

East Lothian
Integration Joint Board



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

**WEDNESDAY 11 SEPTEMBER 2019
ALDHAMMER HOUSE, PRESTONPANS**

Voting Members Present:

Councillor F O'Donnell (Chair)
Councillor S Akhtar
Councillor N Gilbert (Items 1 – 7)
Mr P Murray
Councillor S Kempson

Non-voting Members Present:

Mr D Binnie
Ms L Cowan
Ms C Flanagan
Ms A MacDonald
Ms M McNeill
Ms J Tait
Dr J Turvill
Mr A Tweedy (*substitute)

Officers Present from NHS Lothian/East Lothian Council:

Ms T Carlyle
Mr P Currie
Mr B Davies
Ms D Gray
Ms R Laskowski
Ms J Odgen-Smith

Visitors Present:

Ms G Woolman, Audit Scotland (Items 1 – 6)

Clerk:

Ms F Currie

Apologies:

Ms F Ireland
Mr A Joyce
Prof. M Whyte
Dr R Fairclough
Ms E Johnston*
Mr T Miller

Declarations of Interest:

None

1. REAPPOINTMENT OF A VOTING MEMBER OF THE EAST LoTHIAN INTEGRATION JOINT BOARD

The Chief Officer had submitted a report informing the IJB of NHS Lothian's decision to reappoint Fiona Ireland as a voting member for the period September 2019 to September 2022.

The Chair invited members to consider the recommendation of the report.

Decision

The IJB agreed to note the reappointment of Fiona Ireland as a voting member of the IJB for the maximum term of office.

2. CHAIR'S REPORT

The Chair said that the issues she intended to highlight were covered in the agenda business.

Peter Murray reported on recent meetings that the IJB Chairs and Vice Chairs Group had with representatives from the Standards Commission and Audit Scotland to discuss Best Value reviews and the proper operation of IJBs. He said that the Standards Commission were concerned that some IJBs were not operating as efficiently as they would wish and the Commission was in the process of drafting a guidance note to assist members in clearly defining their roles in relation to IJBs.

In response to a question from the Chair, the Clerk confirmed that the IJB had its own Code of Conduct. The Chair suggested that this be circulated to members as a reminder of their roles.

Mr Murray also reported that NHS Lothian held a development day the previous week on 'whole system thinking'. He thought that this would be of relevance to IJBs and offered to share with colleagues the actions from the meeting.

3. NHS HEALTHCARE GOVERNANCE COMMITTEE

Alison MacDonald informed members that yesterday's meeting of the Committee had considered annual reports from all Lothian Health & Social Care Partnerships. East Lothian's report was particularly well received. There was also discussion around the IJB Clinical & Care Governance Committees and their roles and interactions.

Lorraine Cowan added that it had been an interesting meeting with many of the same themes being raised across all IJBs.

Mr Murray commented on the process for presentation of papers to different committees. Giving an example of a recent Edinburgh IJB paper, he suggested that any papers which dealt with IJB issues should be considered first by the appropriate IJB before being presented at the NHS Lothian Board or committee meetings.

4. ISSUES OF RELEVANCE TO THE IJB:

Delayed Discharges

Ms Cowan reported that this month's census had recorded 5 delayed discharges, and the figure as of that morning was 2. She said that the work being done across community services meant that East Lothian continued to exceed its target trajectory.

Clinical & Care Governance

Ms MacDonald advised that this was now an embedded process across all services and monthly reporting on risk management and governance had been taking place since last November.

Councillor Shamin Akhtar asked if anything had been done differently since the last update on delayed discharges. Ms MacDonald said that the progress reflected a huge amount of joint working across health and social care services and involving independent providers. There was also currently capacity within step-down beds, there had been a reduction in occupied bed days, assessments were quicker and the whole process had become much smoother.

The Chair added that it was also about prevention work and reducing admissions.

Ms MacDonald advised members that the IJB's next meeting on 31 October 2019 would be held in the new East Lothian Community Hospital and there would be an opportunity for members to tour the facility before the meeting.

