

East Lothian  
Integration Joint Board



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

**THURSDAY 22 SEPTEMBER 2016  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

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**Voting Members Present:**

Councillor S Akhtar  
Councillor J Goodfellow  
Councillor D Grant  
Ms F Ireland  
Mr A Joyce  
Councillor J Williamson (\*substitute)

**Non-voting Members Present:**

Ms F Duncan  
Mr D Harvie  
Mr D King  
Ms A MacDonald  
Mrs M McKay  
Ms M McNeill  
Mr D Small  
Dr J Turvill  
Mr A Wilson

**ELC/NHS Officers Present:**

Ms J Ogden-Smith  
Mr B Davies

**Clerk:**

Ms F Currie

**Apologies:**

Mr M Ash  
Councillor S Currie\*  
Mr P Murray  
Dr R Fairclough  
Dr A Flapan  
Mr T Miller  
Ms S Saunders  
Mr E Stark

**Declarations of Interest:**

Danny Harvie intimated a possible conflict of interest for Item 8 as a result of his role as Director of ELCAP. David Small advised that the report dealt with proposals for the

model of service delivery rather than individual contracts and therefore he did not consider there to be a conflict of interest at this stage.

The Chair welcomed Fiona Ireland to the meeting following her appointment as the new NHS Lothian voting member replacing Alison Meiklejohn, and Councillor John Williamson who was substituting for Councillor Currie.

#### **1. MINUTES OF THE MEETING OF THE EAST LoTHIAN INTEGRATION JOINT BOARD OF 25 AUGUST 2016**

The minutes of the East Lothian Integration Joint Board meeting of 25 August 2016 were approved.

#### **2. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 25 AUGUST 2016**

The following matters arising from the minutes of the meeting held on 25 August were discussed:

##### **Belhaven Hospital**

Mr Small advised that he had written to potential members of the Belhaven Forum and it was anticipated that the first meeting of the group would take place in early October 2016.

#### **3. CHAIR'S REPORT**

The Chair reported on his attendance at one of the project update events for the East Lothian Community Hospital which had been hosted by NHS Lothian. He said that it had included both formal and informal sessions and had been well attended with a number of useful suggestions coming forward.

Margaret McKay had also attended the event as an observer and she referred to one very interesting point, not previously picked up, which had been raised by a member of the public. It identified that there was no provision in the plans for a play area/facility for children who were attending the Outpatients department or visiting patients on the wards. There were therapies for children but only for those receiving treatment. Mrs McKay said she had spoken to the architect who had agreed to review the plans and consider a suitable space. She emphasised that it should be seen an integral part of the Outpatients department not just an add-on and she urged the IJB to monitor its progress.

The Chair reminded members that the Primary Care Summit - 'Making Primary Care Fit for Purpose' - would take place on 29 September and 'The Big Conversation 2' on 3 October 2016. Both events would be held in Musselburgh.

#### **4. ANNUAL ACCOUNTS 2015/16**

The Chief Finance Officer had submitted the IJB's annual accounts for 2015/16.

David King advised members that, as a legally constituted body, the IJB was required to prepare annual accounts. He explained the layout of the document, the process for preparation and audit, and the requirement for the accounts to be signed by the Chair and Chief Officers.

In response to a question from Councillor Goodfellow, Mr King confirmed that, as the IJB had no actual financial resources in 2015/16, the only figures within the accounts related to the remuneration of the Chief Officer, specific payments to the Chair and Vice Chair (if any) and the fee paid to the external auditors.

### **Decision**

The IJB agreed to accept the annual accounts for 2015/16.

## **5. ANNUAL AUDIT REPORT**

The Chief Finance Officer had submitted the annual audit report to the IJB which had been prepared by KPMG.

Mr King presented the report. He confirmed that the auditors expected to issue an unqualified audit opinion and were satisfied in respect of each significant risk and audit focus area. They also made one recommendation: that the IJB should ensure that the process for financial planning for 2017/18 starts as soon as possible, and Mr King confirmed that this recommendation had been accepted.

### **Decision**

The IJB agreed to note the contents of the report.

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

The Chief Finance Officer had submitted a report to update the IJB on the current position of the financial assurance process for the 2016/17 budget setting process further to the paper presented to the IJB at its August meeting.

