

East Lothian  
Integration Joint Board



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

**THURSDAY 29 JUNE 2017  
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

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**Voting Members Present:**

Mr P Murray (Chair)  
Councillor S Akhtar  
Councillor S Currie  
Councillor S Kempson  
Councillor F O'Donnell  
Ms F Ireland

**Non-voting Members Present:**

Dr R Fairclough  
Dr A Flapan  
Mr D King  
Mrs M McKay  
Mr T Miller  
Mr D Small  
Mr D Harvie  
Mr A Wilson  
Mr E Stark  
Ms M McNeill

**ELC/NHS Officers Present:**

Mr B Davies  
Ms M Garden  
Mr S Allan  
Ms M Anderson (Items 11-13)

**Clerk:**

Mrs F Stewart

**Apologies:**

Ms F Duncan  
Ms A MacDonald  
Dr J Turvill  
Ms S Saunders  
Mr A Joyce  
Ms M Whyte

**Declarations of Interest:**

Councillor O'Donnell advised that she was employed by a charity and this contract would end on 30 June 2017.

**1. CHANGES TO THE VOTING MEMBERSHIP OF EAST LOTHIAN INTEGRATION JOINT BOARD AND THE TERMS OF REFERENCE FOR IJB AUDIT & RISK COMMITTEE**

David Small advised that, following the local government elections on 4 May 2017, East Lothian Council had met on 23 May 2017 and approved its voting members for the East Lothian Integration Joint Board for the period 2017-2022.

The Chair invited nominations for Depute Chair of the IJB and Councillor O'Donnell was elected.

**Decision**

The IJB agreed to:

- i. note that the East Lothian Council voting members will be: Councillor Shamin Akhtar, Councillor Stuart Currie, Councillor Sue Kempson and Councillor Fiona O'Donnell.
- ii. the appointment of Councillor O'Donnell as Depute Chair of the IJB for the period 2017-2019.
- iii. to note that a review of the terms of reference of the Audit & Risk Committee would be undertaken to ensure that they reflect the audit and risk arrangements of NHS Lothian and the Council's Audit & Governance Committee. The new terms of reference would be presented to the IJB's August meeting and nominations for membership will also be sought at that time.

**2. MINUTES OF THE MEETING OF THE EAST LOTHIAN INTEGRATION JOINT BOARD OF 30 MARCH 2017**

Elliot Stark advised that he was not recorded as having attended the meeting. Otherwise, the minutes of the East Lothian Integration Joint Board meeting of 30 March 2017 were approved.

**3. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 30 MARCH 2017**

**Ministerial Steering Group** – Councillor Akhtar enquired if there was an update and David Small replied that a communication had just been issued on planning (strategic) groups. It had been agreed at the Carers Strategy Breakfast on 26 June 2017 that this would include a Carers Strategic Group and eligibility criteria for the group was expected to be finalised by September 2017. Councillor O'Donnell enquired if Carers of East Lothian would be part of this group and Mr Small advised that carers would be represented on all of the groups.

**Delayed Discharges** – David Small advised that the last time performance figures on delayed discharges had been reported to the Committee was in March 2017. The April

census showed that there had been 26 delayed discharges (target 14) although the figure of 14 had been achieved 2 days later. The May census showed there had been 9 delayed discharges (target 14) and the census yesterday (28 June) showed there had been 12 delayed discharges (target 14). Mr Small stated that the IJB aimed to sustain the improving trend and highlighted the need to focus on the most complex of cases. Councillor O'Donnell asked if a 72 hour target had yet been introduced (an indicator included in the Health and Social Care Integration Public Bodies (Joint Working) (Scotland) Act 2014. Mr Small replied that a 72 hour target was an aspirational figure and not an official target.

**Set Aside Investment Proposals for 2017/18** – David King referred to proposals for Acute Medical Units (AMUs) and advised that NHS Lothian had agreed to create and fund a new unit to provide emergency care. The IJB would not invest money in this unit in 2017/18 but NHS Lothian would provide funding for the expansion of bed numbers in AMUs for this financial year.

