

East Lothian
Integration Joint Board



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

**THURSDAY 23 AUGUST 2018
COUNCIL CHAMBER, TOWN HOUSE, HADDINGTON**

Voting Members Present:

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

Non-voting Members Present:

Ms F Duncan
Ms P Dutton
Dr R Fairclough (Items 3 – 12)
Mr D King
Ms A MacDonald
Mrs M McKay
Ms M McNeill
Ms J Tait
Dr J Turvill

Officers from NHS Lothian/East Lothian Council:

Mr P Currie
Ms J Odgen-Smith

Clerk:

Ms F Currie

Apologies:

Mr A Joyce
Ms E Johnston

Declarations of Interest:

None

1. MINUTES OF THE EAST LoTHIAN INTEGRATION JOINT BOARD MEETING OF 28 JUNE 2018 (FOR APPROVAL)

The minutes of the East Lothian Integration Joint Board meeting of 28 June 2018 were approved.

2. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 28 JUNE

The following matters arising from the minutes of 28 June were discussed:

(Item 4) – Councillor Fiona O'Donnell asked for an update following the discussion on whistleblowing. Fiona Ireland advised that no further meetings had taken place but that staff were routinely encouraged to report any issues. Alison MacDonald confirmed that although there were separate whistleblowing policies for NHS Lothian and East Lothian Council the ethos was the same.

Councillor O'Donnell asked for an update on progress following the Belhaven Care Home inspection report. Ms MacDonald indicated that the action plan had been completed and that the Care Inspectorate (CI) had made a return visit and were satisfied with the progress. The CI had also returned to Eskgreen and were content with the improvements put in place.

(Item 9) – Councillor Sue Kempson asked about the proposed information video for GP surgeries. Jane Ogden-Smith advised that she would be meeting with the media company next week to begin planning the video. She said that they were also considering a poster campaign.

(Item 11) – David King reminded the members that Councillor Kempson was the new chair of the Audit & Risk Committee and he also advised them that Councillor Stuart Currie had come off the membership of the Committee, leaving four voting members – 2 NHS and 2 Council.

The Chair indicated that his preference would be to appoint further members. The Clerk provided advice regarding the appointment of non-voting members or co-opting external members. The Chair agreed to give further consideration to increasing the membership of the Committee and to report back to the IJB.

(Item 14) – Councillor O'Donnell asked for an update on membership of the MELDAP Strategic Group. Judith Tait confirmed that the aspiration to include a representative from education remained but rather than make a formal approach to the Education Service other opportunities were being explored.

3. CHAIR'S REPORT

The Chair said he had had a very useful meeting with Elaine Johnston to discuss the role of the third sector and he had invited her to give a presentation at the IJB's next development session.

He also reported on a visit to Time Bank, his involvement in the outcome of the whistleblowing fora review and his role on the Emergency Access Improvement Board looking at improvements to the reporting of the four hour A&E waiting time target.

The Chair advised members that he had asked the chair of NHS Lothian to convene a meeting of all of the Lothian IJB chairs and vice chairs to discuss efficient working and duplication. This followed concerns expressed by a consultant that the relationships

between acute services and IJBs were not consistent across the area. The next stage in the process would be to invite Chief Officers to consider the issue.

He reported that the next IJB network event would look at Directions and Digital Working. This followed a recent Internal Audit report on another IJB which highlighted the need to maintain close monitoring of the delivery of Directions.

The Chair explained to members that the intended report on reprovision of services had been postponed due to concerns over the resourcing of project teams and other practicalities. Further consideration would be given to these issues and the report would come forward at a later date.

Marilyn McNeill said that she was aware of concerns from groups in Dunbar and North Berwick that there had been no communication since May. The Chair agreed to contact them and Ms Ogden-Smith indicated that a newsletter could be issued within the next week or two.

The Chair reminded members of the recent e-mail seeking notes of interest in co-chairing the new change boards. He indicated that as yet no volunteers had come forward for 3 of the Boards – IJB Strategic Plan, Reprovisioning and Carers – and he asked members to consider putting their names forward.