Mr King presented the report. He summarised the background to the financial assurance process to date and the outstanding issues which required to be addressed before the process for 2016/17 could be concluded. He reminded members that at the last meeting of the IJB they had considered proposals on the use of the Social Care Fund (SCF) and had agreed that half of the SCF should be used to address pressures and half to be used for 'additionality'.

Mr King outlined the discussions that had subsequently taken place to determine the options for 'additionality', the actual costs involved in addressing the areas of pressure and the nature of these, i.e. recurring and non-recurring. He referred members to the detail contained in his report and the recommendations. These included proposals to put before East Lothian Council, one of which would be a joint approach to the Scottish Government to discuss the costs of funding the living wage.

The members discussed the report at length focussing on certain key issues including funding of the living wage and at what stage independent care providers should be expected to absorb this cost, the best use of monies for 'additionality' and the lessons to be learned for future financial planning.

Responding to the issue of the living wage, Mr Small advised that all local authorities were at different stages of negotiating contracts and it was not reasonable to expect providers in East Lothian to fund the living wage based on prices agreed three years ago. However, he expected that for the future this would be included in the re-tendering process and that providers would be expected to take account of the increasing cost of the living wage. He added that the IJB was currently working through the consequences of policies that were put in place before it was constituted. He acknowledged the concerns of members and agreed that these issues would be looked at as part of the planning process for 2017/18.

Mr King confirmed that discussions with the Scottish Government would be done in conjunction with East Lothian Council. In addition, he said the issue had been raised at the IJB officers' network meetings and CoSLA had recognised this as a significant concern which required resolution. Mr Small added that the joint approach to the Scottish Government would likely take place in October if the Council agreed with the IJB proposals.

On the problem of delayed discharges, Mr Small acknowledged the importance of understanding and tackling the reasons for unplanned admissions to hospital as well as the services required to facilitate discharge. He advised that Carol Lumsden was undertaking work on this and that the IJB may want to consider reviewing its Directions for the coming year to move monies to alternative services. For the current year, he confirmed that £700,000 was the estimated cost of addressing the problem through additional home care services.

The Chair summed up the debate thanking members for their contributions and acknowledging the challenges facing the IJB in the short and longer term.

## **Decision**

The IJB agreed:

- (i) To propose to East Lothian Council that:
  - a. The Social Care Fund should support an additional £800k to underpin the costs of implementing the living wage (from the element of the Fund originally proposed to provide 'additionality');
  - b. That the balance of c. £1m should be invested in home care commissioning budgets;
  - c. East Lothian Council should accept the residual financial risk in the Adult Wellbeing budget in 2016/17; and
  - d. East Lothian Council and the IJB should jointly approach the Scottish Government to discuss the costs of funding the living wage.
- (ii) To ask the Chief Officer, through discussion with ELC colleagues, to agree the impact of these proposals on the Adult Wellbeing budget along with an agreement on how the IJB can be assured of the 'additionality' achieved through the social care investments.

## **7. DELAYED DISCHARGES**

The Chief Officer had submitted a report to update the Integration Joint Board (IJB) on performance on delayed discharges in East Lothian and to ask the IJB to agree further actions.

Mr Small presented the report. He informed members of recent changes to national data requirements for delayed discharges and highlighted the main change to reporting which had resulted in an increase in the number of clients/patients being captured at census. He advised that this had added between 15-25% to the reported figure from the previous reporting rules.

Mr Small drew members' attention to the individual results which showed an improvement in occupied bed days but an increase in the client/patient census figures for July & August 2016. He explained that the reasons for this increase related to a suspension of admissions to Tranent Care Home and a delay in accessing Care at Home services due the level of unmet hours. He hoped that the introduction of the living wage would assist the recruitment and retention of staff and that the September figures would show some improvement. He sought members' approval for the recommendations in the report which included proposals for the use of funds set aside for 'additionality'.

Mr Small responded to a number of questions from members on the changes to the reporting methodology, the reasons for unmet hours and the changing picture across the county.

Mrs McKay was sceptical about the ability of the living wage to solve the problem of unmet hours and wanted to know who should take the responsibility of investigating the other factors that motivate and maintain a workforce. She stated that carers and service users were seeking continuity and to be treated as human beings and while some providers achieved this others did not. She also queried who would be responsible for ensuring that the appropriate learning and support was given to staff to achieve this level of service.