**Drug and Alcohol Funding in East Lothian 2016/17 and 2017/18** - Councillor O'Donnell stated that Dr Turvill had already seen the effect of a reduction in funding for drug and alcohol abuse. David King advised that talks had taken place on the share of Government funding to 4 groups responsible for addressing drug and alcohol abuse; East Lothian Council, Scottish Government, MELDAP (Midlothian and East Lothian Drugs and Alcohol Partnership) and the IJB. This followed a redesign of the drug and alcohol services driven by a reduction of 23% in Government funding for the financial year 2016/17. Mr King stated that the IJB would now receive 11% of funding rising to 12% next year. There would also be a small amount of additional resources to develop new projects.

#### **4. CHAIR'S REPORT (VERBAL)**

Peter Murray, Chair, stated that it was a privilege to be invited to chair the IJB and he looked forward to working with Councillor O'Donnell (newly appointed Depute Chair) and David Small, Director of Health and Social Care Partnership. He also paid tribute to the valuable contributions made by the previous Chair, Councillor Donald Grant and Depute Chair, Mike Ash.

Mr Murray stated that he had enjoyed meeting members of the Committee and was grateful for everyone's time. He looked forward to the work ahead and encouraged everyone to be active participants.

Mr Murray advised there had been a suggestion that roles of members of the IJB could have more clarity. He invited everyone to consider the definition of their roles and this would be discussed at the next meeting.

#### **5. NHS HEALTHCARE GOVERNANCE COMMITTEE**

Fiona Ireland provided feedback which would impact on the IJB directions on alcohol, drugs and mental health services and advised that there had been agreement in Quarter 1 to continue funding RIDU (Regional Infectious Diseases Unit), GUM (Genito-urinary Medicine), and toxicology.

She also advised that a redesign of the Ritson Clinic and detox services was ongoing and that there was to be an allocation of Scottish Government funding for pharmacy care.

## **6. EAST Lothian Council Policy & Performance Review Committee and Audit and Governance Committee**

This item would be brought back on a future date when it had been established how structured feedback would be received from these committees.

## **7. FINANCIAL UPDATE – 2016/17 OUT-TURN AND 2017/18 UPDATE**

A report had been submitted by the Chief Finance Officer laying out the financial out-turn for 2016/17 for the IJB and updating the financial projections and planning for 2017/18.

David King summarised the report, clarifying a number of points. On the 2016/17 out-turn, he advised that there had been an agreement that any health overspends against the IJB budget would be covered by NHS Lothian and East Lothian Council. Mr King reported that there had been an overspend in Adult Wellbeing and £1m additional funding had been received from East Lothian Council. Mr King also pointed out that Social Care and Adult Wellbeing were not the same thing and those two areas would need to be reconciled at some point.

Mr King advised that the final net charge made by East Lothian Council to the IJB for delivering services in 2016/17 was £44.3m and this included a charge of £0.7m for the Housing Revenue Account (HRA). This sum was ring-fenced as funds could not be moved out of the HRA and therefore any HRA underspend was not available to the IJB. Mr King also referred to the significant overspend against the GP prescribing budget which had proved challenging.

Mr King advised that a letter had been received from NHS Lothian on 2 May 2017 on the Budget Agreement for 2017/18 which included targets to be met by the IJB. A draft letter in response was attached to the report and Mr King stated that it was important for partners to engage with the IJB on pressures outwith its control. It was also important that there was a clear understanding on roles of responsibility as the draft letter would be sent to NHS Lothian on behalf of IJB members.

Councillor Currie stated that it might not be correct that funds cannot be moved out of the HRA and provided some context on the use of HRA funds. David King undertook to seek clarification on that point from Council Officers.

Fiona Ireland enquired if the underspend in 2016/17 would impact on the 2017/18 budget and David King replied that he did not recall any material change.

Margaret McKay noted from the report that work was underway to transform Lothian Learning Disability services, an issue which had not yet been fully explored by the IJB. She proposed that a focussed discussion on learning disability could be scheduled for a future IJB meeting and David Small agreed this would be of value. He stated that, while much work was going on behind the scenes, a strategic paper on learning disability would be brought to a future meeting.