Councillor Stuart Currie asked if there had been any discussions around planning for Brexit and specifically the provision of medication. He referred to the technical note being issued by the UK Government later that day and asked if local discussions were taking place. Councillor Kempson referred to a report on the radio which said that NHS Boards were intending to stock pile 6 months of medications.

The Chair advised that NHS Lothian was actively considering the implications and concerns around Brexit. He said he would get feedback following today's announcement and report back to the IJB. Ms MacDonald added that a variety of task forces had been set up to consider issues such as workforce planning and that she would be happy to bring this information to the IJB.

4. NHS HEALTHCARE GOVERNANCE COMMITTEE (VERBAL)

Ms Ireland reported on a meeting she attended on 10 July. Several papers had been presented including one from Edinburgh regarding an infection outbreak and the lessons learned, and the NHS Lothian strategy on volunteering which she suggested sharing with members of the IJB. The Chair agreed that this would be useful.

5. DELAYED DISCHARGES (VERBAL)

Ms MacDonald stated that despite a challenging couple of months, her team were on target to achieve a figure of 12 delayed discharges by the time of the monthly census next week. She said that they had had a significant level of success as a result of working closely with care providers, particularly on mixed packages of care. She concluded that while they were currently in a good position it remained a daily challenge to ensure that people were in the right place with the right level of care.

Referring to the recent Internal Audit report on delayed discharges, the Chair observed that the very positive report reflected the quality of the processes in place and the work being undertaken.

In response to a question from Councillor O'Donnell, Ms MacDonald said that East Lothian was performing well in comparison to the other Lothian IJBs and that neighbouring Partnerships had begun visiting to view examples of good practice within the county.

6. APPOINTMENT OF CHIEF FINANCE OFFICER

The Interim Chief Officer had submitted a report asking the IJB to approve the appointment of a new Chief Finance Officer (Section 95 Officer) to replace the current post holder who would be retiring at the end of September 2018.

Mr King presented the report outlining the background to the recruitment process and advising members that, as currently, the new post holder would also be the Chief Finance Officer for Midlothian IJB and undertake a financial role with NHS Lothian.

Decision

The IJB agreed the appointment of Claire Flanagan as the Chief Finance Officer for East Lothian IJB. This appointment to be effective from 1 October 2018.

7. FINANCIAL UPDATE – AUGUST 2018

The Chief Finance Officer had submitted a report to update the IJB on the outline financial projections for 2018/19 based on the financial information currently available.

Mr King presented the report outlining the figures provided by NHS Lothian and East Lothian Council and the implications of the predicted overspend in the Adult Wellbeing budget. He advised members that work was continuing to develop the range of information available and to forecast possible outcomes based on different circumstances. He also highlighted the discussions underway with the partners on the preparation of recovery plans. However, he cautioned that these would not be likely to deliver all of the necessary savings required in the current year and additional options would need to be considered. In the meantime, Mr King asked members to note the current position and that a further update would be provided in September.

The Chair added that there had been some very positive discussions on how to broker a financial arrangement going forward.

Responding to questions from members, Mr King confirmed that last year's overspend had been factored into the forecast pressures for this year and that the IJB would be involved in the governance of the recovery plans being prepared by the partners. As well as developing proposals for the current year, the partners were looking at future budget-setting models and working to better understand the causes of recurring financial pressures.

Mr King also advised that the additional money provided by the Council, to cover the costs of the living wage and the national care home contract, had been factored into the budget along with liabilities for future staff pay awards. He confirmed that the additional costs associated with delivery of the Carers Act would be included as a financial pressure for 2019/20.

Responding to further questions, Ms MacDonald said that it would be important to provide evidence of how the balance of care was being changed, examples of the work being undertaken and to encourage open discussion so that the public understood why services were changing.

The Chair explained that discussions were taking place between the Scottish Government and the Chief Executives and Heads of Finance of the partners and that these would provide clarity and lead to a more detailed financial analysis of issues such as acute bed use. This analysis would then lead to the expectation of movement in resources.

