

East Lothian
Integration Joint Board



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

**THURSDAY 26 OCTOBER 2017
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

Voting Members Present:

Mr P Murray (Chair)
Councillor S Kempson
Councillor F O'Donnell
Councillor S Akhtar
Councillor J Williamson (substitute for Cllr Currie)
Mr A Joyce
Ms M Whyte

Non-voting Members Present:

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

ELC/NHS Officers Present:

Ms J Ogden-Smith
Mr P Currie

Guest

Mr W Ramsay

Clerk:

Mrs F Stewart

Apologies:

Councillor S Currie
Ms F Ireland
Mr B Davies
Mr A Wilson

Declarations of Interest:

Dr M Flynn declared an interest in Item 8 as he is a GP in North Berwick

1. MINUTES OF THE MEETINGS OF THE EAST LoTHIAN INTEGRATION JOINT BOARD ON 24 AUGUST AND 28 SEPTEMBER 2017

The minutes of the meetings on 24 August and 28 September 2017 were agreed as a true record of the meetings.

2. MATTERS ARISING FROM THE MINUTES

24 August 2017

(Item 4) NHS Healthcare Governance Committee - David Small advised that the Scottish Government had asked for the IJB Workforce Plan by the end of March 2018. The Plan, when finalised, would be shared with all concerned and come back before the IJB. Councillor O'Donnell enquired how the Plan would work with the National Workforce Plan, Health Board Plan and the Local Plan and Mr Small advised that there was a risk of duplication. However, the Plans did not have the same remit. The IJB plan would focus on integration and how staff would work together.

(Item 5) PPRC and A & G – David Small advised that an Internal Audit Report on Non-Residential Charging (in social care) had gone to the Council's Audit and Governance Committee on 26 September 2017. This report, which also featured on the agenda of the IJB Audit and Risk Committee on 24 October 2017, aimed to address charging anomalies.

(Item 8) Third Sector Membership, Participation etc – Jane Ogden-Smith updated the Board on the Belhaven Forum and advised that there would be another two forums in Musselburgh and North Berwick. It was hoped these would be diverse groups, for example, including local Councillors, representatives of day centres and friends groups. Young people would also be encouraged to become involved. The Musselburgh Forum would be chaired by Councillor O'Donnell and the Belhaven and North Berwick Forums would be chaired by Peter Murray.

(Item 6) IJB Annual Report 2016/17 – Margaret McKay enquired how accessible this report was to the wider public. Jane Ogden-Smith advised that the report was available to view on the Council's website and could be accessed via social media. There had also been press releases. However, Ms Ogden-Smith stated that additional ways of circulating information would be explored. The Chair agreed it was important that the report was available to as many people as possible and suggested that a summary report on the numbers accessing the report online would be useful. Councillor O'Donnell proposed that Council Officers could also offer to visit community groups to provide information on the Annual Report.

28 September 2017

There were no matters arising.

3. CHAIRS REPORT (VERBAL)

The Chair stated that he had recently attended the Belhaven Forum with David Small and Councillor O'Donnell. They had also attended a Dunbar Community Council

meeting and more such visits were planned. He described the meetings as interesting and valuable in providing useful feedback.

The Chair advised that he, together with David Small and Jane Ogden-Smith, had recently met with the East Lothian Courier to clarify how the newspaper could benefit from access to information on any developments concerning the IJB and health and social care services. The Chair also advised that the Chair of NHS Lothian, Brian Houston, had recently visited, and been impressed by, the new East Lothian Community Hospital which was due to be completed in 2020.

The Chair recommended members read the NHS Audit Report issued today (26 October 2017). He described it as a helpful report which would enable people to focus on the important issues.

Finally, the Chair advised that he and Marilyn McNeill had recently attended a meeting of the South Lanarkshire Health and Social Care Forum and invited her to provide feedback to the Board. Ms McNeil issued copies of the Forum's Public Engagement Strategy and explained the strengths of the Strategy's structure. She advised that four area planning groups fed into the Strategic Commissioning Group which in turn fed into the Integration Joint Board. The Chair of the Forum had stated that 60 groups had representation within the structure and that 10,000 people had been contacted at some level, enabling good outcomes. David Small indicated that East Lothian was much smaller than South Lanarkshire. The IJB had already agreed its plan would be based on an east and west of the county and there were six wards and six area partnerships. In his view, East Lothian would therefore more naturally fit into six or two planning groups.