Mr Small referred to recommendation 2.4 of the report, stating that the IJB financial monitoring would need to focus on partnerships breaking even as additional resources were not available in 2017/18.

Fiona Ireland stated that details of the £3.3m of efficiencies needed to be made available, as the IJB could not sign up to this without such information.

## **Decision**

The IJB agreed to:

- i. note the financial out-turn for 2016/17;
- ii. accept the formal budget proposition from NHS Lothian for 2017/18;
- iii. note the drug and alcohol funds carried forward on behalf of the IJB by East Lothian Council from 2016/17 to 2017/18; and
- iv. note the financial update for 2017/18 and the expectation that the IJB will break-even.

## **8. INTERNAL AUDIT OPINION AND ANNUAL REPORT 2016/17**

The Chief Internal Auditor had submitted a report to advise that the Public Sector Internal Audit Standards (PSIAS) required the Chief Internal Auditor to prepare an annual internal audit opinion and report that can be used by the Integration Joint Board (IJB) to inform its governance statement.

Mala Garden, Chief Internal Auditor, presented the report, stating that the IJB's senior management had responsibility for establishing a sound system of internal control and for monitoring the continuing effectiveness of these controls. She outlined the main objectives of internal control and stated that her evaluation of the IJB's control environment was informed by a number of sources including statutory and other compliance. During 2016/17, a number of areas had been identified with scope for improvement. They included: the lack of a clear audit trail to monitor expenditure incurred for certain categories of the social care fund; the need to ensure that the performance management framework sets out how the IJB would measure performance against the Strategic Plan; and a review of the risk register to ensure that it included all ongoing and emerging risks facing the IJB.

Margaret McKay observed that some areas of weakness had been identified the previous year and the Chief Internal Auditor replied that an action plan was included in the next report to address weaknesses identified over the past year.

Councillor O'Donnell highlighted another area of weakness identified for scope with improvement; the progress requiring to be made on Participation and Engagement and the Workforce Development and Support Plan, to ensure compliance with the Integration Scheme.

Councillor Currie stated that engagement was a key issue and suggested there should be a paragraph specifically on this matter. He acknowledged that some good work was being carried out but stated that there were concerns around the extent of engagement with external members. David Small agreed with both Councillors that further work was required.

## **Decision**

The IJB agreed to note that the Internal Audit Opinion and Annual Report 2016/17 was a formal confirmation of Internal Audit's opinion on the overall adequacy and effectiveness of the IJB's framework of governance, risk management and control for the period ended 31 March 2017 with agreement that further work is required on engagement.

## **9. DRAFT ANNUAL ACCOUNTS 2016/17**

The Chief Finance Officer had submitted a report bringing together the elements required to present for approval the draft annual accounts for the IJB for the year ending 31 March 2017. This included the Annual Governance statement for the IJB which itself formed part of the IJB's annual accounts.

David King, Chief Finance Office, presented the report. He advised that a set of annual accounts had to be presented in draft for approval to either the IJB or a committee of governance of the IJB by 30 June 2017 whereupon the accounts would be presented for audit by the IJB's auditors. Mr King explained that the accounts contained a range of sections but broke down into three main parts; the Management commentary which considered the pressures and issues facing the IJB in the next financial year, the Annual Governance Statement and the financial statements which showed that the IJB had broken even in 2016/17.

Mr King asked the Committee to approve the accounts thereby allowing him to forward them to the auditors.

David Small advised that in 2016/17, the first year of operation for the IJB, two performance reports had been brought to Committee. In 2017/18, four performance reports would be brought forward.

Margaret McKay enquired about the budget for Social Care Fund Appeals and Mr King replied that this was included in this year's budget.

Councillor Akhtar stated that the IJB needed to know what difference it was making to people's lives. The Chair replied that work still needed to be done on performance management. Bryan Davies, in his new role of Planning and Performance, stated that he would prepare a quarterly and annual performance report for the IJB. He also intended to develop a management team report on service delivery. A decision had also to be made on how the IJB would measure performance. The Chair stated that it was important to ensure that there was clarity on how the IJB was achieving its goals, to look at balances and adjust if necessary.

