



MINUTES OF THE MEETING OF THE EAST LOTHIAN INTEGRATION JOINT BOARD

THURSDAY 23 JUNE 2022

Held in the Saltire rooms, John Muir House, Haddington and virtually via
TEAMS

Voting Members Present:

Mr P Murray (Chair)
Councillor S Akhtar
Councillor L Bruce
Dr P Donald (until 27th June 2022)
Ms F Ireland (virtual)
Councillor L Jardine
Councillor C McFarlane
Dr R Williams (virtual) (until 31st Jul 2022)
Ms E Gordon (virtual) (from 27th June 2022)
Ms V De Souza (from 1st August 2022)

Non-voting Members Present:

Ms M Allan
Dr P Conaglen
Ms C Flanagan
Mr I Gorman
Ms M McNeill

Officers Present from NHS Lothian/East Lothian Council:

Ms L Berry
Ms C Goodwin
Ms L Kerr
Ms L Cowan (virtual)
Mr M Kennedy
Ms G Neil
Ms J Jarvis

Clerk:

Ms S O'Kane

Apologies:

Ms J Tait
Dr J Turvill
Dr C Mackintosh
Mr D Binnie

Declarations of Interest:

None

1. CHANGES TO THE VOTING MEMBERSHIP OF THE EAST LOTHIAN INTEGRATION JOINT BOARD

A report was submitted by the Chief Officer of the IJB asking the Integration Joint Board (IJB) to note the changes to East Lothian Council's voting members and two of NHS Lothian's voting members.

Iain Gorman presented the report and advised members that following the local government elections on 5 May 2022, East Lothian Council met on 24 May and approved its voting members for the East Lothian Integration Joint Board for the period 2022-2027: Shamin Akhtar, Lachlan Bruce, Lyn Jardine and Carol McFarlane. Councillor Akhtar to continue in her role as Depute Chair.

Iain Gorman also advised that as a result of the impending retirement of Patricia Donald and Richard Williams, the NHS Lothian Board met on 6 April to consider their replacements. The Board approved the nomination of Ms Val de Souza and Ms Elizabeth Gordon as voting members of the East Lothian IJB with effect from 1 August 2022. The Chair advised the members that due to a complex situation with Patricia Donald in her capacity as chair of the Audit & Risk committee, Elizabeth Gordon will officially start on 27 June 2022 not 1 August 2002.

Councillor Akhtar would like to thank the members who are standing down, especially Patricia Donald who chaired the Audit & Risk Committee and her valuable experience and background and wished her all the best. Peter Murray reiterated his own personal thanks and his personal thanks to Patricia Donald and to Richard Williams who has been a Board member for 12 years.

The members agreed to note recommendations.

Decision

The IJB agreed:

- i. To note the East Lothian Council voting members for the IJB will be: Councillor Shamin Akhtar, Councillor Lachlan Bruce, Councillor Lyn Jardine and Councillor Carol McFarlane.
- ii. To note that Councillor Shamin Akhtar will continue in the role of Depute Chair of the IJB.
- iii. To note that the appointment by NHS Lothian of Ms Val de Souza and Ms Elizabeth Gordon as voting members of the IJB with effect from 1 August 2022 for MS Val de Souza and 27 June 2022 for Ms Gordon. Those members will replace Patricia Donald and Richard Williams who are both retiring from NHS Lothian.

2. CHAIR'S REPORT AND WELCOME TO NEW MEMBERS (VERBAL)

The Chair welcomed the new Councilor's and thanked those members standing down for their contribution.

The Chair also mentioned the bill of the NCS which is being led by Parliament this Week which will be of great interest to us all. The Chair advised there is a whole range of information on the government website that the Chair recommends members look at.

The Chair confirmed the new Chief Officer, Fiona Wilson starts on 27 June 2022. The

Chair also thanked Alison Macdonald in her absence for her significant contribution and wished her all the best in her new role.

The Chair highlighted to members that he met Fiona last week and she is very keen to see the IJB as an ongoing entity and active body even with the NCS work which is ongoing and Fiona will do her utmost to ensure we are as productive as an IJB as we can be.

3. MEMBERSHIP OF THE IJB'S AUDIT & RISK COMMITTEE

A report was submitted by the Chief Officer of the IJB asking the IJB to review the existing membership and consider nominations/appoint new voting members to the Audit & Risk Committee to fill current and pending vacancies.

Iain Gorman presented the report and discussed the recommendations that the IJB is asked to consider.

The first is to formally extend the membership for Fiona Ireland and David Binnie. Iain Gorman discussed the background of the IJB Standing Orders which allow the IJB to establish committees and working groups as necessary and to approve their membership, Chair and terms of reference. The membership of the Audit & Risk Committee requires an equal number of NHS and Council voting members (minimum 2 each) and at least one non-voting member. The Audit & Risk Committee's Scheme of Administration states that membership of the Committee will be for 3 years and may be extended by the IJB. Previously these extensions have been automatic, rather than via formal approval, but with more than half of the Committee membership changing, it is considered appropriate to formally extend the membership of those continuing in their current roles. Going forward, all membership of the Committee will be formally reviewed and, where appropriate, extended in line with the Committee's Scheme of Administration.

The Chair asked for two nominations for the East Lothian voting members. Councillor Akhtar nominated Councillor Jardine and Councillor Bruce with Patricia Donald being the seconder the nomination for Councillor Bruce and the Chair being the seconder for the nomination for Councillor Jardine. The Chair asked for one nomination from the NHS Lothian Board voting member. Councillor Akhtar nominated Elizabeth Gordon and Patricia Donald being the seconder.

