



MINUTES OF THE MEETING OF THE EAST LoTHIAN INTEGRATION JOINT BOARD

THURSDAY 26 MARCH 2020
VIA TELECONFERENCING

Voting Members Present:

Councillor F O'Donnell (Chair)
Councillor S Akhtar
Dr P Donald
Councillor N Gilbert
Ms F Ireland
Mr A Joyce
Mr P Murray

Non-voting Members Present:

Mr D Binnie
Ms L Cowan
Dr R Fairclough
Ms C Flanagan
Mr I Gorman
Ms A MacDonald
Ms M McNeill
Mr T Miller
Ms J Tait
Dr J Turvill
Mr P White

Officers Present from NHS Lothian/East Lothian Council:

Mr P Currie

Clerk:

Ms F Currie

Apologies:

None

Declarations of Interest:

Paul White declared an interest in relation to Item 4, in his role as an employee of ELCAP.

The Chair welcomed members to the meeting which was being conducted via teleconferencing. She also welcomed Marie Sharp of the East Lothian Courier who was present via telephone.

1. MINUTES OF THE MEETING OF THE EAST LOTHIAN INTEGRATION JOINT BOARD OF 27 FEBRUARY 2020 (FOR APPROVAL)

The minutes of the East Lothian Integration Joint Board (IJB) meeting on 27 February 2020 were approved.

2. MATTERS ARISING FROM THE MINUTES OF 27 FEBRUARY

There were no matters arising.

3. COVID-19 EMERGENCY RECESS PROCEDURES

The Chief Officer had submitted a report putting in place procedures for a decision making process in the event that East Lothian Integration Joint Board and its associated committees were unable to be convened as a result of the current COVID-19 outbreak.

Paul Currie presented the report outlining the arrangements to be put in place for dealing with essential business over the coming weeks and informing members' that, once in emergency recess, all meetings of the IJB and its committees would be cancelled until further notice. He also highlighted the implications for the Integration Scheme review and the publication of the IJB's annual performance report.

The Chair referred to the section of the report relating to Engagement and the requirement for IJB meetings to take place in public. She said she was seeking advice from the Scottish Government on the issue of public meetings and, in the meantime, she reminded members that a representative from the East Lothian Courier was present at this meeting.

The Chair also confirmed that both she the Vice Chair had nominated Deputies in case of need. The Deputy for the Chair would be Shamin Akhtar and the Deputy for Peter Murray would be Fiona Ireland.

Mr Murray asked about the likelihood of additional funding to cover the cost of dealing with COVID-19 and if, in the meantime, all associated costs could be recorded to ensure that there is no detriment to the IJB.

Claire Flanagan said it was unclear at present if there would be additional funding for creating capacity in hospitals to deal with COVID-19. However, she was continuing to link with the partners and seek clarity from the Scottish Government. She agreed to update members when more information was available.

Alison MacDonald advised that a mobilisation plan had been drawn up and an application would be made to the Scottish Government for the funding needed to implement the plan. This was estimated to be £5m. She added that if the money was not provided then the work could not be done.

In reply to a question from the Chair, Ms MacDonald indicated that no additional staff training would be required as part of the mobilisation plan but training would be needed

to support the redeployment of staff to other duties. The costs had yet to be identified and the 4 Lothian IJBs were currently working on this.

Paul White asked about additional support for third sector organisations to help keep their staff safe, and help for third sector providers running Council-commissioned services who may have to cancel those services due to the impact of COVID-19.

Ms MacDonald advised that East Lothian Council had issued a letter to third sector providers confirming that they would not be disadvantaged by the impact of COVID-19. She also advised that a fund had been created, with money from the Scottish Government, to ensure third sector resilience and providers could apply directly for support. She confirmed that additional funding would be fast tracked to the areas that required support.

Ms Ireland referred to the recommendations contained in the report and the proposal that the emergency recess period last 'until further notice'. She suggested that it might be better to place a timescale on this, e.g. 3 months, at which point the measures could be reviewed.

She formally proposed that the following sentence be added to recommendation 2.2: *"These would be in place from 27th March 2020 for a period of up to 12 weeks, at which point the position would be reviewed."* This proposal was seconded by Mr Murray.

In reply to questions from the Chair and Councillor Akhtar, Ms MacDonald confirmed that a volunteer scheme had been set up, similar to that in England and Wales. To date, 2000 people had registered and the first 560 would receive their virtual induction on 30th March, with the remainder being filtered in over the coming weeks. These volunteers would undertake roles such as ward helpers or assisting in supporting vulnerable people in the community. However, they would not be working with patients with COVID-19.

Thomas Miller stated that a number of NHS Lothian administration staff were also willing to volunteer.

David Binnie asked if it was still the IJB's intention to issue a tender for services in June of this year. Ms MacDonald said that she was seeking advice and would update members once a decision had been taken.

Ms MacDonald responded to further questions from Mr Murray and Patricia Donald around the ongoing management of operational matters. She confirmed that all of the usual clinical and care governance reports would still be submitted and that the committee would hold virtual meetings to review issues. In addition, the DATIX system and other recording and reporting processes would remain in place and function as normal. She was also working closely with the other Lothian IJBs and the partners, and daily reporting on staffing issues was already taking place.

Ms MacDonald indicated that in relation to operational matters, such as staffing, her first point of contact would be NHS Lothian or East Lothian Council. However, she would report to the IJB if there was likely to be an impact on the delivery of the Strategic Plan.

Dr Donald felt that the situation was being managed very well and she reminded Ms MacDonald that the IJB members were also here to support her.

