



MINUTES OF THE MEETING OF THE EAST LOTHIAN INTEGRATION JOINT BOARD

THURSDAY 25 MAY 2023
VIA DIGITAL MEETINGS SYSTEM

Voting Members Present:

Councillor S Akhtar (Chair)
Councillor L Bruce
Mr A Cogan
Ms E Gordon
Ms F Ireland
Councillor L Jardine
Councillor C McFarlane
Mr P Murray

Non-voting Members Present:

Mr D Aston	Mr D Binnie
Dr P Conaglen	Ms L Cowan
Ms C Flanagan	Mr I Gorman
Ms C MacDonald	Ms M McNeill
Mr T Miller	Ms F Wilson

Officers Present from NHS Lothian/East Lothian Council:

Ms L Berry	Mr P Currie
Mr J Jarvis	Mr M Kennedy
Ms L Kerr	Ms J Ogden-Smith

Clerk:

Ms F Currie

Apologies:

Ms L Byrne

Declarations of Interest:

None

Sederunt: Shamin Akhtar, Peter Murray, Andrew Cogan, Marilyn McNeill, David Aston and Claire MacDonald left the meeting.

As both the Chair and Vice Chair were absent from the meeting for Item 1 of the business, the members were asked to elect a temporary Chair for this item. Lachlan Bruce and Fiona Ireland proposed and seconded Lyn Jardine for the role and this was agreed unanimously.

1. CHANGES TO THE IJB MEMBERSHIP AND CHAIR/VICE CHAIR

A report was submitted by the Chief Officer informing, and where required, seeking approval from the IJB regarding changes to its membership and the appointment of a new Chair and Vice Chair.

The Clerk outlined the background and contents of the report. The Chair invited questions or comments from members but there were none.

The Chair moved to the vote on the recommendations, which was taken by roll call and approved unanimously.

Decision

The IJB agreed:

- i. the appointment of Councillor Shamin Akhtar as the Chair of the IJB until 31 March 2025;
- ii. the appointment of Peter Murray as Vice Chair of the IJB until the end of his term of office on 31 January 2024;
- iii. the appointment of Marilyn McNeill and David Aston as service user representatives and non-voting members of the IJB for a period of three years;
- iv. the appointment of Claire McDonald as independent sector representative and non-voting member of the IJB for a period of three years;
- v. to note the appointment of Lyndsey Byrne as a non-voting member of the IJB, replacing Judith Tait in the role of Chief Social Work Officer and Head of Children's Services; and
- vi. to note the appointment of Andrew Cogan, replacing Val de Souza as a voting member of the IJB representing NHS Lothian.

Sederunt: Councillor Akhtar, Mr Murray, Mr Cogan, Ms McNeill, Mr Aston and Ms MacDonald re-joined the meeting.

Councillor Akhtar was now in the Chair.

2. MINUTES OF THE MEETINGS OF THE EAST LoTHIAN IJB ON 23 FEBRUARY and 23 MARCH 2023 (FOR APPROVAL)

The minutes of the IJB meetings on 23rd February and 23rd March were approved.

3. MATTERS ARISING FROM THE MEETING ON 23RD MARCH 2023

The following matters arising were discussed:

Item 6 (Provisioning For Older People) – in response to a question from Councillor Jardine, Iain Gorman confirmed that Item 7 on today's agenda would provide an update on the engagement process.

4. CHAIR'S REPORT

The Chair and Vice Chair (Mr Murray) provided a summary of the issues discussed at a recent meeting with Michael Matheson MSP, Cabinet Secretary for NHS Recovery, Health & Social Care. A paper had been presented on IJB finances across Scotland and Mr Murray had spoken of the challenges facing IJBs more broadly but including financial assurance and budget forecasting/planning. There was also discussion on primary care improvement plans, whole system planning with the example of the Lothian Strategic Development Framework. The Chair had highlighted the good work taking place in East Lothian, as well as the challenges from demographic growth and taking cognisance of this in forward planning.

The Chair and Mr Murray reported that the Cabinet Secretary had taken the view that staff absence and ineffective planning for absences had led to an upturn in Delayed Discharges across Scotland. He also wished to involve IJBs in shaping winter planning. Fiona Wilson confirmed that the Scottish Government has asked IJBs for feedback and that discussions were ongoing.

The Chair also informed members of a forthcoming meeting, likely to be September, between IJB Chairs/Vice Chairs and those involved in preparation for the new National Care Service.

She concluded references to events relating to Carers' Week and Dementia Friendly Week and a community conversation event in North Berwick.

Following a question from Fiona Ireland, Claire Flanagan agreed to circulate a copy of the national finance paper, referred to by Mr Murray, to IJB members.

5. BUDGET OFFERS FROM THE PARTNERS – 2023/24

A report was submitted by the Chief Finance Officer presenting the IJB with confirmation on the formal budget offer from NHS Lothian for 2023/24. The report also asked the IJB, following the March meeting, to note the further financial recovery action required to balance the budget.

