



## MINUTES OF THE MEETING OF THE EAST LOTHIAN INTEGRATION JOINT BOARD

THURSDAY 26 OCTOBER 2023  
VIA DIGITAL MEETINGS SYSTEM

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### **Voting Members Present:**

Councillor S Akhtar (Chair)  
Mr A Cogan  
Councillor L Jardine  
Councillor J Findlay\* (*substitute*)  
Councillor C McFarlane  
Mr P Murray

### **Non-voting Members Present:**

Ms M Allan	Dr P Conaglen
Dr J Hardman	Mr D Hood
Mr D King	Dr C Mackintosh
Ms C McDonald	Ms M McNeill
Mr T Miller	Ms F Wilson

### **Present from NHS Lothian/East Lothian Council:**

Ms L Berry	Mr P Currie
Ms M Ferguson	Ms C Goodwin
Ms A Hardy	Ms J Jarvis
Ms C Johnston	Mr N Munro
Ms G Neil	Mr D Thompson
Ms K White	

### **Clerk:**

Ms F Currie

### **Apologies:**

Councillor L Bruce\*  
Ms E Gordon  
Ms F Ireland

### **Declarations of Interest:**

Item 8 – For the purposes of transparency, Councillor Akhtar advised that she was a member of the Care and Repair Board.

**1. MINUTES OF THE MEETING OF THE EAST LoTHIAN IJB ON 21 SEPTEMBER 2023 (FOR APPROVAL)**

The minutes of the IJB meeting on 21<sup>st</sup> September were approved.

**2. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 21 SEPTEMBER**

There were no matters arising.

**3. CHAIR'S REPORT**

The Chair reported on a recent meeting of IJB Chairs and Vice Chairs with officials from the Scottish Government to look at data sharing and winter planning. The Chair asked when the winter plan would be available and whether there would be additional resourcing attached. She advised members that since the meeting £12M additional funding had been announced to expand Hospital to Home but it was unclear what this would mean for East Lothian. The meeting also heard about the new data dashboard which included 14 different measures for IJBs. All information would be in one location and would be made available for use by IJBs.

Peter Murray advised that this information source had previously been accessible only to Chief Officers, but this would now be widened to include Chairs and Vice Chairs. This data would allow IJBs to interrogate their own performance and compare it against other areas.

The Chair also reported on the following:

A visit to Roots and Fruits to see the early intervention and prevention work being undertaken.

Local Housing Strategy (LHS) – public information events were taking place around the county. The LHS had a strong emphasis on health and social care and the needs of the ageing population.

IJB members attended a development session on the ageing population earlier in the week. This was a very positive session building on recent officer attendance at community council meetings to gather feedback and hear about the work ongoing to support older people across the county.

The new Local Development Plan was in its early stages, and it would be important to ensure that the focus on infrastructure included health and wellbeing requirements.

The Chair attended the extraordinary meeting of the East Lothian Foodbank which included an overview of the work which was continuing to support those in need.

She also highlighted the importance of the Bus Forum in continuing to ensure connectivity across the county to support people's access to health and social care services.

#### **4. FINANCIAL UPDATE 2023/24**

A report was submitted by the Interim Chief Finance Officer providing the IJB with an update on the financial position as reported by its partners at Month 5 (August 2023); the financial planning process and an outline for 2024/25 and beyond; an update on the preparation of the 2022/23 annual accounts; and seeking approval for the proposed transfer of funds from general to earmarked reserves reflecting the IJB's commitment to support the purchase of digital alarms.

David King presented the report. He advised that the 2023/24 in-year position had improved slightly but remained extremely challenging. Recovery plans were being developed by partners and he would provide a further update at the IJB's December meeting. He also updated members on forward financial planning, for 2024/25 and beyond, which also highlighted continuing challenges. Further information had been provided by the partners and the financial plan would be updated and brought back to the IJB for discussion.

Mr King also provided an update on the timeframe for finalising the annual accounts and sought the IJB's agreement to the transfer of funds from the general to earmarked reserves, to pay for the upgrade from analogue to digital alarms.

Mr King and Fiona Wilson responded to questions from Mr Murray on how other partnerships areas were funding this work and what had been the original funding intention from Scottish Government. They advised that enquiries had been made through the CFO network, and contact had been made with Scottish Government who had confirmed that no central funding was available to support this work.

Mr Murray noted the response but said it would have been useful to know what discussions took place with CoSLA around funding to implement this policy. The Chair acknowledged the point and the importance of being clear of original policy intentions and resourcing.

Mr King and Ms Wilson responded to further questions from Andrew Cogan and Councillor Jardine.

Ms Wilson acknowledged the need to balance what was required with what was realistic and that this got more challenging as the year went on. She advised that work on recovery plans was continuing; workshops had been set up and some plans were already in place, which was why this financial update showed a slightly improving position.