## **Decision**

The IJB agreed to:

- i. approve the Annual Governance Statement; and
- ii. approve the draft Annual Accounts for 2016/17

## **10. INTEGRATION JOINT BOARD PERFORMANCE REPORT**

The Chief Officer had submitted a report to inform the Integration Joint Board (IJB) of its duty to publish an annual performance report for 2016-17 as its first year of operation and the progress so far producing this report.

Bryan Davies, Group Service Manager for Planning and Performance, presented the report. He advised that the Scottish Government guidance required the report to describe, as a minimum, performance against specific elements, including National Health and Wellbeing Outcomes, Core Integration Indicators and Financial Performance. However, there was an expectation that the annual performance reports would include information beyond the minimum list to allow IJBs to highlight particular achievements. The East Lothian report under development was currently seeking input from colleagues across the Health and Social Care Partnership (Appendix 1) to gather accounts of good practice and achievements against the national performance indicators.

Councillor Currie stated that it was important the report captured where the IJB had made a difference and added value. It was equally important to identify areas where more work needed to be done. He added that performance always looked backwards and it was good to look forwards. The Chair stated that there were ambitious expectations for the IJB and he wanted people to share that vision. He hoped that, when the report was published, the IJB could be proud of what it had achieved and plan more ambitious changes for the future.

Councillor O'Donnell stated that it was important to recognise how decisions made by the IJB impact on people's lives and made a difference.

Margaret McKay, Carers in East Lothian, advised that Carers Groups in East Lothian could be asked for feedback on how carers' needs are being met. Bryan Davies replied that, following a procurement exercise, there was now a new framework for care at home services. A programme of change was planned for this year, bringing many positive benefits.

The Chair stated that, at NHS meetings, he had gained a sense that there was a growing understanding of the role of the Partnership and consequently, people were becoming more supportive of the work carried out by their IJBs.

Councillor Currie stated that there was a huge amount of information on performance available to view on the Scottish Government website but it was important to make the information clear for members of the public. A benchmarking framework was useful to indicate performance against the Scottish average and other Local Authorities.

David Small stated that it was helpful to hear the emphasis which partners wanted to see in the performance report due out in August 2017.

### **Decision**

The IJB agreed to:

- i. acknowledge the legislative requirement for it to publish an annual performance report for its first year of operation, 2016-17, and that such a report will need to be produced in subsequent years;

- ii. note there is an expectation in legislation that the 2016-17 performance report will be published by 31 July 2017; and
- iii. note that because of timings of IJB meetings over the summer, publication will be delayed to allow the report to be formally considered at the 24 August IJB meeting before being released. It is known that some other IJBs across the country are planning a similar delay in publication.

## **11. CARE INSPECTORATE GRADES: EAST LOTHIAN**

Information contained in the IJB Performance report from February 2017 advised that grades of inspected services across East Lothian were at “amber”. The IJB expressed concern at this and asked for a follow up report. This paper analysed the trends of the grades from the last two inspections to identify if this information holds merit. The report looked at the progress of services including Care Home services, Care At Home services, Day Centres and Resource Centres.

Bryan Davies, Service Manager for Planning and Performance, presented the report, advising that grades across all the services in East Lothian generally showed trends of either maintaining or improving following recent inspections, with the exception of a small number of providers who had had their grades reduced. One Care Home provider continued to be under close monitoring and it was expected that this would improve at the next follow up inspection. A second Care Home was undergoing close monitoring following a recent inspection although final grades had yet to be awarded. One Care at Home provider had not met the required grades and had consequently not been awarded a care contract in order to maintain quality in service provision.

Mr Davies advised that Care at Home services in East Lothian had recently undergone a tendering exercise and a new framework was put in place from 1 April 2017 that included 15 providers. A minimum of Care Inspectorate Grade 3 overall was required to qualify on to the framework and there were incentives for providers to improve their grade to 4. Older People’s Day Centres across East Lothian had been graded for the first time over 2016/17 as these services were newly registered with the Care Inspectorate.

