong, you may continue to attend the meeting and participate in both discussion and voting. The relevant interest must however be declared. It is your responsibility to judge whether an interest is sufficiently relevant to particular proceedings to require a declaration and you are advised to err on the side of caution. If a board member is unsure as to whether a conflict of interest exists, they should seek advice from the board chair in the first instance.

5.5 As a member of East Lothian Integration Joint Board you might *also* serve on other bodies. In relation to service on the boards and management committees of limited liability companies, public bodies, societies and other organisations, you must decide, in the particular circumstances surrounding any matter, whether to declare an interest. Only if you believe that, in the particular circumstances, the nature of the interest is so remote or without significance, should it not be declared. You must always remember the public interest points towards transparency and, in particular, a possible divergence of interest between your IJB and another body. Keep particularly in mind the advice in paragraph 3.15 of this Code about your legal responsibilities to any limited company of which you are a director.

### **Interests which Require Declaration**

5.6 Interests which require to be declared if known to you may be financial or non-financial. They may or may not cover interests which are registerable under the terms of this Code. Most of the interests to be declared will be your personal interests but, on occasion, you will have to consider whether the interests of other persons require you to make a declaration. The paragraphs which follow deal with (a) your financial interests (b) your non-financial interests and (c) the interests, financial and non-financial, of other persons.

5.7 You will also have other private and personal interests and may serve, or be associated with, bodies, societies and organisations as a result of your private and personal interests and not because of your role as a member of an IJB. In the context of any particular matter you will need to decide whether to declare an interest. You should declare an interest unless you believe that, in the particular circumstances, the interest is too remote or without significance. In reaching a view on whether the objective test applies to the interest, you should consider whether your interest (whether taking the form of association or the holding of office) would be seen by a member of the public acting reasonably in a different light because it is the interest of a person who is a member of an IJB as opposed to the interest of an ordinary member of the public.

## **Your Financial Interests**

5.8 You must declare, if it is known to you, any financial interest (including any financial interest which is registerable under any of the categories prescribed in Section 4 of this Code). If, under category one (or category seven in respect of non-financial interests) of section 4 of this Code, you have registered an interest as a

- Councillor or a Member of another Devolved Public Body where the Council or other Devolved Public Body, as the case may be, has nominated or appointed you as a Member of the IJB, or you have been appointed to the IJB by virtue of your position under the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014;

you do not, for that reason alone, have to declare that interest.

There is no need to declare an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

A member must disclose any direct or indirect pecuniary or other interest in relation to an item of business to be transacted at a meeting of the integration joint board, or a committee of the integration joint board, before taking part in any discussion on that item.

Where an interest is disclosed under the above terms the onus is on the member declaring the interest to decide whether, in the circumstances, it is appropriate for that member to take part in the discussion of, or voting on the item of business.

You must withdraw from the meeting room until discussion of and voting on the relevant item where you have a declarable interest is concluded. There is no need to withdraw in the case of an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

## **Your Non-Financial Interests**

5.9 You must declare, if it is known to you, any non-financial interest if:

- (i) that interest has been registered under category seven (Non-Financial Interests) of Section 4 of the Code; or
- (ii) that interest would fall within the terms of the objective test.

There is no need to declare an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

You do not have to declare an interest solely because you are a Councillor or Member of another Devolved Public Body or you have been appointed to the IJB by virtue of your position under the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.

A member must disclose any direct or indirect pecuniary or other interest in relation to an item of business to be transacted at a meeting of the integration joint board, or a committee of the integration joint board, before taking part in any discussion on that item.

Where an interest is disclosed under the above terms the onus is on the member declaring the interest to decide whether, in the circumstances, it is appropriate for that member to take part in the discussion of, or voting on the item of business.

You must withdraw from the meeting room until discussion of and voting on the relevant item where you have a declarable interest is concluded. There is no need to withdraw in the case of an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

### **The Financial Interests of Other Persons**

5.10 The Code requires only your financial interests to be registered. You also, however, have to consider whether you should declare any financial interest of certain other persons.

You must declare if it is known to you any financial interest of:-

- (i) a spouse, a civil partner or a co-habitee;
- (ii) a close relative, close friend or close associate;
- (iii) an employer or a partner in a firm;
- (iv) a body (or subsidiary or parent of a body) of which you are a remunerated member or director;
- (v) a person from whom you have received a registerable gift or registerable hospitality;
- (vi) a person from whom you have received registerable expenses.