Mr King referred to the Integration Scheme and said he has confidence in the partners ability to produce recovery plans. However, he accepted the concerns about the timing and impact of any further instructions. He also accepted that in forthcoming years delivering required mitigations would become increasingly challenging.

Ms Wilson noted that there were some resourcing decisions which the IJB could not influence, e.g., the local authority pay aware, and while it was right that these issues should go through the proper processes, the IJB would still be required to mitigate these and other pressures.

Councillor Jardine commented that it was her understanding that many housing providers who delivered similar alarm systems had had this work built into their financial planning for several years, which lead her to conclude that there had never been a central fund. She commended officers for their work to reduce the in-year overspend and asked what was being done to ensure appropriate oversight of financial decisions.

Mr King and Ms Wilson advised that joint working with the partners had improved significantly, and this had led to improvements in financial forecasting. There had put in place additionality around monitoring of the ongoing financial position and to support the IJB's strategic direction.

Mr Murray agreed with Councillor Jardine's point about financial management but also noted the importance of considering how any changes in budgets would impact outcomes.

Replying to a question from the Chair, Mr King advised that there had been no information yet from Scottish Government on additional resources for winter planning. Ms Wilson said that she had raised this with officials and was awaiting a response. In the meantime, plans had been put in place around delivery of services through the winter period.

The Chair thanked Mr King and the team and noted the improving trend, although it remained a difficult and challenging time. She said it was important to continue to highlight the good work being done by the HSCP and the need for adequate resources to sustain progress.

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

## **Decision**

The IJB agreed to:

- i) Note the month 5 position and the work being undertaken by the partners to recover the IJB's financial position in 2023/24;
- ii) Note the update on the financial planning process;
- iii) Note the update on the preparation of the IJB's 2022/23 Annual Accounts; and
- iv) The transfer of the funds to support the transfer of analogue to digital alarms from the IJB's general to earmarked reserves.

## **5. EAST LoTHIAN DEMENTIA STRATEGY 2023-2028**

A report was submitted by the Chief Officer seeking the IJB's approval of the East Lothian Dementia Strategy 2023-2028.

Ashley Hardy gave a detailed presentation of the background and development of the Dementia Strategy. She pointed to the increasing focus nationally and the expectation of an increase in numbers being diagnosed with dementia in the coming years. The strategy was in line with the key themes of the national dementia strategy as well as reflecting feedback from the engagement work that was undertaken. The outcomes within the strategy had been set by people with dementia and their carers. Ms Hardy also referred to the technical report which included all data gathered, as well as a summary of the engagement work. This data showed that by 2040 there would be an increase of 68% in the number of people with dementia in East Lothian, with a higher prevalence among women. Numbers were also likely to be higher in the west of the county, particularly in areas of higher deprivation. This geographical data would be helpful when developing services.

Ms Hardy went on to summarise the range of engagement work undertaken, the financial and resource implications and the main changes that the Strategy would bring. These included expanding post-diagnostic support; improving information through all points of the pathway; expanding training and support for staff and carers; and a commitment to look at long term options for respite care. She concluded by reminding members that a development session was scheduled for 16<sup>th</sup> November.

Mr Murray said that the strategy had been well supported at the recent SPG meeting. He commented that with such a significant increase in the number of people who would be impacted by dementia in coming years the strategy was particularly welcome. He commended it as an excellent piece of work and offered his thanks to all who had contributed to it.

Mr Cogan echoed these remarks and said he had found the technical report particularly helpful in giving a wider understanding of the issues around dementia. He did not underestimate the challenges this would present to the IJB over the next few years, not least around earlier points about measuring outcomes and financial management.

Philip Conaglen also commended the strategy. He noted that the technical report had highlighted lifestyle factors and preventable elements of dementia, some of which had links to deprivation. He emphasised the importance of the IJB keeping in mind these aspects and continuing to support work around promoting physical activity and tackling poverty.

The Chair echoed her colleagues' remarks. She asked how the team planned to build on partnership working with voluntary organisations.

Ms Hardy said one area would be in raising awareness and sharing information about what people could do to prevent dementia. There was also a lot of interest across Area Partnerships and other groups in keeping community connections going.

Christine Johnston added that they were trying to change the narrative and focus on supporting people to live well with dementia, and how to coordinate this work across the partnership.

The Chair commended the strategy as a very significant piece of work and she encouraged IJB members to take part in the development session on 16<sup>th</sup> November. She then moved to the vote on the recommendations, which was taken by roll call and approved unanimously.

## **Decision**

The IJB:

- i. Agreed the East Lothian Dementia Strategy 2023-2028; and
- ii. Noted that an implementation plan would be developed based on the key outcomes and actions contained within the strategy.