Mr Davies summarised the grades across Care Home Services advising that, since the last inspection, 41% of homes had increased their grades from their previous inspection. Of the Care at Home service providers, 46% had increased their grades since their last inspection.

Dr Marilyn McNeil enquired how Care Inspectorate ratings were communicated to the public and David Small replied that all Care Inspectorate reports were in the public domain. The reports were intended to be open and transparent, and were accessible to families researching available services.

Councillor Currie observed that a small number of the care services showed below average ratings and stated it was important to acknowledge when things were not going well. Mr Small replied that there were dedicated resources for monitoring such providers, including a Strategy Officer specifically for Care Homes, and all agencies were committed to working together. The Chair added that the aim was to have the highest level of care at all times.

Danny Harvie, ELCAP, hoped that the report would give confidence to the general public. They also had the opportunity to compare East Lothian’s performance with



other Local Authorities and see how East Lothian compared positively with other Authorities.

Fiona Ireland, NHS, enquired if there was a forum which would provide assurances on any care services which were rated at Grade 3 or below and David Small replied that a Clinical and Care Governance Group would bring all quality and assurance into a single forum. Work had already begun on this and an update would be brought to the IJB. Ultimately, there was the Public Protection Committee and any significant incidents were reported there.

Dr Richard Fairclough stated that some of the care home gradings were not as good as others and enquired if there were any upgrades to care homes planned. David Small replied that it was anticipated there would be a paper in the autumn on the direction of travel for a reprovision of two council care homes and NHS hospitals. Margaret McKay noted that only a small percentage of care establishments had had their grades reduced, but when homes could care for 20 to 60 people, such figures could not express the impact that such a change could have on the lives of those being cared for. Mrs McKay also noted that one Care Home had achieved the highest grades available and suggested that this home could be engaged to share good practice.

Councillor O'Donnell advised that she and Bryan Davies were meeting the local representative of the Care Inspectorate on 14 July. She understood that there was going to be a review of inspection criteria and she invited any other items for the agenda.

### **Decision**

The IJB agreed to note the information in relation to current Care Inspectorate grades for services across East Lothian.

## **12. PRIMARY CARE PREMISES IN HADDINGTON**

The Chief Officer had submitted a report to inform the Integration Joint Board (IJB) that proposals for a project were being developed to replace or extend the current GP Practice premises in Haddington and to seek IJB support.

Miriam Anderson presented the report. She advised that all capital projects which seek funding from NHS Lothian had to follow the path described in the Scottish Capital Investment Manual and the Strategic Assessment represented the first stage of this process. Appendix 1 to the report showed the Strategic Assessment for primary care premises in Haddington which had been scored locally from an NHS perspective. The Assessment showed the business needs for change, the benefits which would result from resolving those business needs and prioritisation scores. Based on the scores, a range of options would be explored and a business case for change would be developed.

Councillor Currie stated that a patient centred solution was important and adequate public transport services had to be available for people living outside Haddington to allow people to access services. Ms Anderson replied that a more serviceable site could be considered or the current site extended. She would be engaging with a wide number of people and consultations were expected to last for at least 10 months. She gave an assurance that all options would be explored and both financial and non-financial matters considered.

Councillor Akhtar welcomed this report and enquired if the engagement would be with Haddington GPs alone or if wider groups would be consulted, included young people. Ms Anderson replied that the parameters of the consultation process had not yet been finalised.

The Chair agreed that broader aspects of the process needed to be considered, but the first step was to submit the strategic assessment.

**Decision**

The IJB agreed to support the strategic assessment for this project and agreed that it should be presented to the NHS Lothian Capital Investment Group before proceeding to Initial Agreement stage.

**13. IJB MEETING DATES FOR 2017/18**

The Chief Officer had submitted a report to set the dates for meetings of the East Lothian Integration Joint Board for 2017/18.

**Decision**

The IJB agreed to approve the dates for meetings of the East Lothian Integration Joint Board for 2017/18, including development sessions, as set out in Sections 3.2 and 3.3 of the report.

Signed

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Peter Murray  
Chair of the East Lothian Integration Joint Board