There is no need to declare an interest if it is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

You must withdraw from the meeting room until discussion of and voting on the relevant item where you have a declarable interest is concluded. There is no need to withdraw in the case of an interest which is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

5.11 This Code does not attempt the task of defining “relative” or “friend” or “associate”. Not only is such a task fraught with difficulty but is also unlikely that such definitions would reflect the intention of this part of the Code. The key principle is the need for transparency in regard to any interest which might (regardless of the precise description of relationship) be objectively regarded by a member of the public, acting reasonably, as potentially affecting your responsibilities as a member of the IJB and, as such, would be covered by the objective test.

### **The Non-Financial Interests of Other Persons**

5.12 You must declare if it is known to you any non-financial interest of:-

- (i) a spouse, a civil partner or a co-habitee;
- (ii) a close relative, close friend or close associate;
- (iii) an employer or a partner in a firm;
- (iv) a body (or subsidiary or parent of a body) of which you are a remunerated member or director;
- (v) a person from whom you have received a registerable gift or registerable hospitality;
- (vi) a person from whom you have received registerable election expenses.

There is no need to declare the interest if it is so remote or insignificant that it could not reasonably be taken to fall within the objective test.

There is only a need to withdraw from the meeting if the interest is clear and substantial.

### **Making a Declaration**

5.13 You must consider at the earliest stage possible whether you have an interest to declare in relation to any matter which is to be considered. You should consider whether agendas for meetings raise any issue of declaration of interest. Your declaration of interest must be made as soon as practicable at a meeting where that interest arises. If you do identify the need for a declaration of interest only when a particular matter is being discussed you must declare the interest as soon as you realise it is necessary.

5.14 The oral statement of declaration of interest should identify the item or items of business to which it relates. The statement should begin with the words "I declare an interest". The statement must be sufficiently informative to enable those at the meeting to understand the nature of your interest but need not give a detailed description of the interest.

### **Frequent Declarations of Interest**

5.15 Public confidence in an IJB is damaged by perception that decisions taken by that body are substantially influenced by factors other than the public interest. If members are frequently declaring interests at meetings then they should consider whether they can carry out their role effectively and discuss this at the earliest opportunity with their chair.

Similarly, if any appointment or nomination to another body would give rise to objective concern because of your existing personal involvement or affiliations, you should not accept the appointment or nomination.

### **Dispensations**

5.16 In some very limited circumstances dispensations can be granted by the Standards Commission in relation to the existence of financial and non-financial

interests which would otherwise prohibit you from taking part and voting on matters coming before your IJB and its committees.

5.17 Applications for dispensations will be considered by the Standards Commission and should be made as soon as possible in order to allow proper consideration of the application in advance of meetings where dispensation is sought. You should not take part in the consideration of the matter in question until the application has been granted.

## **SECTION 6: LOBBYING AND ACCESS TO MEMBERS OF PUBLIC BODIES**

### **Introduction**

6.1 In order for East Lothian Integration Joint Board to fulfil its commitment to being open and accessible, it needs to encourage participation by organisations and individuals in the decision-making process. Clearly however, the desire to involve the public and other interest groups in the decision-making process must take account of the need to ensure transparency and probity in the way in which East Lothian Integration Joint Board conducts its business.

6.2 You will need to be able to consider evidence and arguments advanced by a wide range of organisations and individuals in order to perform your duties effectively. Some of these organisations and individuals will make their views known directly to individual members. The rules in this Code set out how you should conduct yourself in your contacts with those who would seek to influence you. They are designed to encourage proper interaction between members of public bodies, those they represent and interest groups. You should also familiarise yourself with the “Roles, Responsibilities and Membership” guidance for members of an Integration Joint Board.

### **Rules and Guidance**

6.3 You must not, in relation to contact with any person or organisation that lobbies do anything which contravenes this Code or any other relevant rule of East Lothian Integration Joint Board or any statutory provision.

6.4 You must not, in relation to contact with any person or organisation who lobbies, act in any way which could bring discredit upon East Lothian Integration Joint Board.

6.5 The public must be assured that no person or organisation will gain better access to or treatment by, you as a result of employing a company or individual to lobby on a fee basis on their behalf. You must not, therefore, offer or accord any preferential access or treatment to those lobbying on a fee basis on behalf of clients compared with that which you accord any other person or organisation who lobbies or approaches you. Nor should those lobbying on a fee basis on behalf of clients be given to understand that preferential access or treatment, compared to that accorded to any other person or organisation, might be forthcoming from another member of East Lothian Integration Joint Board.