Claire Flanagan presented the report. She advised members that NHS Lothian's Board met on 5th April and had thereafter submitted their formal budget offer for 2023/24 to the IJB. This formal budget offer was in line with the indicative offer reported in March 2023 and within the parameters set by Scottish Government, including a share of a 2% uplift in funding for NHS Lothian. She reminded members that at the March meeting the IJB voted not to accept East Lothian Council's offer as it was not in line with those parameters and did not include additionality. She reported that there had been no change in the Council's position since that meeting and, as a result, further mitigating actions had been identified to balance the IJB's budget.

Responding to a question from Ms McNeill, Ms Flanagan confirmed that the reduction in funding from East Lothian Council would be recurring. Ms McNeill urged that the impact of this reduction be considered as part of provisioning work.

Ms Flanagan also replied to questions from Ms Ireland and Elizabeth Gordon. She informed members that she had written to the Council's Executive Director for Council Resources but as there had been no movement in the Council's position, she had to progress with further mitigation measures. She said that the next steps would be to set up a meeting with the IJB's partners, including the Chief Executives and Chief Finance Officer.

Ms Ireland emphasised the importance of recording, within the minutes, that the Council's budget offer remained out with the parameters set down by the Scottish Government despite further discussions between officers. She also considered it important to record that, at present, the Council could not guarantee being in a position to provide financial reporting information for each IJB meeting.

Ms Flanagan confirmed that the Council's Finance Team remained in business continuity measures and that this had been recorded on the IJB's risk register. She added that she was working with colleagues to ensure this could be resolved and that she would receive financial information as quickly as possible.

Mr Murray urged close monitoring of this situation. While he noted the recording within the risk register, he was concerned about the potential for the IJB to be negatively affected by an inability to receive timely and accurate information on how budgets were being spent.

Councillor Jardine said it would be useful to have a better understanding of the IJB's finances. She had received some information in response to a prior query but would appreciate more detail. Referring to the financial challenges, she said it was important to get the information needed to make decisions but also to be focussed on areas, such as prevention, which could have an impact on available budgets.

Ms Flanagan agreed to provide further background information to Councillor Jardine. In reply to a question from the Chair, she advised that it would be for the IJB's partners to manage individual services within agreed budgets as these were operational matters. However, the IJB would continue to monitor the position through regular financial reporting.

The Chair suggested that it would be useful to all members to have a further development session on financial oversight. Ms Flanagan agreed noting that this should also include financial planning for 2024/25 and beyond.

Mr Murray agreed with the Chair and Ms Flanagan that members needed to have an understanding of the limitations of the budget. There would be difficult decisions ahead and financial challenges may limit opportunities and require the IJB to scale back some of its ambitions.

The Chair agreed to take forward the following action points: to follow up with the Council's Finance Team on the matter of timely financial reporting; and to progress arrangements for a development session for IJB members on finance matters.

The Chair moved to the vote on the recommendations, which was taken by roll call and approved unanimously.

Decision

The IJB agreed:

- i. The recommendation to accept the IJB budget offer from NHS Lothian for 2023/24; and
- ii. To note the further financial recovery action to mitigate the remaining £0.25M financial gap for the IJB for 2023/24.

6. EAST Lothian IJB PARTICIPATION AND ENGAGEMENT STRATEGY 2023-25

The Chief Officer of the IJB submitted a report on the Participation and Engagement Strategy which demonstrated the IJB's commitment to participation and engagement and set out the actions and areas of activity required to deliver this commitment.

Laura Kerr presented the report. She outlined the background and content of the strategy which built on the HSCP's development of robust networks to support participation and engagement, and took account of feedback from a wide range of sources. This was reflected in the strategy's greater focus on co-production, which had come about through feedback from recent engagement exercises. Ms Kerr added that any comments from members could be incorporated before the document was finalised.

Mr Murray offered his appreciation to officers and his support for the strategy. He said it would give confidence to people in East Lothian that the IJB was serious about engaging with them to make services as effective as possible. He hoped that the strategy would help people to feel part of the process.

Councillor Jardine welcomed the focus on the 'easy to ignore' groups and on getting as wide a range of partners on board to reach as many people as possible. She believed that this approach would help the IJB to make better strategic decisions to meet as many needs as possible, rather than just responding to the loudest voices.

The Chair asked about the role of the Health and Wellbeing Sub Groups and Patient Participation Groups and how to improve engagement with young people. Ms Kerr agreed that the feedback loop for Health & Wellbeing Groups did need to be worked on and she agreed that it was important to work with these groups. She was aware that colleagues in Primary Care were keen to strengthen the role of GP Patient Participation Groups. She also acknowledged the need to include young people in existing groups.