The Chair suggested that it would be a useful exercise for the IJB to assess its infrastructure against the South Lanarkshire model and David Small agreed to carry this out. For members' information, Jane Ogden-Smith circulated a copy of East Lothian's current Health and Social Care Partnership Engagement, Planning and Delivery Cycle together with a copy of the Engagement and Planning Structure 2017.

Councillor O'Donnell stated Councillor Currie had asked for an Engagement paragraph to be included in the IJB report template and David Small replied that this request was being actioned.

4. FEEDBACK FROM THE DEVELOPMENT SESSION ON CARERS (VERBAL)

Margaret McKay provided feedback on the development session which was held at the Brunton Hall on 28 September.

Mrs McKay advised that the session had covered carer awareness and talks had been given on what it was like to be a carer. A presentation had followed on the introduction of the Carers (Scotland) Act 2017. Mrs McKay stated that when groups focussed on prevention, carers were one of the key preventions. She circulated a Carers of East Lothian leaflet and urged members to read the article by Tom who cares for his wife Margaret who has dementia. Mrs McKay urged support for the care at home programme and stated that, when the Council and the IJB considered transfers of resources, it was important to support carers.

Alex Joyce thanked Mrs McKay for arranging the development session. He advised that he was the NHS Lothian lead for Carers at Work and that support for carers played a key part in discussions with unions and management.

Councillor Akhtar described the session on carers as challenging and thought provoking and added that it would be useful to have an update on the Carers Strategy.

The Chair stated that he had found the development session particularly useful and enlightening. The session had made him more aware of the difficulties facing carers and of how important it was to look after the wellbeing of carers.

5. HSCP PERFORMANCE REPORT AND DIRECTIONS UPDATE

The Chief Officer had submitted a report to update the Integration Joint Board (IJB) on the East Lothian Health and Social Care Partnership's (HSCP's) performance against the agreed suite of indicators. The report also informed the IJB of progress in developing a report template on performance against all the Directions applying in 2017/18. Some of these were continuing Directions from 2016/17, others were new Directions introduced in 2017/18.

Paul Currie summarised the report and provided further detail around the 20 performance indicators for which data was available. He advised that there was not yet an update on the June 2017 figures for the first nine indicators and that the remaining measures were reported as either 2.5% better or within 5% of the Scottish average at September 2017. Only two of the measures were performing less well than before. Mr Currie advised that work was currently being done on how to present performance data using a more customer focussed approach and on how to identify developing trends. It was also hoped that, in future, there would be less paper and more access to information via computer and tablet.

Mr Currie introduced Bill Ramsey, a principle information analyst, who is employed by National Services Scotland to develop and advise on the presentation of data. Mr Ramsey advised that his role had been expanded to include work with GP clusters and that he was also working with NHS Lothian Analytical Services. He invited members to advise how he could support them with their data collection and offered to give a more detailed presentation at a future meeting.

In response to a question from Councillor Akhtar on Measuring Performance Under Integration, Mr Ramsey stated that the two remaining measures were still in development (end of life care and the balance of spend across institutional and community services) and agreed to check on the progress of these charts. Dr Fairclough noted the performance indicator for the percentage of people with a positive experience of care at their GP practice and stated that access was often an issue with patients. He asked if more in depth figures were available for this indicator and Mr Currie agreed to provide further information on satisfaction levels. Dr Fairclough stated that GPs would prefer local evaluation and it was hoped that more regular surveys would produce more meaningful results. The Chair added that the IJB aimed to develop more informative trend data and improve analysing and dissemination techniques. Councillor Williamson enquired how experience performance data was collected and Mr Ramsey replied that the Scottish Government carried out a sample every two years of around 50,000 people. Extrapolated to East Lothian this would mean about 1,000 people responded. The results could only provide a 'snapshot' of performance. More detailed information on the survey was available on line.

Decision

The IJB agreed to:

- i. Discuss the September 2017 performance report and note changes in some indicators since the last report up to the period June 2017;
- ii. Note the development of a monitoring template for the Directions and the intention to continue development of Directions reporting through the year; and
- iii. Allow the development of more informative trend data, which was intended to be more informative than some of the current data. Through the office of the Group Service Manager for Planning and Performance, a Data Performance Group had been established, which was tasked with both reviewing the HSCP regular reporting needs and better analysing and dissemination techniques.