6.6 Before taking any action as a result of being lobbied, you should seek to satisfy yourself about the identity of the person or organisation that is lobbying and the motive for lobbying. You may choose to act in response to a person or organisation lobbying on a fee basis on behalf of clients but it is important that you know the basis on which you are being lobbied in order to ensure that any action taken in connection with the lobbyist complies with the standards set out in this Code.

6.7 You should not accept any paid work relating to health and social care:-

(a) which would involve you lobbying on behalf of any person or organisation or any clients of a person or organisation.

(b) to provide services as a strategist, adviser or consultant, for example, advising on how to influence the IJB and its members. This does not prohibit you from being remunerated for activity which may arise because of, or relate to, membership of the IJB, such as journalism or broadcasting, or involvement in representative or presentational work, such as participation in delegations, conferences or other events.

Members of Integration Joint Boards are appointed because of the skills, knowledge and experience they possess. The onus will be on the individual member to consider their position under paragraph 6.7.

6.8 If you have concerns about the approach or methods used by any person or organisation in their contacts with you, you must seek the guidance of the chair of East Lothian Integration Joint Board in the first instance.

## ANNEX A

### SANCTIONS AVAILABLE TO THE STANDARDS COMMISSION FOR BREACH OF THE CODE

- (a) Censure – the Commission may reprimand the member but otherwise take no action against them;
- (b) Suspension – of the member for a maximum period of one year from attending one or more, but not all, of the following:
  - i) all meetings of the public body;
  - ii) all meetings of one or more committees or sub-committees of the public body;
  - (iii) all meetings of any other public body on which that member is a representative or nominee of the public body of which they are a member.
- (c) Suspension – for a period not exceeding one year, of the member's entitlement to attend all of the meetings referred to in (b) above;
- (d) Disqualification – removing the member from membership of that public body for a period of no more than five years.

Where a member has been suspended, the Standards Commission may direct that any remuneration or allowance received from membership of that public body be reduced, or not paid.

Where the Standards Commission disqualifies a member of a public body, it may go on to impose the following further sanctions:

- (a) Where the member of a public body is also a councillor, the Standards Commission may disqualify that member (for a period of no more than five years) from being nominated for election as, or from being elected, a councillor. Disqualification of a councillor has the effect of disqualifying that member from their public body and terminating membership of any committee, sub-committee, joint committee, joint board or any other body on which that member sits as a representative of their local authority.
- (b) Direct that the member be removed from membership, and disqualified in respect of membership, of any other devolved public body (provided the members' code applicable to that body is then in force) and may disqualify that person from office as the Water Industry Commissioner.

In some cases the Standards Commission do not have the legislative powers to deal with sanctions, for example if the respondent is an executive member of the board or appointed by the Queen. Sections 23 and 24 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 refer.

Full details of the sanctions are set out in Section 19 of the Act.



## ANNEX B

### DEFINITIONS AND EXPLANATORY NOTES

“**Chair**” includes Board Convener or any person discharging similar functions under alternative decision making structures.

“**Code**” code of conduct for members of devolved public bodies

“**Cohabitee**” includes a person, whether of the opposite sex or not, who is living with you in a relationship similar to that of husband and wife.

“**Group of companies**” has the same meaning as “group” in section 262(1) of the Companies Act 1985. A “group”, within s262 (1) of the Companies Act 1985, means a parent undertaking and its subsidiary undertakings.

“**Parent Undertaking**” is an undertaking in relation to another undertaking, a subsidiary undertaking, if a) it holds a majority of the rights in the undertaking; or b) it is a member of the undertaking and has the right to appoint or remove a majority of its board of directors; or c) it has the right to exercise a dominant influence over the undertaking (i) by virtue of provisions contained in the undertaking’s memorandum or articles or (ii) by virtue of a control contract; or d) it is a councillor of the undertaking and controls alone, pursuant to an agreement with other shareholders or councillors, a majority of the rights in the undertaking.

“**A person**” means a single individual or legal person and includes a group of companies.

“**Any person**” includes individuals, incorporated and unincorporated bodies, trade unions, charities and voluntary organisations.

“**Public body**” means a devolved public body listed in Schedule 3 of the Ethical Standards in Public Life etc. (Scotland) Act 2000, as amended.

“**Related Undertaking**” is a parent or subsidiary company of a principal undertaking of which you are also a director. You will receive remuneration for the principal undertaking though you will not receive remuneration as director of the related undertaking.