Ms McNeill agreed that there was a need to raise the profile of Area Partnerships, and their sub groups, and for them to be seen as partners with the IJB. She suggested that it might be useful for the Strategic Planning Group or IJB to see the Area Plans, which were developed annually and included issues such as health inequalities.

Ms Kerr observed that being available to attend these group meetings was a challenge as there were so many. However, she agreed with Ms McNeill's point about keeping the links between the IJB and Area Partnerships and that this was a work in progress.

The Chair agreed that this was a very important piece of work that underlined the need for clear messaging and broad consultation to ensure the development of effective services. She thanked officers for their work on the strategy and moved to the vote on the recommendations, which was taken by roll call and approved unanimously.

Decision

The IJB agreed to approve the East Lothian IJB Participation and Engagement Strategy.

7. PROVISIONING FOR OLDER PEOPLE – UPDATE ON COMMUNITY ENGAGEMENT AND CONSULTATION

The Chief Officer had submitted a report updating the IJB on the plans for developing community capacity.

Mr Gorman presented the report. He summarised the progress since the IJB's last meeting and the revisions made to the engagement approach. He advised that, following work with the Consultation Institute, the team had been issued with a certificate of 'consultation readiness' in advance of the launch, which acknowledged that the process was fair and in line with national guidelines. It was their intention to engage with all stakeholders across East Lothian, rather than the previous more targeted approach, with the consultation taking place between July and December 2023. Engagement would be mainly via face-to-face meetings, unless any group had a preference for virtual meetings. Officers would then pull together feedback over a period of 3 months and work on a suite of solutions for areas across East Lothian. This work should conclude in early 2024. He added that although there was no Integrated Impact Assessment (IIA) for this report, IIAs would be conducted, as appropriate, at various points in the process.

Ms McNeill welcomed the progress but was concerned about the word 'consultation' as, at one stage, there had been talk of 'co-production' and that communities would be involved from an early stage. She asked about the possibility of community representatives being included in the planning group.

Mr Gorman explained that the purpose of this exercise was to present the information gleaned from earlier provisioning work and to ask communities across the county whether there were other relevant issues, and from there to mutually develop solutions. Ms Kerr added that the process would change and evolve as it progressed and there would be a short document available explaining the steps involved. She said that the team was already working to ensure that people were ready and well-informed to be able to engage effectively in the process.

Mr Murray referred to Councillor Jardine's point in the last item about 'quiet voices'. He said it was crucial that the IJB obtained credibility for the process it employed and the involvement of the Consultation Institute would provide this. It was important to assure people that the engagement exercise was being done on as wide a scale as possible.

Andrew Cogan commended the quality of the reports presented to the IJB by officers. He then asked about the involvement of clinicians in this project. Ms Kerr confirmed that general practice and HSCP staff had been involved and their feedback had been taken on board.

Councillor Jardine said that she had looked at the Consultation Institute website and noted that their understanding of co-production was demonstrated in the process outlined by Ms Kerr and Mr Gorman. She asked if the certificate of consultation readiness was transferable to other pieces of work.

Ms Kerr expected that it only applied to this specific project but they would take lessons from this exercise and incorporate them in any future work. Mr Gorman agreed that there were opportunities for learning from this exercise but the team may also decide to use the Institute again in the future.

Ms Wilson referred to a consultation process in another area which had not used the Consultation Institute. She advised that the involvement of the Institute had given this exercise an assurance level and she was keen for the process to be as transparent as possible.

The Chair observed that the Institute's involvement was building capacity and knowledge for future consultations and helping to develop skills in-house.

Mr Gorman agreed, pointing to the training that the Institute could provide and the real skill set required in co-production and engagement. He said it was sometimes beneficial to get outside support for a project of this size; not least because future decisions taken on the basis of this work may be open to legal challenge.

Mr Murray agreed that it would do no harm to get outside expertise and support to deal with the challenges of such a project.

The Chair fully supported the engagement process but said it was important that it was meaningful and that it included all groups. She welcomed the extension to the timescale and noted the resource implications for the project. The Chair moved to the vote on the recommendations, which were approved unanimously.

Decision

The IJB agreed to:

- i. Note the decision to plan engagement and consultation in partnership with the Consultation Institute in order to ensure the best possible process; and
- ii. Note the decision to engage with all Partnership Areas within East Lothian at the same time.

The Chair noted that this was Mr Gorman's last meeting before moving onto his new role within NHS Lothian. She commended his diligence and hard work in his current role and his positive contribution to the IJB. She also recognised his involvement in supporting frontline HSCP staff during the pandemic. She thanked him on behalf of the IJB and wished him well in his new role.

The Chair also noted that Matthew Kennedy would shortly be moving onto a new role. She acknowledged his valuable contribution to the IJB and especially his work in Social Work and his efforts during the pandemic. She noted that he would be working with the Edinburgh IJB and she wished him well in his new role.

Signed

Councillor Shamin Akhtar
Chair of the East Lothian Integration Joint Board