5. EAST LOTHIAN IJB 2018/19 ANNUAL AUDIT REPORT

The East Lothian IJB 2018/19 annual audit report had been submitted by Audit Scotland.

Gillian Woolman presented the report advising members that it had been discussed at the Audit & Risk Committee and was presented as part of the IJB's approval of its annual accounts. She gave a summary of the key messages contained in the report regarding financial management, sustainability, governance, transparency, the timing of reporting and consideration of Best Value. She confirmed that she intended to issue an unqualified audit opinion and she referred members to the information contained in the appendices, including the recommendations within the action plan.

The Chair referred to the discussion of the report that had taken place at the Audit & Risk Committee. In particular, members had considered the recommendation around demonstrating Best Value and had concluded that a large amount of information was already available but that work was required on how to put this into a format that clearly demonstrated Best Value. She added that a huge amount of progress had been made by the Chief Officer and Chief Finance Officer in relation to financial management and planning and this was also reflected in the audit findings.

Councillor Sue Kempson, Chair of the Audit & Risk Committee, echoed the Chair's remarks.

Claire Flanagan responded to questions from members on how the reserves were created and when and how these would be spent. She said that earmarked reserves would be utilised first and that any remaining reserves could be held over to 2020/21, if not required in the current financial year.

In response to questions on Best Value, Ms Woolman stated that the East Lothian Council Best Value review report would be a good contextual starting point for the IJB. She also informed members that Audit Scotland would shortly be preparing the third overview report in its Health & Social Care series and when it had examples of good practice to share it would do so.

Mr Murray suggested that a development session for IJB members might also be a useful way forward.

On the issue of performance reporting, Paul Currie explained that one of the difficulties was that some data was incomplete and the flow of data was often slow which led to challenges in meeting the report publication deadline. He hoped that officers would receive more timely data in future.

Marilyn McNeill proposed that as the community sector was so important to the IJB it should use its surplus to offset increases in day centre fees. Bryan Davies advised that he would be bringing forward a report to the IJB next year regarding service level agreements for day centres and, in the meantime, there was a commissioning review ongoing.

The Chair acknowledged the need for caution while the review was underway and she suggested it might be useful if she met separately with Ms McNeill to discuss this issue.

Ms Flanagan clarified that the IJB had a Reserves Policy which recommended a general reserve of 2%. Currently the IJB had less than 1% and this needed to be balanced against any additional spending proposals.

Mr Murray said it was useful to hear these views from Ms McNeill. The route for feeding in service user views was not always clear and service users needed to understand where they fitted into the process. Mr Davies agreed saying more work was needed on developing a mechanism for capturing the user voice, particularly as part of the longer term planning of services.

Andrew Tweedy commented that there was currently no reference group for carers/users of older people's services and this was a major gap. Mr Davies argued that the change boards and reference groups for Shifting the Balance of Care and Transforming Care for Older People provided a forum for such views.

The Chair said it would be important to get an update for the IJB's next meeting.

6. 2018/19 AUDITED ANNUAL ACCOUNTS

The Chief Finance Officer had submitted a report presenting the IJB's audited annual accounts for 2018/19.

Ms Flanagan presented the report advising members that following the IJB's consideration of the draft accounts in June changes had been made to the management commentary. She briefly outlined the contents of the management commentary, financial statements and the annual governance statement. The annual accounts which were now ready for signing and publication.

Mr Murray commented on the importance of both voting and non-voting members attending as many meetings as possible to ensure a breadth of discussion and a balanced view. He added that, if necessary, the IJB should replace those members who are unable to attend regularly. The Chair confirmed that concerns about attendance levels were being addressed.

Several members suggested additions or clarifications to the accounts for future years. These included putting figures against different areas of working, teasing out support for the third sector within cost headings, providing a breakdown of spending in each area of mental health and including some performance reporting information.