Ms MacDonald thanked Dr Donald. She then advised that, in addition to the measures already reported, a decision-making log for both health and social care would be maintained throughout the emergency recess period. This would record the decisions,

the reasons for decisions and how these accorded with national guidance. The relevant management teams would also be meeting daily. The IJB would be updated on a monthly basis, or more frequently if necessary, and this would include a staffing update. At the first full meeting of the IJB after the end of the recess period, a report would be presented listing the decisions taken at IJB level and those taken by the CO/CFO in consultation with the Chair and Depute Chair.

The Chair thanked Ms MacDonald and added that it would be useful to have a formal debrief at some point.

Councillor Neil Gilbert asked about current staffing levels in care homes and within the care at home sector. Ms MacDonald said she was in almost daily contact with independent care home providers and ELC care homes and no alerts had been received as yet. In relation to independent care providers at home, there had been a few issues but no major concerns regarding staffing. Overall, she said that services were managing at present but staffing could become a concern in the coming weeks. She added that the biggest issue was making sure that PPE was available for independent sector staff and she continued to liaise with providers and care homes on this matter.

Mr Currie then drew members' attention back to the report and to the implications for the Integration Scheme review and the publication of the IJB's annual performance report. He advised that the Scottish Government had confirmed that the review would not need to be as comprehensive as previously requested and NHS Lothian had appointed an officer to deal with the review of all four Lothian Integration Schemes. Regarding the annual performance report, this would still be due for publication by 31st July but it would not be as detailed as in previous years.

The voting members agreed unanimously to approve the recommendations as amended.

Decision

The IJB agreed to:

- i. Approve the COVID-19 Emergency Recess Procedures as outlined in the report;
- ii. Delegate to the IJB Chief Officer, in consultation with the IJB Chair and Vice Chair, the decision to invoke the COVID-19 Emergency Recess Procedures. These would be in place from 27th March 2020 for a period of up to 12 weeks, at which point the position would be reviewed;
- iii. Delegate to the Chief Officer, in consultation with the IJB Chair and Vice Chair, provision for specific business, as set out in the report;
- iv. Request that the Chair and Vice Chair each nominate a Depute for the purpose of approving business submitted during the Emergency Recess should they themselves be unavailable;
- v. Note the acceptance of delay in completion of work to review the Integration Scheme and production of the IJB Annual Performance Report; and
- vi. Approve the amended East Lothian Integration Joint Board Standing Orders reflecting the Emergency Recess provisions.

4. BUDGET 2020/21 UPDATE

The Chief Finance Officer had submitted a report presenting the IJB with an update on the assumptions and the principles in the budget offers from East Lothian Council and NHS Lothian for 2020/21. The report also provided an update on the ongoing challenges facing the IJB and the work to support delivery of savings in the coming financial year, 2020/21.

Ms Flanagan presented the report advising Members that, while at the time of writing no formal budget offers had been received, the offer from East Lothian Council had been issued earlier that afternoon and the offer from NHS Lothian was due in early April. She pointed out that the report had been written from a 'business as usual' perspective and did not include any additional funding required for the IJB's response to COVID-19. She summarised the key points of the indicative budget offers including the additional funding from the Scottish Government in relation to social care.

Ms Flanagan informed members that she considered both offers to be in line with the current financial climate and challenges, and that they were based on previous budget planning covering the next few financial years. She referred to the challenges predicted in 2020/21 and explained that as financial plans for the coming year had been refined these challenges had reduced and would continue to be addressed through ongoing mitigation measures. Further detail of these measures would be shared at future meetings of the IJB.

She also confirmed that she was currently in dialogue with the partners with a view to ensuring that the IJB retained its anticipated underspend from 2019/20 to further boost its reserves. She concluded by cautioning that the financial position could change rapidly and significantly but that any such change would be reported to members.

In response to a question from the Chair, Ms Flanagan advised that she was still in discussion with colleagues to provide clarity as to whether the sum of £1.801M of additional Scottish Government funding would be sufficient to cover the cost of the IJB's new obligations.

Mr Murray asked what was meant by the statement in paragraph 3.10 of the report: *"NHS Lothian are keen to understand how the IJB will support financial balance through the delivery of savings and efficiencies..."* Ms Flanagan explained that NHS Lothian's financial plans were not currently in balance and they would be asking the four Lothian IJBs to support them by delivering 3% savings. The East Lothian IJB had managed to do this over the past two financial years by achieving underspends in both years.

Mr Murray also commented that currently most Acute service provision was not directed by IJBs and if this were to change in the future IJBs would see more clearly where money was being spent. Ms Flanagan acknowledged this but added that IJBs were currently developing processes to better understand financial pressures across these services and to develop plans for dealing with these.

The Chair commented that this was another reason for maintaining regular dialogue with other IJBs.

The voting members agreed unanimously to approve the recommendations.

Decision

The IJB agreed to:

- i. Consider the principles in the East Lothian Council budget offer for 2020/21;
- ii. Consider the principles and the indicative budget offer from NHS Lothian;
- iii. Note the challenges facing the IJB and the work to mitigate these and deliver savings;
- iv. Note the wider risks and, in particular, the rapidly developing situation in response to the COVID-19 pandemic;
- v. Note COVID-19 Emergency Recess Procedures and the corresponding delegated authority these bring; and
- vi. Delegate to the Chief Officer, in consultation with the Chief Finance Officer, the IJB Chair and Vice Chair, the authority to agree budgets with Partners on behalf of the IJB.

Signed

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