Bryan Davies advised that the next item on the agenda would look at how future contracts could address these challenges.

Alison MacDonald suggested that there needed to be a better understanding of why people were being admitted to hospital in the first place. She added that this may require professionals to consider a different approach to assessments and care planning.

Fiona Ireland referred to the use of 'additionality' monies for Care at Home, which had been discussed in the last item, and asked whether the IJB should consider alternative models of care to enable earlier discharge.

The Chair noted the changing reporting methodology and that, despite a previously improving picture, there had been an increase in numbers over the past couple of months. He advised members that there would be a further update later in the year.

## **Decision**

The IJB agreed:

- (i) To note the recent worsening trend on performance; and
- (ii) That the resources identified by the Chief Officer to improve performance should be deployed in procuring additional capacity in home care.

## **8. DEVELOPING SPECIALIST AND CARE AT HOME SUPPORT SERVICES**

The Chief Officer had submitted a report to update the IJB on the Project; Developing Specialist Support and Care at Home Services for Adults and Children in East Lothian and to seek the IJB's agreement to the model of care.

Mr Davies presented the report providing a detailed review of the background to the project. He outlined key aspects of the framework including the models of care delivery, the stakeholder engagement process, night time support, improving capacity, incentivising and sustaining quality services and improving community resources.

Responding to questions from members, Mr Davies provided advice on the scoping and evidence gathering work undertaken, the challenges of reducing staff travelling time, the importance of communication with stakeholders and the risk that this project may destabilise the care services market. He also outlined the expectations for staff training and proposals for measuring the performance of individual providers.

Mr Small confirmed that if the IJB agreed the recommendations officers would prepare a detailed Direction which would cover the headings contained in the report.

Mrs McKay commented that there was often a level of anxiety about change, particularly where something was already working well. She said that many carers had indicated that they did not want any changes to areas of care that were working and therefore communication about the proposed new framework would be essential to allay these concerns. While she said that the aims of the report were laudable she had yet to get a sense of what would be different and the timetable for the changes. She added that in relation to flexibility the balance needed to lie with service users and not providers, as this may be the difference between whether or not someone had control over how they lived their life.

Mr Davies referred to some of the key aspects outlined in the report and acknowledged the point about communication. He said that the process was about working with service users and carers to celebrate what was working well and to ensure that improvements were made only where needed. He also agreed that flexibility should lie with service users.

Councillor Akhtar observed that the heart of the framework should be about the needs of individuals and it would be important to get that message across and reassure people that it was not about taking away existing services which worked for them.

Mr Small stated that there would be a mid-year progress report on Directions presented at the October meeting of the IJB, which could include suggestions on new Directions for 2017/18.

The Chair thanked Mr Davies for his report and previous presentation. He noted that there was a process to go through and that further updates would be provided.

## **Decision**

The IJB agreed:

- (i) the model of care to be procured by East Lothian Council; and
- (ii) that a revised direction DO2a should be issued to East Lothian Council.

**9. NOMINATION TO NHS Lothian Healthcare Governance Committee**

The Chief Officer had submitted a report asking the Integration Joint Board (IJB) to agree the nomination to the NHS Lothian Healthcare Governance Committee.

Mr Small presented the report. He advised members that this had arisen from a review of the roles and remits of NHS Lothian committees following the introduction of IJBs. He said that there may be further requests for nominations to committees in future.

**Decision**

The IJB agreed to the nomination of Fiona Ireland to the NHS Lothian Healthcare Governance Committee.

**SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION**

The Integration Joint Board agreed to exclude the public from the following business containing exempt information by virtue of paragraph 5.9.1 of its Standing Orders (the Integration Joint Board is still in the process of developing proposals or its position on certain matters).

**Minutes of the Meetings of the IJB Audit & Risk Committee held on 23 March and 21 June 2016 (for noting)**

The IJB agreed to note the minutes of the meetings of the IJB Audit & Risk Committee held on 23 March and 21 June 2016.

Signed

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Councillor Donald Grant  
Chair of the East Lothian Integration Joint Board