“**Remuneration**” includes any salary, wage, share of profits, fee, expenses, other monetary benefit or benefit in kind. This would include, for example, the provision of a company car or travelling expenses by an employer.

“**Spouse**” does not include a former spouse or a spouse who is living separately and apart from you.

“**Undertaking**” means:

- a) a body corporate or partnership; or
- b) an unincorporated association carrying on a trade or business, with or without a view to a profit.





## MINUTES OF THE MEETING OF THE EAST LoTHIAN INTEGRATION JOINT BOARD

THURSDAY 26 MAY 2016  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON

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### **Voting Members Present:**

Councillor S Akhtar  
Mr M Ash  
Councillor S Currie  
Councillor J Goodfellow  
Councillor D Grant  
Mr A Joyce  
Mr P Murray

### **Non-voting Members Present:**

Ms F Duncan  
Dr R Fairclough  
Dr A Flapan  
Mr D King  
Ms A MacDonald  
Mrs M McKay  
Mr T Miller  
Ms S Saunders  
Mr D Small

### **ELC/NHS Officers Present:**

Mr B Davies  
Mr A Milne

### **Clerk:**

Ms F Currie

### **Apologies:**

Ms A Meiklejohn  
Mr E Stark  
Dr J Turvill  
Mr A Wilson

### **Declarations of Interest:**

None

*Sederunt: Margaret McKay left the Chamber.*

## **1. NON VOTING MEMBERSHIP OF THE EAST LoTHIAN INTEGRATION JOINT BOARD**

A report was submitted by the Chief Officer of the IJB to ask the Board to agree the appointment of non voting members.

The Chair presented the report updating members on the outcome of the selection process for the positions of representatives of Carers, Independent Sector, Service Users and Third Sector. The Chair advised that Eliot Stark and Margaret McKay were being proposed for reappointment and that preferred candidates had been identified as representatives of the Independent Sector and Services Users. One of these individuals had yet to be contacted and a further update would be presented to the next meeting.

In response to a question from Councillor Goodfellow, the Chair confirmed that a letter of thanks would be sent to Keith Maloney for his service on the IJB.

### **Decision**

The IJB agreed:

- (i) To the appointment of Eliot Stark to represent the Third Sector and Margaret McKay to represent Carers;
- (ii) To note that the Chair gave a verbal update on the appointment of representatives of the Independent Sector and Service Users at the meeting; and
- (iii) To staggered terms of appointment.

*Sederunt: Margaret McKay returned to the Chamber.*

## **2. MINUTES OF THE EAST LoTHIAN INTEGRATION JOINT BOARD MEETING OF 28 APRIL 2016 (FOR APPROVAL)**

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

## **3. MATTERS ARISING FROM THE MINUTES OF THE MEETING OF 28 APRIL 2016**

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

**Uplift on care home rates paid by the Council** – David Small provided an update on this issue which had been raised by Maureen Allan at the last meeting. Mr Small said he had e-mailed members following the meeting to confirm that the IJB did not have a responsibility for the rates paid by the Council. He added that, as this issue related to one specific area and was not likely to undermine the service as a whole; it was not a material consideration for the IJB.

**Finance Strategy** – Peter Murray referred to the work he was undertaking with Professor Mitchell and the Chair of NHS Lothian and suggested he discuss with

Mr Small the possibility of arranging a development session for IJB members. Mr Small agreed to liaise with him over potential dates.

The Chair advised that there would be two additional items of business to be considered at the end of the public section of the meeting.

#### **4. CHAIR'S REPORT**

The Chair raised the issue of community justice. He advised members that due to a change in legislation the Lothian Community Justice Authority would shortly be replaced by multi-disciplinary approach within each individual local authority area. As chair of the IJB, he had been invited to sit on the new East Lothian Reoffending Board and the first meeting would take place towards the end of June 2016. He said he would provide a further update to members following this meeting and that community justice might be a suitable topic for a future development session.

#### **5. EAST LoTHIAN COMMUNITY HOSPITAL UPDATE**

A report was submitted by the Chief Officer to ask the IJB to note and discuss the current position with the East Lothian Community Hospital development.

Mr Small presented the report outlining the key issues for discussion. He then invited Andrew Milne to provide members with a more detailed review of the current position.

Mr Milne advised members that the NHS Lothian Finance and Resources Committee had recently agreed key aspects of the project and the Outline Business Case (OBC) would be presented to the IJB in June 2016. In the meantime, he provided a summary of progress on key areas including the review of surgical services, bed numbers, decant options and key risks to the project.