The Chair then asked for a nomination for the Chair of the Audit & Risk Committee. The Chair nominated Fiona Ireland and Councillor Akhtar being the seconder for the nomination.

The Chair confirmed he looks forward to welcoming them on 29 June 2022 which is being held virtually.

The vote was taken by roll call for all recommendations, and these were approved unanimously.

Decision

The IJB agreed:

- i. To formally extend the membership of Fiona Ireland and David Binnie on the Audit & Risk Committee for a further 3 years.
- ii. To appoint Councillor Bruce and Councillor Jardine as the new East Lothian voting members and Elizabeth Gordon as the new NHS Lothian Board voting member.
- iii. To appoint Fiona Ireland as the new Chair of the Audit & Risk Committee.

4. APPOINTMENT OF A NEW CHIEF OFFICER

A report was submitted by the HR Business Partner within East Lothian Council asking the IJB to consider and approve the appointment of the new Chief Officer of the IJB, on a permanent basis.

The Chair presented the report advising as a result of the impending departure of Alison Macdonald in June, Fiona Wilson will be her replacement from 27 June 2022.

Councillor Akhtar suggested we write to Alison to send our huge thanks and appreciation on behalf of the IJB. The Chair will arrange this. The Chair also stated he will sell well wished to Fiona Currie.

The vote was taken by roll call and the recommendation was approved unanimously.

Decision

The IJB agreed:

- i. To approve the recommendation made by the Appointment Committee as to the appointment of a Chief Officer.

5. FINANCE UPDATE

A report was submitted by the Chief Finance Officer of the IJB.

Claire Flanagan presented the report to members. Claire confirmed there was a total underspend of £10.68m for the financial year 2021/22. This has been generated by three main drivers –

- Additional funds to support the costs of the Covid pandemic which were received by the Scottish Government in March 2022; This was a major driver for the underspend, £9.18m;
- Additional allocations made to the IJB in November 2021 to support the Winter Planning for care at home capacity and interim care, as it arrived so late in the financial year anything not spent will be carried forward as part of the IJB's earmarked reserves;
- Actual underlying financial position is £1.7m of an underspend. This is less than 1% of our IJB budget.

Claire confirmed the reserves position which is still draft and unaudited at this point. Claire went on to highlight the 2022-2023 financial position. Claire also confirmed there is no further Covid funding.

Claire finished by confirming the draft annual accounts would normally be presented to the IJB and the IJB Audit & Risk Committee but be due to change in the committee dates they will be presented at the Audit & Risk Committee next week (29 June 2022) for approval to be presented for audit.

Councillor Jardine asked on item 3.1.4, regarding the statement 'The IJB may wish to consider making a specific direction to its partners' Councillor Jardine asked what sort of things are possible. Claire confirmed as we have significant reserves, we allocate a financial budget to each of the directions that are issued. As the reserves sits separate to our core operational budget, we tend not to allocate a direction or assign a direction to the reserves balance but since the reserve balance is significant it may be something the IJB consider.

Councillor Akhtar asked on item 3.2, regarding estimated income, once all the adequate costs are covered, how much will be left for IJB. Claire confirmed we still have to develop a standalone 5-year rolling financial plan for the IJB for this financial year. Until this is completed it's difficult to say.

Councillor Bruce asked what the rationale is behind the reserve's strategy of 2%. Claire confirmed the reserves policy is based on CIPFA (Chartered Institute of Public Finance and Accountancy) guidelines.

Patricia Donald welcomed Claire back and commended David King in his interim role as Chief Finance Officer. Patricia also commented on the financial position is remarkably good but noted it's wise to reflect and imaginative in using the extra especially with the challenges ahead.

Claire also highlighted all reserves are non-recurring and therefore only used in supporting work towards a sustainable financial model.

Richard Williams asked if there is any risk to the reserves form our partner organisations. Claire confirmed they are completely separate and ring-fenced for the IJB.

Marilyn McNeil asked if Covid monies are ring-fenced. Claire confirmed yes there are ring-fenced for that purpose only and the Scottish Government have given a clear directive regarding this.

The members agreed to note recommendations.

Decision

The IJB agreed:

- i. To note the final 21/22 out-turn position for the IJB
- ii. To Note the impact of that position on the IJB's reserves
- iii. To note the review of the 22/23 financial position
- iv. To note the initial look at the 23/24 financial position

6. CODE OF CONDUCT FOR MEMBERS OF EAST LoTHIAN IJB

A report was submitted by the Chief Officer to seek approval for adoption by East Lothian IJB of a new Code of Conduct (based on the Model Code for Members of Devolved Public Bodies, which came into effect on 7 December 2021) and which will apply to all East Lothian IJB members.

Laura Kerr presented the report and asked members to sign and return a copy of the document to Suzanne O’Kane.

The vote was taken by roll call and the recommendations were approved unanimously.

Decision

The IJB agreed:

- i. To note that all IJBs, as Devolved Public Bodies listed in schedule 3 of the Ethical Standards in Public Life etc. (Scotland) Act 2000 must adopt a Code of Conduct (based on the Model Code of Conduct for Members of Devolved Public Bodies) in order to comply with the Act.
- ii. Note that although the deadline date for approval of the Code of Conduct was 10 June 2022, in early May, East Lothian received an extension to the 30 June. This reflected the potential effect of the local election on IJB membership, the need for induction of any new members and the IJBs meeting schedule, meaning formal approval of a new Code of Conduct would not be possible until the 23 June meeting.
- iii. Agree to adopt the Code of Conduct for East Lothian IJB (appendix 1)
- iv. Require all current IJB members to sign a copy of the Code of Conduct, and to similarly require all new members to sign the Code on appointment

Signed

Mr Peter Murray
Chair of the East Lothian Integration Joint Board