Ms Flanagan advised that much of the accounts were constrained by regulations but she would consider these request for the 2019/20 accounts. Ms Woolman agreed that while the financial statements were standardised additional information could be included in the management commentary.

Decision

The IJB agreed:

- i. To note the report of the Independent Auditor; and
- ii. That the IJB's annual accounts for 2018/19 were now signed on behalf of the IJB by the Chair, the Chief Officer and the Chief Finance officer.

7. QUARTER 1 FINANCIAL REVIEW 2019/20

The Chief Finance Officer had submitted a report updating the IJB on its year to date financial position in 2019/20 and the recent Quarter 1 financial reviews which considered the projected year end outturn, undertaken by both the IJB partners, East Lothian Council and NHS Lothian.

Ms Flanagan presented the report advising members that the position as of June was an overspend of £212,000; of which £156,000 was attributable to social care budgets and £56,000 to health. The Quarter 1 forecast outturn for the year was a £459,000 overspend. She outlined the key pressures on budgets during 2019/20 and the areas that were currently performing well. She concluded that the budget-setting process had previously targeted savings of c£700,000 but recommended that the suite of actions be widened to cover the projected overspend.

The Chair raised a number of questions around staffing pressures, winter planning and whether the IJB would qualify for additional winter funding.

Ms MacDonald advised that some of the key staff pressures related to an ageing workforce and the use of bank staff and work was underway to address these issues. She explained that a winter plan was prepared each year and this year NHS Lothian had received notice from the Scottish Government that winter funding would be cut by half. A draft workforce plan was to be prepared before the end of the month, with the final plan being presented by the end of October. This plan would involve all four Lothian IJBs and would require sign-off by the Strategic Planning Group, chief officers and each IJB. Ms MacDonald indicated that East Lothian's bids would focus on areas that would have the greatest impact but that members should be aware that the IJB may not be successful in securing additional funds.

Mr Murray argued that IJBs could not operate effectively when funding for such a key aspect of their services was determined by an annual bidding process. If this additional money was required to fund winter planning each year then it should form part of the IJB's basic annual budget requirements.

Ms Flanagan explained that the winter funding came annually from the Scottish Government as a separate funding stream and did not form part of the main NHS Lothian budget allocation.

Ms MacDonald added that services always recruited additional staff well before the winter money was available and it was considered a bonus if they got the money back from the bidding process. She said that the key requirement was to demonstrate the impact that additional staff would have as this would put the IJB in a good position regarding its funding bids.

In response to further questions from the Chair, Ms Flanagan and Mr Davies clarified the expected spend for the implementation of Frank's Law and advised that progress would be closely monitored to ensure that the monies were utilised as required.

Councillor Neil Gilbert asked about the expected Quarter 2 position and how this compared with last year. Ms Flanagan said that the social care position was much improved on last year and the health spend was in line with expectations. Both would continue to be closely monitored.

The Chair noted that Brexit would continue to add pressure to the prescribing budget. Ms MacDonald acknowledged this but indicated that social care remained the area where greatest pressure was expected.

In reply to a final question from Councillor Akhtar, Ms Flanagan advised that there was no update yet on the UK Government Spending Review but that the national IJB Chief Finance Officers' network would continue to feed into that process.

Decision

The IJB agreed to:

- i. Note the current financial position; and
- ii. Note the Quarter 1 financial reviews undertaken by the partners.

Sederunt: Councillor Gilbert left the meeting.

8. NEW MODELS OF CARE FOR DEMENTIA AND PSYCHIATRY OF OLDER ADULTS PROVISION AND REPATRIATION OF EAST LOTHIAN PATIENTS

The Chief Officer had submitted a report providing the IJB with an update on the work to develop new models of care for dementia and psychiatry of older adults provision and the repatriation of East Lothian patients from Midlothian Community Hospital.

Ms Cowan presented the report advising members of the arrangements being put in place to facilitate patient's repatriation, as per the IJB's Direction, and outlining the three key pieces of work which were supporting this undertaking. She concluded that as a result of this work patients and families would now have only one port of call and it would reduce transfers and associated confusion for more vulnerable patients.