A lengthy debate followed during which members discussed a number of points including the reasons for the revenue gap and the financial implications for the IJB, the costs and benefits of the various decant options during the construction phase, overall bed numbers and the implications of the decision to opt for an endoscopy and minor surgery service. Members expressed particular concerns about the financial shortfall and the likely impact on timescales for completion of the project and the level and quality of services. They sought advice on the possibility of Section 75 contributions to the cost of the project, given the likely increase in East Lothian's population as a result of proposed house building over the coming years. They also raised the questions of workforce planning and public engagement.

Mike Ash observed that there was no perfect solution to the issue of decant but that he favoured any option which would keep patients as close to home as possible. He indicated that there may be a risk of reputational damage should decant involve patients being moved out with East Lothian.

Councillor Currie commented that this paper was a hugely positive step forward and the IJB should do as much as it could to ensure that the project continued to move forward. He welcomed clarification of the issues around surgical services and the proposals to repatriate patients to East Lothian. However, on the matter of decant options, while he acknowledged the issues involved he said he would prefer East Lothian solutions to East Lothian problems.

The Chair thanked members for their contributions to a very useful debate. He agreed that there needed to be an answer to the revenue gap and that the IJB required further advice on this point. He looked forward to future updates on the project.

### **Decision**

The IJB agreed to note the update on progress and discussed key issues including the revenue gap.

## **6. FINANCIAL ASSURANCE - UPDATE**

A report was submitted by the Chief Finance Officer to update the Board on the current position with the financial assurance process and other matters arising from the report to the Board at its meeting on 31 March 2016.

David King presented the report referring to the actions outstanding from the report presented on 31 March and outlining the current position. He summarised actions in relation to the 2016/17 financial assurance process, setting a financial baseline, financial management and reporting, financial risk sharing agreements and financial planning for 2017/18 and beyond. Mr King advised members that finalisation of the 2016/17 financial assurance process would be presented to the IJB's Audit & Risk Committee and thereafter the IJB at the end of the first quarter of 2016/17.

Mr King responded to questions from members on set aside, risk sharing agreements, specific budget pressures and efficiency savings.

Mr Ash expressed disappointment at the lack of finalised budget information being provided by NHS Lothian and urged the Section 95 Officer to make clear to partners that this information must be provided to allow the IJB to do its job. He looked forward to receiving regular updates.

Councillor Currie also expressed concern stating that, without this baseline financial information, the IJB had no way of monitoring performance on the delivery of services and efficiency savings. He did not accept the view that 'we will get back to you soon' and felt that more needed to be done to ensure that the required information was provided without delay.

Mr Murray concurred with Councillor Currie's remarks and asked where the East Lothian IJB sat in relation to progress made by other IJBs.

Mr King advised that, from his conversations with officers in other areas, the IJBs within the Lothians appeared to be further advanced than many IJBs. While he understood their concerns he assured members that NHS Lothian had cooperated as far as possible but he would continue to press them for the information required by the IJB.

### **Decision**

The IJB agreed to note the contents of the report.

## **7. 2015/16 ANNUAL ACCOUNTS - UPDATE**

A report was submitted by the Chief Finance Officer of the IJB to update the Board on the current position with the preparation of the IJB's annual accounts for 2015/16.

Mr King presented the report reminding members that the IJB was required to prepare accounts in line with legislation. He outlined the procedures and timetable for the production of the 2015/16 accounts.

### **Decision**

The IJB agreed:

- (i) To note the contents of this report;
- (ii) To accept the IJB's draft annual accounts for 2015/16 at its meeting on 30 June 2016; and
- (iii) To consider the IJB's audited annual accounts for 2015/16 at its meeting on 24 September 2016.

## **8. MEMBERSHIP OF EAST LoTHIAN INTEGRATION JOINT BOARD STRATEGIC PLANNING GROUP**

A report was submitted by the Chief Officer of the IJB to ask the Board to note the change to the East Lothian Council membership of the Strategic Planning Group.

Mr Small presented the report outlining the background and reasons for the change in membership.

### **Decision**

The IJB agreed to note that the East Lothian Council member of the Strategic Planning Group has changed to be the Service Manager Resources and that this may change again once a new management structure is in place.

## **ADDITIONAL ITEMS OF PUBLIC BUSINESS**

### **Joint Inspection of the Health and Council Service Older People in East Lothian**

Mrs McKay asked if feedback from the inspection could be added to the agenda of a future meeting of the IJB.

