



MINUTES OF THE MEETING OF THE EAST LoTHIAN INTEGRATION JOINT BOARD

THURSDAY 17 SEPTEMBER 2020
VIA DIGITAL MEETINGS SYSTEM

Voting Members Present:

Councillor F O'Donnell (Chair)
Dr P Donald
Ms F Ireland
Councillor S Kempson
Councillor P McLennan* (s)
Councillor J McMillan* (s)
Mr P Murray (Items 1 – 6)

Non-voting Members Present:

Ms L Cowan	Ms C Flanagan
Mr I Gorman	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	Ms C Goodwin
Ms L Kerr	Ms R Laskowski
Mr J Ogden-Smith	Mr D Stainbank

Visitors Present:

Ms E Scoburgh, Audit Scotland
Ms E Symon, Audit Scotland

Clerk:

Ms F Currie

Apologies:

Councillor S Akhtar*
Councillor N Gilbert*
Dr Richard Williams
Mr D Binnie
Ms A MacDonald

**(s) = substitute*

Declarations of Interest:

Item 5 – Mr P White declared an interest as an employee of ELCAP. However, this interest was not of a degree that would require his withdrawal from the meeting during consideration of this item.

The Chair asked members whether they would agree to hear Item 8 in private. This was agreed.

The Chair also asked members if they would agree to hear an urgent item – a verbal update on Primary Care – after Item 7 (before entering private session). This was agreed.

1. CHAIR'S REPORT

The Chair welcomed Councillors Paul McLennan and John McMillan to the meeting and thanked them for substituting for Councillors Akhtar and Gilbert. She also wished to place on record her thanks to all staff across the Health & Social Care Partnership (HSCP) for their efforts during the past 6 months and she acknowledged the additional difficulties faced by patients and those with caring responsibilities.

2. 2019/20 AUDITED ANNUAL ACCOUNTS

The Chief Finance Officer had submitted a report presenting the IJB's annual accounts for 2019/20.

Claire Flanagan presented the report informing members that the accounts had been considered and approved by the Audit & Risk Committee at its meeting on 15th September. She outlined the key sections of the accounts including the management commentary, statement of responsibilities, remuneration report, annual governance statement and the comprehensive income and expenditure statements. She concluded that, once approved, the accounts would be signed electronically on behalf of the IJB.

Ms Flanagan responded to questions from members. She indicated that the IJB's reserves currently amounted to £2.4m, however, this was below the 2% recommended in the IJB's Reserves Policy. She outlined the governance arrangements put in place during the emergency recess period and expanded on the actions identified in the Chief Internal Auditor's annual review report.

Duncan Stainbank advised that while COVID-19 had not had a significant impact on the arrangements to 31 March 2020, a review of governance arrangements would form part of the Internal Audit plan for 2020/21.

Esther Scoburgh confirmed that the external audit for 2020/21 would also include a review of governance arrangements, as it did every year, and it would consider the impacts of COVID-19.

Peter Murray commented that the actions agreed following the Chief Internal Auditor's review represented important issues for the IJB and he suggested that any report on progress should be presented to the IJB for consideration, as well as the Audit & Risk Committee.

The Chair referred to the potential financial impact on Directions and agreed that there was a role for the IJB in monitoring these actions.

The vote on recommendation (ii) was taken by roll call:

Dr Patricia Donald	Agreed
Ms Fiona Ireland	Agreed
Councillor Susan Kempson	Agreed

Councillor P McLennan	Agreed
Councillor J McMillan	Agreed
Mr P Murray	Agreed
Councillor Fiona O'Donnell	Agreed

Decision

The IJB agreed to:

- i. Note the report of the independent auditor; and
- ii. Approve the annual accounts for 2019/20 are now signed electronically on behalf of the IJB by the Chair, the Chief Officer and Chief Finance Officer; following the anticipated approval of the annual accounts at the IJB's Audit & Risk Committee on 15th September.

3. INDEPENDENT AUDITORS' REVIEW OF THE ANNUAL ACCOUNTS

a. AUDIT SCOTLAND ISA 260 LETTER TO THOSE CHARGED WITH GOVERNANCE OF THE EAST LOTHIAN IJB

Esther Scoburgh outlined the contents of the covering letter which accompanied the auditors' report and confirmed that it was their intention to issue an unqualified audit opinion.

b. EAST LOTHIAN IJB 2019/20 ANNUAL AUDIT REPORT

Ms Scoburgh presented the annual audit report highlighting the key messages from the audit in relation to the annual accounts, financial management and sustainability, governance, transparency and best value. She informed the members that while COVID-19 had not had a significant impact on the position for 2019/20 the continuing implications remained uncertain and would be followed up as part of the 2020/21 audit work. She confirmed that Audit Scotland had no recommendations to make as a result of the 2019/20 audit.

Mr Murray asked about the risk identified in relation to financial sustainability and the possibility of an update on how the funding gaps were to be bridged. Ms Flanagan explained that the five year rolling financial plan was currently being updated and would include further detail on this.

The Chair asked if the plan included additional money from the Scottish Government to deal with COVID-19. Ms Flanagan said that plan pre-dated this funding.