The Chair welcomed this report and the breadth of work being done to ensure that patients with more complex needs were in the right place with the right level of care. She suggested that this was the sort of good news story that should be celebrated.

In reply to a question from Mr Murray, Ms Flanagan advised that £865,000 of resources had been transferred as part of this work.

Mr Murray proposed an amendment to the recommendations in the report suggesting that the Chief Officer should be asked to provide the IJB with an update on progress in due course. Councillor Akhtar seconded this proposal and the amendment was agreed by the members.

Decision

The IJB agreed to:

- i. Note the contents and ongoing actions of this joint report with Midlothian IJB on the repatriation of patients from Midlothian Community Hospital;
- ii. Instruct the Chief Officer to continue with the implementation of the East Lothian Direction (D03c) 2019/20 to repatriate patients belonging to east Lothian and in conjunction with the changes required for the development of the new East Lothian Community Hospital; and
- iii. Ask the Chief Officer to provide the IJB with an update on progress in due course.

9. EAST LoTHIAN IJB ANNUAL PERFORMANCE REPORT FOR 2018/19

The Chief Officer had submitted a report presenting the IJB its third annual performance report covering the year 2018-19.

Mr Currie presented the report thanking colleagues for their contributions and particularly Jane Ogden-Smith for pulling all of the information together. He advised that to make the report more accessible a short summary version would be prepared and both documents would be made available online. He acknowledged that the report had missed the Scottish Government publication deadline, however there were reasons for this and it was hoped that improved data flow would allow officers to meet the deadline in future years.

Ms Ogden-Smith added that the summary version would be made available in libraries and other public locations.

The Chair praised the report and the efforts of officers and encouraged members to share links to the document on social media and generally promote it as much as possible.

Ms McNeill asked about the lack of available data in relation to a question on the carer's role and the need to improve on some of the key results in this area. Mr Currie advised that data was not always produced annually and he hoped that the results would be better next year.

Jon Turvill noted that certain patient experience surveys were only carried out every two years and that one was due to start shortly and report in April 2020. It would involve a sample of patients from each GP practice and would be published online by the Scottish Government. He added that response rates were usually quite low and anything that the IJB could do to improve that would be welcome.

Mr Murray suggested that it might be more productive for the IJB to design its own performance measures rather than be limited by existing tools. Dr Turvill agreed, observing that sometimes a range of measures were required to fully answer questions or assess the impact of Directions.

Responding to questions from Councillor Akhtar, Trish Carlyle reported that a thematic review of self-directed support would allow officers to add to the range of survey questions related to carers and demonstrate how the carers' strategy was working across client groups.

Mr Tweedy welcomed moves to improve information gathering in relation to carers' issues and that it would be useful if the IJB encouraged Change Boards to see carers' issues as a priority.

Mr Currie confirmed that the use of partners' data had been discussed at the Strategic Planning Board along with the importance of finding the best way to tell individual stories.

Ms Ogden-Smith concluded that although there was some missing data in this year's report, the IJB was performing well in relation to most national measures.

Decision

The IJB agreed to:

- i. Approve the draft annual report for 2018-19 (appendix 1) prepared in line with Scottish Government guidance (see 3.3) noting that East Lothian HSCP performance varies across a number of measures as reported in-year to the IJB;
- ii. Approve publication of the annual report on the internet and on social media, with printed copies provided only if requested, noting that in previous years there have been no requests for printed copies;
- 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. It will also be made available to staff on the East Lothian Council and NHS Lothian intranet;
- iv. Agree that a summary version of the annual report should also be produced and made available via social media and the internet and intranet. Printed copies of this document would be available 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 2018-19 annual report includes reference to performance from the two preceding years, 2016-17 and 2017-18.

Signed

Councillor Fiona O'Donnell
Chair of the East Lothian Integration Joint Board