MINUTES OF THE MEETING OF THE
EAST LOTHIAN INTEGRATION JOINT BOARD

THURSDAY 25 AUGUST 2022
VIA DIGITAL MEETINGS SYSTEM

Voting Members Present:
Councillor S Akhtar (Chair)
Ms E Gordon
Ms F Ireland
Councillor L Jardine
Councillor C McFarlane
Ms V de Souza

Non-voting Members Present:

Ms M Allan	Dr P Conaglen
Ms L Cowan	Ms C Flanagan
Dr C Mackintosh	Ms F Wilson

Officers Present from NHS Lothian/East Lothian Council:

Ms L Berry	Ms K Burke
Mr P Currie	Ms J Irwin
Ms J Jarvis	Mr M Kennedy
Ms L Kerr	Ms S O'Kane
Ms G Neil	

Clerk:
Ms F Currie

Apologies:
Councillor L Bruce
Mr P Murray
Mr D Binnie
Mr I Gorman
Dr W Hale
Ms M McNeill
Dr J Turvill
Ms L White

Declarations of Interest:
None

1. **MINUTES OF THE EAST LOTHIAN IJB MEETING ON 23 JUNE 2022 (FOR APPROVAL) AND MATTERS ARISING**

The minutes of the meeting on 23rd June 2022 were approved and there were no matters arising.

2. **ESTABLISHMENT OF A CARE AT HOME CHANGE BOARD**

The Chief Officer had presented a SBAR seeking the IJB's agreement to the establishment of a Change Board to oversee the strategic development of Care at Home Services in East Lothian.

Laura Kerr presented the report outlining the proposals, the relevant Directions and the terms of reference for the Change Board. She confirmed that the Change Board would provide regular updates and briefings to the Strategic Planning Group and the IJB.

Ms Kerr responded to questions on the membership of the Change Board and accepted the nomination of Maureen Allan and Lyn Jardine, to represent community groups and the IJB respectively. Further appointments to the Change Board would be made in the coming weeks.

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

Decision

The IJB agreed:

    i.   To the establishment of the Change Board and the Chair and Vice Chair;
    ii.   The terms of reference and membership;
    iii.   To request regular updates on progress and project plan development
    iv.   That the two Directions be adopted by the Change Board

3. **EAST LOTHIAN INTEGRATION JOINT BOARD RECORDS MANAGEMENT PLAN**

The Chief Officer had presented a SBAR seeking the IJB's approval of a Records Management Plan.

Paul Currie presented the report outlining the legislative background to the Records Management Plan, the types of information and files involved and the agreement with East Lothian Council Information Governance team to manage and store those records covered by the plan. He added that formal approval of the Plan was required from the Keeper of Records by 31st August and he had already been consulted on a draft proposal.

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

Decision

The IJB approved the East Lothian Integration Joint Board Records Management Plan and associated Memorandum of Understanding.

4. CHANGE TO THE PROCEDURE FOR APPROVAL OF THE IJB'S ANNUAL ACCOUNTS

Claire Flanagan, the Chief Finance Officer, provided a verbal report to the IJB seeking agreement to a change of procedure for the approval of the IJB's audited annual accounts for 2021/22.

Ms Flanagan reminded members that the audited annual accounts were usually presented to the Audit & Risk Committee for an initial review and then presented to the IJB for final sign-off. This year she was seeking members' agreement to present the accounts to the Audit & Risk Committee on 13th September for review and final sign-off. She confirmed that the IJB's Chair would attend the Audit & Risk Committee meeting, along with the external auditors, and that the accounts would be signed electronically after that meeting.

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

Decision

The IJB agreed that, in a change to the usual procedure, the audited annual accounts for 2021/22 would be presented to the Audit & Risk Committee on 13th September for review and final-sign off.

Signed ....

Councillor Shamin Akhtar
Depute Chair of the East Lothian Integration Joint Board