Ms Scoburgh reiterated that the impact of COVID-19 would be included in the 2020/21 audit work. She also drew members' attention to the positive outcome of the review of best value reporting in 2019/20 and indicated that this would be reviewed again in future audits.

Councillor John McMillan observed that there was clearly a strong and constructive relationship between the Chief Finance Officer and Audit Scotland, and this was reassuring. He welcomed the comment about best value reporting and also paid tribute to the staff involved in the new community hospital, Well Wynd Hub and other key services across the county.

Decision

The IJB agreed to note the annual audit report and ISA 260 letter from Audit Scotland.

4. FINANCIAL UPDATE 2020/21

The Chief Finance Officer had submitted a report providing an update to the IJB on its year to date financial position in 2020/21 and the recent Quarter 1 financial reviews, undertaken by both the IJB partners.

Ms Flanagan presented the report summarising the position in the health and social care budgets, drawing attention to key pressures and indicating that regular dialogue continued with the partners over the likely impact of mobilisation and remobilisation plans. She reported that at the end of Quarter 1 the IJB was £1.1m overspent, with a projected year end position of £2.8m overspent.

She continued to submit regular reports to the Scottish Government and to monitor the position closely. She informed members that the longer term financial plan which would usually be presented had been delayed due to COVID-19 and would be brought forward at a later date. A further update on the Remobilisation Plan – which involved input from the HSCP - would also be presented to a future meeting.

The Chair asked for an update on the impact on scheduled care.

Fiona Ireland indicated that there was no general update at present but that the Remobilisation Plan covered elements of this work. Referring to the expansion of the Care Home Team, she advised that due to work undertaken previously to establish positive links East Lothian had been in a good position to support care homes through COVID-19. However, she queried the overspend in the Set Aside budget given that attendance at A&E had reduced.

Ms Flanagan advised that one of the greatest pressures had been the junior medical staffing budget which made up over half of the total overspent in the Set Aside budget.

In response to questions from Councillor Paul McLennan on scenario planning, Ms Flanagan indicated that the forecasts continued to be refined based on services being enacted as part of the Remobilisation Plan. In addition, the Scottish Government had provided considerable guidance on what to include in reporting.

Iain Gorman advised that, in terms of capacity, there was a level of agility within services to respond to an increase in demand. He said it was likely that there would be local pockets of demand rather than the significant overall peaks seen previously. The position and key risks would continue to be monitored closely and actions developed in discussion with the HSCP, NHS Lothian and East Lothian Council.

In response to further questions from the Chair, Ms Flanagan indicated that she and colleagues continued to work closely with counterparts in NHS Lothian and East Lothian Council to understand the key cost drivers and the impacts for the current financial year and the longer term. She added that while the IJB had received additional funding from the Scottish Government to deal with COVID-19, NHS Lothian had yet to receive anything extra.

Dr Patricia Donald supported the expansion of the Care Home Team but also recognised the need for an increase in the budget for care at home services. She asked about the recent announcement of additional funding for care homes in England and whether there would be any consequential funding for Scotland. Ms Flanagan agreed to look into this.

Decision

The IJB agreed to:

- i. note the Quarter 1 financial forecasts provided by the partners;
- ii. note the work ongoing to refine and understand these; and
- iii. note the financial impact and uncertainties of COVID-19 and the remobilisation of services for both partners.

5. EAST Lothian IJB DIRECTIONS 2020-21

The Chief Officer had submitted a SBAR report presenting to the IJB the proposed Directions for 2020-21.

Claire Goodwin presented the report advising that following a review by the Change Boards of the 42 active Directions, and taking account of the comments from IJB members, it was proposed that 22 Directions remain unchanged, 15 be revised and 5 retired.

Ms Flanagan and Mr Gorman provided clarification to members on the wording of some of the Directions.

In response to a question from Paul White, Rona Laskowski advised that the learning disability strategy had been developed in consultation with service user representatives, and including this in the housing strategy provided the opportunity to review the range of provision offered. However, she emphasised that the choice would always lie with the service user and their family.

Mr Murray commented that including SMART objectives within Directions would provide consistency in monitoring and evaluating their effectiveness. On the issue of re-provision and the review of social care, he said the IJB needed to find way of including its views in the process to avoid ending up with a model it may not otherwise have considered.

Councillor McMillan said he had found the report fascinating and recommended a briefing for other Elected Members within the Council. He also echoed Mr Murray's comments regarding SMART objectives.

The vote on the recommendations was taken by roll call:

Dr Patricia Donald	Agreed
Ms Fiona Ireland	Agreed
Councillor Susan Kempson	Agreed
Councillor P McLennan	Agreed
Councillor J McMillan	Agreed
Mr P Murray	Agreed
Councillor Fiona O'Donnell	Agreed

Decision

The IJB agreed to:

- i. the continuation, revision or retirement of Directions as set out, noting that on finalisation and communication with partners these will have clear progress measures attached;

- ii. that Change Boards should continue to engage with partners on further development of the existing and any new Directions as required; and
- iii. note that the planned review of Change Boards, the issues arising from COVID-19 and other internal and external factors are likely to require further changes to Directions during the current year.