Alison MacDonald provided a brief update for members indicating that the process had been positive and the feedback encouraging. The results of the inspection gave scorings of 6 'adequate' and 4 'good' and the resulting actions would be incorporated into an improvement plan to be presented at a future meeting of the IJB.

### **Closure of the Royal Bank of Scotland Branch in Prestonpans**

Councillor Goodfellow wished to raise the issue of the forthcoming closure of the Royal Bank of Scotland (RBS) branch in Prestonpans. He expressed concern that this would leave many elderly and vulnerable members of the local community without access to a bank. He asked whether it would be competent for the IJB to raise this matter with senior management at RBS and ask them to defer their decision to allow discussion with East Lothian Council.

While he understood Councillor Goodfellow's concerns, Mr Small was of the view that this issue sat on the very boundary of IJB competence. The Chair agreed but indicated that, subject to members' approval, he would be willing to write to RBS to advise that the

issue had been raised and concerns expressed. The members agreed to this course of action.

### **SUMMARY OF PROCEEDINGS**

A private briefing was given by Bryan Davies on the topic of developing specialist support and Care at Home Services. It was agreed that a further update would be presented to the IJB at its meeting in September 2016.

DRAFT









**REPORT TO:** East Lothian Integration Joint Board  
**MEETING DATE:** 30 June 2016  
**BY:** Chief Officer  
**SUBJECT:** Strategic Plan Implementation Programme

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6

## 1 PURPOSE

- 1.1 This report provides an update on the work being progressed in East Lothian to support the practical implementation of the Integration Joint Board's Strategic Plan for adult services.
- 1.2 Any member wishing additional information should contact the author of the report in advance of the meeting.

## 2 RECOMMENDATIONS

- 2.1 The IJB is asked to note that the planning priorities and implementation workplan for the Strategic Plan have been considered and supported by both the Strategic Planning Programme Board and the Strategic Planning Group.
- 2.2 The IJB is asked to agree adoption of the workplan as the blueprint for transformational change in the delivery of health and social care services in East Lothian.

## 3 BACKGROUND

- 3.1 The Public Bodies (Joint Working) (Scotland) Act places a duty on the IJB to develop a Strategic Plan which sets out the arrangements for carrying out integration functions in East Lothian. The IJB's Strategic Plan was approved in February 2016.
- 3.2 In accordance with Scottish Government guidance, work was undertaken locally to develop and agree a strategic framework which provides the Health and Social Care Partnership with an overall planning structure to support delivery of the Strategic Plan but which equally recognises the Partnership's role in relation to the NHS Lothian local delivery plan, community planning and specific East Lothian

Council strategies as they relate to housing and criminal justice. A report detailing this work was agreed by the IJB in [September 2015](#).

3.3 The principles under which the Strategic Plan and its implementation have been prepared include:

- One strategy: the Strategic Plan brings together all extant and future strategies and plans for the transformation of health and social care.
- One change programme: the strategic change programmes and delivery plans are brought together under a single programme management process
- Focus and priorities: There will be an agreed number of top priority change projects with agreed timeframes and clear lines of accountability for delivery spread across the period of the Plan.

3.4 This report outlines the identified programme of work to be prioritised over the coming 18 months which will focus on implementation of the Strategic Plan. The priorities have been identified based on the Strategic Plan's needs assessment, subsequent gap analysis, and prioritisation framework and lines of accountability have been agreed with the Chief Officer. The priorities are presented in Appendix 1 of this report.

3.5 The high level workplan required to ensure implementation of the Strategic Plan has been considered by both the Strategic Planning Programme Board and the Strategic Planning Group to allow for input and further development. The workplan presented in Appendix 1, therefore, has taken cognisance of comments and input from these sources.

3.6 All individual workstreams will be required to implement a robust programme management approach to delivery, including escalation of risk, with immediate governance through the Strategic Planning Programme Board (SPPB) which will report to the Strategic Planning Group and ultimately to the IJB.

## **4 POLICY IMPLICATIONS**

4.1 The recommendations contained within this report will ensure the IJB embeds effective links with East Lothian community planning and NHS Lothian planning structures and ensure appropriate levels of scrutiny and accountability are maintained.

## **5 INTEGRATED IMPACT ASSESSMENT**

5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

- 5.2 However, as each element of the implementation workplan is delivered it will be assessed in relation to its impact on equalities and other matters.

## **6 RESOURCE IMPLICATIONS**

- 6.1 Financial – There are no direct financial implications associated with this report.
- 6.2 Personnel – The personnel required to deliver the workplan associated with this report will be met within current resources.
- 6.3 Other – N/A.