6. FINANCIAL POSITION – UPDATE

The Chief Finance Officer had submitted a report which considered the current (at month 5) financial position of the IJB as far as the information was available.

David King summarised the report. He stated that the IJB had received a report in June updating the financial assurance for its 2017/18 budget. This report noted that the IJB was required to break-even and that it was unlikely that either NHS Lothian or East Lothian Council would be able to make further funding available to support any in-year pressures.

Mr King stated it was important that partners understood the financial position and what actions were being taken in the current budget year. He had reported at the August meeting that the IJB was forecasting a net overspend based on a break even position in Adult Social Care and an overspend in NHS. However the Council's Adult Wellbeing budget was now showing an overspend and the NHS core services, managed on behalf of the IJB, was breaking even. Mr King explained how the IJB financial management worked on a net basis and advised that, where an overspend was forecast, partners had to prepare a recovery plan. The Chief Officer and Chief Finance Officer are implementing the first stage of the process set out in the Scheme of Integration and a recovery plan would be brought back to the IJB at its next meeting.

The Council was due to report its Quarter 2 performance figures in November 2017 and a more detailed financial report would be brought to the IJB in December.

The Chair stated that that, where an overspend was forecast, an intervention policy should be implemented as early as possible.

Councillor O'Donnell stated that it was important to understand how funds were being spent. She expressed concern that there would not be sufficient funds to meet the needs of the community without additional resource and advised that a 4% cut to the Revenue Support Grant for 2018/19 had been reported. Councillor O'Donnell also considered that the set aside budget was key to the integration process.

David Small stated that data and analysis were essential to the success of operations. He added that operational teams, where necessary, were already working to deliver recovery plans.

Decision

The IJB agreed to:

- i. Note the financial position accepting the indicative nature of the information; and
- ii. Require the Chief Officer to ensure that the steps laid out in the integration scheme to manage overspends are delivered.

7. CHIEF SOCIAL WORK OFFICER ANNUAL REPORT 2016/17

The Chief Social Work Officer had submitted a report to provide the IJB with the Annual Report of the Chief Social Work Officer (CSWO) 2016/17 on the statutory work undertaken on the Council's behalf. The report also provided an overview of regulation and inspection, and significant social policy themes current over the past year.

Fiona Duncan, Chief Social Work Officer, advised that her report had been presented to Council in August 2017 and highlighted a number of matters of interest to the IJB. On Children's Services, she advised that there had been an increase in the number of children on the Child Protection Register. A significant number of these children were on the register due to the impact of parental substance misuse. Ms Duncan also reported that the Council did not have sufficient fostering and adoption places to meet the demand, despite a sustained recruitment drive. Consequently, the Council had had no alternative but to look to external placements in greater numbers.

In respect of Adult Support and Protection, Ms Duncan advised that the number of referrals increased year on year. During 2016/17, there had also been two Large Scale Investigations within East Lothian and three Initial Case Reviews.

Ms Duncan reported that statutory mental health work and activity continued to grow, particularly in relation to Guardianship Orders and the Mental Welfare Commission have acknowledged the pressure these applications put on local authority mental health officers.

Ms Duncan stated that the report presented both opportunities and challenges. Staff training provided an opportunity for all services to work together better and action would be taken to relieve the pressure on Officers where possible. Ms Duncan stated that the root of many problems in society was inequality and that the Council had a duty to protect the most vulnerable.

Ms Duncan was pleased to advise that HSCP staff had won two awards; the Council's Domiciliary Care Team won Team of the Year Award in the Council's Star Awards and ELSIE (East Lothian Service for Integrated Care for the Elderly) was voted Team of the Year in NHS Lothian's annual Celebrating Success Awards.

The Chair congratulated both services on their success and stated that it was clear that there was a lot of important work being done.

Decision

The IJB agreed to note the 2016/17 Annual Report of the Chief Social Work Officer.

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

The Integration Joint Board unanimously 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, and needs time for private deliberation).

Progress with Direction D12d

The members discussed issues concerning Direction D12d with a view to a report being brought forward to a future meeting of the IJB.

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Signed

Peter Murray
Chair of the East Lothian Integration Joint Board