## **6. REVIEW OF EAST LOTHIAN IJB DIRECTIONS**

A report was submitted by the Chief Officer presenting recommendations regarding updates to the current IJB Directions and the introduction of additional Core Directions for consideration.

Claire Goodwin presented the report which contained several recommendations on updating the current Directions, based on discussions with Change Boards and General Managers. Some of these reflected changing circumstances, retiral of completed Directions, or those that were no longer required. She also highlighted the introduction of 4 Core Directions which reflected a requirement to have Directions for all functions delegated to the IJB. She advised that any new Directions required during the year would be developed in line with the Directions policy and introduced following a report to IJB. She gave some examples for illustration. All Directions would be developed using the template to include budget details, milestones and monitoring arrangements.

Ms Goodwin responded to questions for Mr Murray on the Core Directions. She advised that these were high level, strategic Directions which linked to the IJB's Strategic Plan. These were linked to the more detailed Directions for specific areas of work which included outcomes, milestones, resourcing and monitoring arrangements. She added that it was the role of IJB members to decide where Directions were required.

Mr Murray said that in the future he would like to see more detailed plans of how the IJB intended to implement transformation work within delegated areas and the order of priority. At present, he felt that the Core Directions underestimated the level of resource and effort required by Ms Wilson and her teams to deliver elements of this work.

Ms Wilson said it was more about reflecting on the landscape and deciding how much detail was required in each Direction.

Councillor Jardine asked about extra care housing and why this Direction was assessed as 'no longer relevant'. Ms Goodwin advised that the IJB would be asked to approve a new Direction once the Local Housing Strategy was agreed and they had a contribution statement to outline the approach between the IJB and Housing Services. She was unable to provide a detailed response on extra care housing and Ms Wilson offered to provide this information to Councillor Jardine after the meeting.

Replying to a question from the Chair on community justice and inequalities, Ms Goodwin advised that an action plan on tackling poverty was in place and work was being led from within the Council's Communities & Partnerships Service. As this work was already underway, it was not necessary for the IJB to create a Direction.

The Chair thanked Ms Goodwin and said this had been a valuable exercise and she looked forward to future updates as circumstances required. She moved to the vote on the recommendations which was taken by roll call and approved by a majority of the voting members present. [Cllr Jardine indicated that, in the absence of clarification of the point she raised, she would abstain from the vote.]

## **Decision**

The IJB:

- i. Approved the recommended updates to the current set of East Lothian IJB directions;
- ii. Agreed the introduction of four additional Core Directions to provide broad coverage of all functions delegated to East Lothian IJB; and
- iii. Agreed that the IJB continue to give active consideration to the introduction of additional directions as and when required, and that these be developed in line with the IJB Directions Policy.

## **7. INTEGRATION JOINT BOARD MEMBER CODE OF CONDUCT AND RESPONSIBILITIES UNDER THE ETHICAL STANDARDS FRAMEWORK**

A report was submitted by the Chief Officer informing new East Lothian IJB members and updating all other members regarding the Standards Commission for Scotland (SCS) model Code of Conduct, associated advice note for IJB members and the Ethical Standards Framework.

The Chair welcomed Morag Ferguson, Monitoring Officer in East Lothian Council, and Darren Thompson, Secretary to the NHS Lothian Board.

Paul Currie presented the report, highlighting the Code of Conduct for IJB members and the Ethical Standards Framework. He reminded members of members' requirement to take note of the Code and to complete and periodically update a Register of Interests which was held by the Clerk. He also drew attention to an advice note for IJB members provided by the Scottish Standards Commission. He noted that the Code recognised the Chief Officer as the Standards Officer for the IJB. He also highlighted the useful information provided on the Scottish Standards Commission website. He concluded by drawing members' attention to the recommendations within the report.

In a responding to a question from the Chair, Mr Currie and Ms Wilson encouraged members to get in touch if they required advice. Mr Currie also highlighted the Scottish Standards Commission website as a useful source of information.

Mr Currie and Ms Wilson gave a short presentation on the IJB Members' Code of Conduct, the role of the Standards Officer, the nine principles of public life, the differences between strategic roles and operational work, the advice note for IJB members and other considerations. The presentation concluded with three case studies. A copy of the presentation would be circulated to members.

Morag Ferguson noted that there was an additional complexity when in a dual role, e.g., councillors representing the interests of their local authority and the IJB. She reiterated the importance of seeking advice if members have any concerns or are in any way unsure of their responsibilities.

The Clerk advised members that she would be in touch with members shortly regarding the annual update of their Registers of Interests; she would also ask new members to sign the Code of Conduct.