6. REDESIGN OF URGENT CARE – IMPLEMENTING THE NATIONAL MODEL IN Lothian

The Chief Officer had submitted a SBAR report informing the IJB of the Scottish Government national review of adult urgent care.

Paul Currie presented the report outlining the background and purpose of the review which would reflect and expand on the work of the Lothian Unscheduled Care Programme Board (LUCPB). He indicated that the delivery of improved urgent care was even more pressing in the light of COVID-19 and he provided details of some of the work underway to develop a new 24/7 care pathway. He advised that the four Lothian IJB Chief Officers were involved in the review and further updates would be provided at future IJB meetings.

In response to a question from the Chair, Mr Gorman acknowledged that resources would be required if there was to be a shift in workload from secondary to primary care and he was mindful of the existing pressures on services. He advised that further discussions would begin next week regarding the second phase of the work and the setting up of services at local level.

Ms Ireland said she was reassured by Mr Gorman's comments on local services as she had concerns about putting in place an additional step at a national level which may confuse people and make access to care more complicated.

Councillor McLennan encouraged a strong communication strategy and the creation of a matrix of data showing up take of services across the county, perhaps broken down to Ward areas, to inform any change in local services.

Mr Gorman acknowledged the point about communication and also agreed to bring back more concise information on local services within future progress updates.

Dr Jon Turvill said that the review was both encouraging and concerning. As a GP, he was aware that many of his colleagues across primary care settings had concerns that work would be displaced back to practices which were already under enormous pressure, and without adequate resources to support any additional workload. Many GPs were also heavily involved in triaging as a result of COVID-19 and to take them away from this work would create other problems. However, he recognised the benefits of reviewing the system as a whole and welcomed the intention behind it.

Dr Donald agreed that this issue was very complex. However, she welcomed the strong collaborative approach being demonstrated and the intention to create an integrated system to support patient flow. Referring to a recent announcement in England regarding a change to the 111 telephone service, she also emphasised the importance of a good communications strategy.

The Chair concurred with these comments saying that she shared the aspiration for additional flexibility within local services and she also urged that there be as wide a communication as possible as work progressed.

Decision

The IJB agreed to:

- i. note the planned work to direct appropriate activity from the acute hospital front door to other provision utilising NHS24 and the 111 telephone service; and
- ii. receive regular updates on progress of the redesign programme as phases 1 and 2 begin to deliver.

Sederunt: Peter Murray left the meeting.

7. WINTER PLANNING

The Chief Officer had submitted a SBAR report outlining the services which would help to provide winter resilience within East Lothian.

Mr Currie presented the report setting out the background to the current situation and the actions planned to address demand and taking into account the added concerns around COVID-19. He advised that the flu vaccine programme had been scaled up this year but that the full range of delivery would depend on supply and demand. As with previous years, a number of local actions were being planned to address wider demand for services and he referred members to the report for additional detail on the four key areas for this year.

The Chair welcomed the plans and said it was a tried and tested formula to build capacity as close to home as possible. However, she had concerns that some older people may be wary of going to the GP to get their flu jab and asked about monitoring of take up.

Dr Turvill said that an overall increase in take up was anticipated, particularly as a result of COVID-19. While he acknowledged concerns about attendance, he advised that GP practices were being proactive about reducing risks and introducing a number of measures to protect patients, for example the Harbours practice was conducting immunisations outdoors.

Mr Currie added that the emphasis this year was not just on immunising the public but also on immunising staff and this would be an important part of the programme.

Decision

The IJB agreed to:

- i. note the planned service development and delivery arrangements to prepare for the additional service pressures which, as in previous years, were likely to arise in the Lothian acute hospitals during the winter months;
- ii. note that the East Lothian HSCP Flu Programme was being established;
- iii. note that the usual winter demand this year is likely to be adversely affected by the continuing presence of COVID-19 and the possibility of further peaks in COVID-19 presentations; and
- iv. note links were established to the continuing work through the Lothian Remobilisation Plan and the work underway to review unscheduled care.

URGENT ITEM – PRIMARY CARE UPDATE

Mr Gorman provided a verbal update on the work to implement the Primary Care Improvement Plan (PCIP). He referred to the changes to services as a result of COVID-19 and advised that since July work had been underway to remobilise as many key services as possible. Progress was going well and a number of services were now available including MSK and mental health.

He also provided an update on four key areas within the PCIP: pharmacotherapy, community treatment and access centres, vaccination transformation programme and support around urgent care. He confirmed that a detailed paper would be circulated early next week and he would be happy to respond to questions from members.

The Chair thanked Mr Gorman for the update and welcomed the blend of geographical services. She suggested that members hold their questions until they had had the opportunity to read the paper and she asked them to note the verbal update.

Decision

The IJB agreed to note the verbal update on primary care.

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

The IJB 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 Report and Update on the East Lothian Council Internal Audit report on Homecare Services

The IJB considered a progress report prepared following the East Lothian Council Internal Audit on Homecare Services. The IJB agreed to note the contents of the report.