## **7 BACKGROUND PAPERS**

- 7.1 East Lothian IJB Strategic Plan 2016-2019
- 7.2 Strategic Planning framework

<b>AUTHOR'S NAME</b>	Carol Lumsden
<b>DESIGNATION</b>	Transformation and Integration Manager
<b>CONTACT INFO</b>	Carol.lumsden@nhslothian.scot.nhs.uk
<b>DATE</b>	9 June 2016



Appendix 1

Planning priority	Focus / area	Strategic alignment	Timescale	Additional comments	Lead Role
1.	EL Dementia action plan ( <b>NEW</b> activity)	<a href="#">Proposal for Scotland's National Dementia Strategy</a>  IJB Strategic Plan	By April 2017		AMacD/ SS
2.	EL Carers Strategy ( <b>NEW</b> activity)	<a href="#">Carers (Scotland) Act</a>  IJB Strategic Plan	By April 2017	Draft project initiation document (PID) developed	AMacD
3.	EL Respite action plan ( <b>NEW</b> activity)	IJB Strategic Plan Carers (Scotland) Act	By April 2017	Key enabler to 1 and 2 and could/should be developed in tandem. Incorporated as Phase 3 of Carers Strategy PID	AMacD
4.	EL Primary Care action plan, incorporating out of hours care ( <b>NEW</b> activity)	<a href="#">Scottish GMS contract</a> <a href="#">National review of out of hours care</a>	By April 2017	Key local enabler and innovation accelerator to Scottish GMS contract and new ways of working	AMacD / JT
5.	Unscheduled care analysis ( <b>NEW</b> activity)	<a href="#">Public Bodies (Joint Working) (Scotland) Act</a>  IJB Strategic Plan  <a href="#">Shifting the Balance of Care</a>	By January 2017	Essential work to drive significant shift in Directions and aligned financial resources in 2017/18	CL

Plannin g priority	Focus / area	Strategic alignment	Timescale	Additional comments	Lead role
6.	Premises / bed base: Edington, Belhaven, Eskgreen, Abbey review and reprovision linked to housing options (see 13 ) <b>NEW</b> activity	IJB Strategic Plan  IJB Directions to East Lothian Council and NHS Lothian	Phase 1 by September 2016  Phase 2 by March 2017	Significant change programme with interdependencies and complexities	DAS
7.	Liberton / Midlothian Community Hospital repatriation (linked to 18, ELCH)	IJB Strategic Plan and aligned Directions NHS Lothian Strategic Plan	November 2016		AMacD
8..	EL Mental Health action plan ( <b>NEW</b> action plan) incorporating redesign and integrated team development (linked to 1)	IJB Strategic Plan	December 2017	<a href="#">A Sense of Belonging</a> (Lothian Joint MHS) runs until 2016. Opportunity to develop locally focussed strategy for mental health in tandem with any pan Lothian development.	SS
9..	EL Learning disability strategy (review and update on progress and alignment including specialist bed based planning, integrated team development and housing options linked to 13.).		March 2017		SS



Planning priority	Focus / area	Strategic alignment	Timescale	Additional comments	
10.	<a href="#">EL Physical Disability strategy</a> (review and update on progress, alignment of priorities including long term conditions, neurological conditions and links to NHS Lothian planning)		March 2017	Need to consider data / needs assessment in original development. Opportunity to embed wider long term conditions / self care / self management support into revised planning priorities	SS
11.	EL Falls and Bone Health ( <b>NEW</b> pathway development)		December 2016	In development	AMacD
12.	Care at Home procurement (specialist and H2LAH).	IJB Strategic Plan and aligned Directions	Phase 1 September 16  Phase 2 April 2017	Key enabler to supporting IJB strategic objective; Efficiency driver. Links to 13.	DAS
13.	Housing interface / housing contribution statement / housing needs assessment ( <b>NEW</b> forum / activity)	IJB Strategic Plan and aligned Directions; ELC Local Housing Statement	Needs assessment by June 2016.  Interface established by September 2016	Links to 1,2,3,7, 9, 10, 11 and key enabler	DAS