Margaret McKay expressed concern that only 16% of the additional funding allocation made available to East Lothian Council had been applied to delivery of the Carers Act. The Scottish Government's expectation was that at least 33% of the extra funds provided would be allocated. She said that she had asked the Carers Network to look at the levels of resource applied across the country.

Ms McNeil observed that the figures in the annual report showed that the IJB was not doing as well as it should on carer and patient experience. The possibility of a transfer of resources from hospital to the community and the added security this could offer would allow staff to make improvements to services.

Councillor Currie said that it was a positive step forward getting this information earlier in the year when there was still time to take action. However, he did not see the overall position improving year on year unless there was a shift in resources. He said he looked forward to hearing more about the conversations taking place and to seeing the more detailed financial analysis of the resources required to deliver services.

The Chair noted that the indicators were positive and said that he too looked forward to seeing further progress.

Decision

The IJB agreed to:

- (i) Note the outline projected position; and
- (ii) Support the actions laid out in the report.

8. EAST LoTHIAN CLINICAL CARE AND GOVERNANCE FRAMEWORK

The Interim Chief Officer had submitted a report informing members of the requirement for the East Lothian IJB/Health & Social Care Partnership to have in place a Clinical and Care Governance Framework that meets the requirements of the 5 principles set out in the National Framework 2014.

The report highlighted the steps taken to develop and implement a clinical and care governance framework. It also provided, for consideration and approval, the outline and associated process documents that would support the delivery of a robust assurance process and the proposed terms of reference for the Clinical and Care Governance Committee suggested as a sub-committee of the IJB.

Ms MacDonald presented the report outlining the background and main issues including the ongoing development of the framework, arrangements for the Clinical and Care Governance Committee and proposals for a staff event to be held in October 2018.

Responding to questions from members, Ms MacDonald provided further information on the membership of the Committee and timing of meetings, reporting to the IJB and NHS Lothian and how the Committee would link into the Strategic Planning Group and other governance structures.

Ms Ireland welcomed the framework which she said would allow for a more detailed look at specific areas of clinical practice.

The Chair advised that the Scottish Government had recently published a document considering to what extent IJBs were pursuing clinical and care governance. He said that what was proposed in the framework was a step beyond the level expected by the Government and the work was a credit to Ms MacDonald and her team.

The Chair asked whether there would require to be a change to the IJB's Standing Orders and the Clerk confirmed that this would have to be brought forward in a report to the next meeting. After further discussion, the Chair agreed that the nomination of a chair for the Committee would also be dealt with at the next meeting.

Decision

The IJB agreed to:

- (i) Approve the development of a Clinical and Care Governance infrastructure;
- (ii) Agree the ongoing development and content of the draft framework document. This document will be updated to reflect the feedback from pilot sites and the IJB and will be re-presented for final approval to the IJB in October 2018;
- (iii) Consider and approve the terms of reference for the proposed Clinical and Care Governance Committee;
- (iv) Agree that the Committee will be a sub-committee of the IJB and will be chaired by an IJB member;
- (v) Approve the intention of holding a staff event to launch the clinical and care governance framework in October 2018; and
- (vi) Approve the intention that the implementation of this new process will be monitored and reported to the IJB on a regular basis (frequency to be agreed).

9. EAST LoTHIAN INTEGRATION JOINT BOARD ANNUAL REPORT FOR 2017/18

The Interim Chief Officer had submitted a report to present to the IJB its second annual performance report covering 2017-18, the second year of operation of the IJB.

Paul Currie presented the report advising members that, as agreed last year, the report would be made available electronically through social media with paper copies provided on request. He also confirmed that a short summary document would be prepared. Referring to the content of the report, he highlighted the inclusion of various performance indicators, as required by the Scottish Government, and also the additional reference to the indicators produced by the Ministerial Steering Group on Integration. He invited members to provide comments on the draft document which would then be finalised and published in September.

Councillor Shamin Akhtar suggested that there needed to be a more robust summary of work being undertaken on child poverty and the work underway in response to concerns about the waiting list for CAMHS.