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

### **Decision**

The IJB:

- i. Noted the requirement for the IJB to have in place a Code of Conduct to maintain compliance with the Ethical Standards in Public Life etc. (Scotland) Act 2000 and further note that the East Lothian IJB Code was revised and adopted in 2022;
- ii. Noted the Chief Officer's role as Standards Officer for the IJB and the position's reporting, support and advisory duties;

- iii. Acknowledged the requirements placed on IJB members by the Code of Conduct and advice notes issued by the Standards Commission for Scotland; and
- iv. Ensured that individual members of East Lothian IJB signed the Code of Conduct and updated their entry in the Register of Interests.

## **8. PROVISION OF ADAPTATIONS FUNDED BY PRIVATE SECTOR HOUSING GRANTS**

Councillor Akhtar indicated that as she has declared an interest, Mr Murray would chair this item.

A report was submitted by the Chief Officer updating the IJB on actions underway to respond to a committed overspend in the East Lothian Private Sector Housing Grant (PSHG) budget. This was used to provide equipment and adaptations for people who live in privately owned or rented properties, in order to improve or maintain independent living and to avoid unnecessary hospital admissions or care packages.

Lesley Berry introduced the report and Morven McLelland presented the background and recommendations. She highlighted some key points within the report including the budget allocation and anticipated overspend in 2023/24 and the request to review the eligibility criteria for grant funding. She advised that a decision was taken not to revise the criteria but to adhere to the criteria set out in the Social Work (Scotland) Act. They also updated guidance and practice, and ensured all options were explored before authorising more expensive adaptations. Monthly multi-disciplinary meetings were taking place to review 'critical' cases. Currently there were 256 people waiting for assessment, of which approximately 163 live in owner-occupied or private rented properties. However, they would not be asking for adaptations in all cases. Currently 30 people remained on list for approval, and this could roll into 2023/24. She concluded by confirming that the amount remaining in budget for 2023/24 was not sufficient to cover all requirements.

Ms Wilson said that this was a commissioned service which was managed through the Council's Care and Repair Service with advice from health professionals on how to prioritise applications. She hoped to have a further paper from the Council's Head of Housing at the IJB's December meeting to provide more context on housing spend.

Mr Murray asked members to focus their questions on the mitigating actions.

Ms McLelland responded to a question from Marilyn McNeill confirming that the team would be happy to explore all options in relation to equalities assessments.

Councillor Jardine asked about the link between management of the waiting list and the spend on adaptations, as one involved allied health professionals and the other housing services.

Kirstie White explained that the waiting list referred to in the report was for Occupational Therapy (OT) assessment and from there, individuals would be referred to the Care and Repair service for adaptations to owner occupied or private rent properties. She advised that due to budget constraints people had been assessed but were continuing to wait for adaptations.

Ms McLelland provided additional background outlining the work of the recently created multi-disciplinary panel, which included health professional and officers from the housing service. She explained that an OT would receive a referral and carry out an assessment; the recommendations of which were quite heavily scrutinised. The team would then



explore all options to identify the most cost-efficient option which also met the client's needs. If approved, the scrutiny panel would consider the level of priority. She acknowledged the difficulties and the need to prioritise correctly. Since May/June the team had been looking at all potential mitigating measures to address risks for people living in the community, and to keep them as safe as possible.

Ms McLelland confirmed that anyone who was willing to self-fund was passed to the Care and Repair service and they would then identify a suitable contractor to undertake the works. Ms Wilson added that this was why it would be helpful having the other paper to provide further context.

Maureen Allan asked if alternative sources of funding had been considered and whether work was being done to ensure that people on the waiting list were claiming all benefits they were entitled to. She said she would be happy to make some suggestions for potential funding sources. Ms McLelland thanked Ms Allan and said she would put her in touch with the Care and Repair team.

In response to questions from Councillor Akhtar, Ms McLelland advised that they had appointed an experienced OT to work with the Care and Repair team to regularly review those assessed as 'substantial' and whether there were any risks which might increase their status to 'critical'. She said it was additional work for the team within an already very challenging situation. Ms White added that the team were also reviewing people on the 'moderate' list as well as any number of things could tip someone to the next level.

Mr Murray acknowledged the commitment and sense of responsibility felt by the team to make this process as good as it could be. He thanked them for their efforts and said he hoped to see a situation in future when the team had the time to respond to more than just the 'critical' cases.

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

**Decision**

The IJB:

- i. Noted the statutory functions applied to the provision of property adaptations and equipment to people with physical impairments, with the intention of assisting them in carrying out activities of daily living and maintaining independence.
- ii. Agreed the mitigating actions by Community Occupational Therapy (ELC) and ELC Housing Services colleagues regarding adaptations/large equipment supply in owner occupied or privately rented properties.

Signed .....

Councillor Shamin Akhtar  
Chair of the East Lothian Integration Joint Board