14.	ELSIE whole systems development including 24/7 service and reablement redesign	IJB Strategic Plan, <a href="#">Audit Scotland</a> report (changing models of health and social care)	ASAP		AMacD
15.	Care Inspectorate / Healthcare Improvement Scotland action plan	<a href="#">CI/HIS Inspection Report</a>	Time limited		AMacD
16.	Day services review	IJB Strategic Plan	March 2017		BD
17.	IJB annual performance plan and report ( <b>NEW</b> requirement)	<a href="#">Public Bodies (Joint Working) (Scotland) Act</a>	By June 2017	Legislative requirement to publish an annual report for all IJB functions at locality level. Significant planning and analysis required to disaggregate locality data and information.	CL
18.	East Lothian Community Hospital	IJB Strategic Plan	Ongoing as per agreed timeline with Scottish Government and NHS Lothian		DAS
19.	Technology enabled care (TEC) action plan ( <b>NEW</b> activity)	IJB Strategic Plan	March 2017		AMacD
20.	Palliative Care framework / End Of Life action plan ( <b>NEW</b> activity)	IJB Strategic Plan	March 2017		AMacD

**NOTES:**

Accountability and reporting from workstreams to Strategic Planning Programme Board in line with programme management approach where appropriate, with update reports to IJB, Audit and Risk Committee and Strategic Planning Group

**Key:**

DAS: David Small (Chief Officer)

AMacD: Alison MacDonald (Head of Service)

JT: Jon Turvill (Clinical Director)

SS: Sharon Saunders (Head of Service)

BD: Bryan Davies (Service Manager)

CL: Carol Lumsden (Transformation and Integration Lead)



## **Appendix 2**

### **Prioritisation Framework**

#### **Impact**

1. Severity: Does the issue or priority significantly affect well being?
2. Size: What is the number of people directly affected by the issue or proposal?
3. Will action have a positive impact on vulnerable groups?
4. Will action address improvement over multiple outcomes?
5. How significant will that improvement be?
6. Are there some critical gaps to which we need to give more attention?

#### **Evidence and Strategic Fit**

1. How strong is the evidence that we can:
  - Address the issue or priority through local action?
  - Lessen the severity of the issue being addressed?
2. Are there national, professional or organisational policies which set out what should be done?

#### **Acceptability of possible changes**

1. Does the issue or priority require whole partnership collective action?
2. Are plans and actions already in place? Does more need to be done?
3. Will the target groups or populations accept the need to change or the proposed action?

#### **Feasibility**

1. What levels of resources are required to implement the proposal?
2. Does it provide value for the investment required?
3. What are the impacts on other issues or priorities and programmes of action?

#### **Contribution : Will the proposed priority and or actions facilitate the following?**

1. Focus on narrowing the outcomes gap between individuals, groups and localities
2. Develop community capacity and resilience
3. Utilise population insight and intelligence to target programmes of action
4. Strengthen the role of early intervention and prevention in mitigating harm
5. Which issues are most important following consultation with our staff and with people who use our services?





**REPORT TO:** East Lothian Integration Joint Board  
**MEETING DATE:** 30 June 2016  
**BY:** Chief Officer  
**SUBJECT:** East Lothian Integration Joint Board Meeting Dates  
2016/17

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## 1 PURPOSE

- 1.1 To set the dates for meetings of the East Lothian Integration Joint Board for 2016/17.

## 2 RECOMMENDATIONS

- 2.1 The IJB is asked to approve the dates for meetings of the East Lothian Integration Joint Board for 2016/17, as set out in Section 3.1 of the report.

## 3 BACKGROUND

- 3.1 The schedule of meetings for 2016/17 is presented to the IJB for approval. Meetings will generally take place on the last Thursday of each month, although this may vary, and there will be no meeting in December due to the Christmas break. Members are also asked to note that due to the local Council elections there will be no meeting in May. The proposed dates for 2016/17 are as follows:

Thursday 21 July 2016, 2 pm

Thursday 25 August 2016, 2 pm

Thursday 22 September 2016, 2 pm

Thursday 27 October 2016, 2 pm

Thursday 24 November 2016, 2 pm

Thursday 26 January 2017, 2 pm

Thursday 23 February 2017, 2 pm

Thursday 30 March 2017, 2 pm

Thursday 27 April 2017, 2 pm

Thursday 22 June 2017, 2 pm

Thursday 27 July 2017, 2 pm

- 3.2 The meetings will be held in the Council Chamber, Town House, Haddington. In the event that a meeting date or venue requires to be changed, members will be notified as soon as practicable.

#### **4 POLICY IMPLICATIONS**

- 4.1 None.

#### **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

#### **6 RESOURCE IMPLICATIONS**

- 6.1 Financial – none.  
6.2 Personnel – none.  
6.3 Other – none.

#### **7 BACKGROUND PAPERS**

- 7.1 None.

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<b>DATE</b>	06/06/16