Councillor O'Donnell asked for additional information to be included in Table 1 (Attainment against MSG indicators) to give examples to illustrate the figures. She also asked for the inclusion of a Glossary of Terms in the report and suggested that the

section on public health work be strengthened to show the impact of the progress made. The Chair suggested that examples such as tobacco prevention could be featured.

Ms McNeill welcomed the inclusion of a short summary document and agreed with Councillor O'Donnell's point about including examples to illustrate some of the figures.

Ms Tait suggested the inclusion of examples of prevention work and the achievements in children's services. Ms Ogden-Smith reminded members that the IJB had agreed last year that the report should focus on adult services. Ms MacDonald pointed out that child visiting and school nurses were delegated functions and could be included as examples.

Councillor Currie said that some of the statistics were quite stark and it would be useful to include a commentary to provide some context. For example, where there had been a change in the results from last year it would be useful to explain why this had occurred and what action was being taken.

Councillor Kempson agreed and suggested that the report also needed to explain how targets were being achieved.

Mrs McKay expressed surprise that no one had asked for a paper copy of last year's report and asked if it would be possible to record the number of 'hits' on the web-based version of the report. Ms Ogden-Smith said that it had not been possible to do this last year but that it would be done for this year's report.

The Chair thanked members for their comments and asked them to feedback any other suggestions directly to Mr Currie and Ms Ogden-Smith.

Decision

The IJB agreed to:

- (i) Approve the draft annual report for 2017-18 which has been prepared in line with Scottish Government guidance noting that East Lothian HSCP performance is varied across a number of measures as previously reported to the IJB;
- (ii) Approve, as was the case for the 2016-17 annual report, publication of the annual report on the internet and social media only, with paper copies provided if requested and note that no requests for printed copies were received for last year's annual report;
- (iii) Note that guidance requires that IJB annual reports are made as "*...accessible as possible to the public...*" To meet this requirement, the annual report will be publicised and made widely available via the IJB's established social media channels and the internet;
- (iv) Agree that a summary version of the annual report should be produced and made available via social media and the internet, with printed copies supplied on request; and
- (v) Note that in line with guidance annual report data "*...must be included for both the year which the report covers, and the 5 preceding years, or for all previous reporting years, if this is less than 5 years.*" For this reason, the 2017-18 annual report includes reference to performance from the preceding year.

10. QUARTERLY UPDATE ON DIRECTIONS (VERBAL)

Mr Currie reported on progress with mapping the links between the annual delivery plan and in-year performance management on Directions. He also reminded members that this year would see the development of the IJB's new Strategic Plan.

He advised that discussions were ongoing with the partners to develop detailed operational plans for each of the Directions for which they are responsible and linking issues of delivery and performance, as described in the IJB's annual report and performance report. This information would be provided to the IJB as part of a formal progress report.

Mr King agreed that it would be useful to gather together all of the key information on delivery of the Directions for the IJB and that this should include financial information as part of the performance management reporting.

The Chair expressed his disappointment that this information was not yet available as it was necessary allow the IJB to exercise its main governance role. He emphasised the importance of the IJB reaching the point of having clear Directions with detailed performance measures and regular reporting.

11. MINUTES OF OTHER GROUPS OF RELEVANCE TO THE IJB (FOR NOTING):

- **Community Justice Partnership Action Note – 20 February 2018**

The action note of the Community Justice Partnership meeting on 20 February 2018 was presented for noting.

Ms Tait explained that this group was part of a new body set up to broaden ownership of partnership working around the justice agenda. Another meeting had taken place in June 2018 which had included a positive discussion around access to mental health and other services for ex-offenders. She also referred to the new scrutiny arrangements put in place by the Care Inspectorate involving reviews of criminal justice social work and community justice evaluation. She said that the Care Inspectorate was currently looking for volunteers for the first phase of evaluations and would be compiling an annual report for the Scottish Government.

Decision

The IJB agreed to note the contents of the action note.

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).

Minutes of other Groups of Relevance to the IJB (for noting):

- **MELDAP Strategic Group – 10 April 2018**

The IJB agreed to note the minutes of the meeting of the MELDAP Strategic Group on 10 April 2018.