



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

THURSDAY 23 MAY 2024  
VIA DIGITAL MEETINGS SYSTEM

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### **Voting Members Present:**

Councillor S Akhtar (Chair)  
Mr J Blazeby  
Dr P Cantley  
Mr A Cogan  
Councillor J Findlay  
Ms E Gordon  
Councillor L Jardine  
Councillor C McFarlane

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

Ms M Allan	Ms L Byrne
Ms S Gossner	Dr J Hardman
Mr D Hood	Mr D King
Dr C Mackintosh	Ms M McNeill
Mr T Miller	Ms F Wilson

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

Ms N Donald	Ms C Goodwin
Ms J Jarvis	Ms L Kerr
Mr J Megaw	Ms G Neill
Ms C Rodgers	Mr G Whitehead

### **Others Present:**

Mr M Bonnar, MELDAP  
Mr N Clater, MELDAP  
Ms V Holtom, Care Inspectorate  
Councillor G McGuire

### **Clerk:**

Ms F Currie

### **Apologies:**

Dr P Conaglen

### **Declarations of Interest:**

None

## **1. MINUTES OF THE MEETINGS OF THE EAST LoTHIAN IJB ON 28 MARCH AND 25 APRIL 2024 (FOR APPROVAL)**

The minutes of the IJB meetings on 28 March and 25 April were approved.

Councillor McGuire explained that at the meeting on 28 March, when he had attended as a substitute for Councillor Findlay, he had inadvertently voted in error on Item 6. He had intended to vote against the recommendations. He asked that a note be added to the minutes to reflect this. This proposal was agreed.

## **2. MATTERS ARISING FROM THE MINUTES OF 28 MARCH AND 25 APRIL**

The following matters arising from the minutes on 28 March were discussed:

**Item 6 (page 5)** – Thomas Miller said he had asked for details of costs for the renovation of Belhaven Hospital but had yet to receive a response. Fiona Wilson said she would follow this up.

The Chair advised that a brief update on actions following the decisions made on 28 March would be prepared and circulated to members.

There were no matters arising from the minutes of the meeting on 25 April.

## **3. CHAIR'S REPORT**

The Chair provided a short report to members on her attendance at recent meetings, including the NHS Lothian Board, a conference on intergenerational work at QMU and the Scottish Women's Budget Group. She also highlighted events taking place in the coming weeks, e.g., Carers Week on 10-16 June.

Councillor Lyn Jardine suggested that the IJB might want to look in more detail at some of the initiatives highlighted at these events as many could have transformational impacts for health and social care services. The Chair agreed to discuss this further with Councillor Jardine.

## **4. CHANGE TO THE VOTING MEMBERSHIP OF THE IJB AND THE AUDIT & RISK COMMITTEE**

A report was submitted by the Chief Officer informing the IJB of a change to its voting membership; and seeking nominations and approval for a change to the membership of the Audit & Risk Committee, and appointment of a new Chair for the Committee.

Ms Wilson presented the report outlining the background and recommendations. She invited nominations for the roles of NHS voting member on the Audit & Risk Committee, and also the role of Committee Chair.

Councillor Akhtar nominated Councillor Jardine as Chair of the Audit & Risk Committee, and this was seconded by Andrew Cogan. Councillor Akhtar also nominated Dr Patricia Cantley as the new NHS voting member on the Committee, and this was seconded by Councillor Jardine.

The members nominations were agreed unanimously via roll call vote.

## **Decision**

The IJB agreed unanimously, via roll call vote, to:

- (i) note the appointment of Jonathan Blazeby as a voting member of the IJB, replacing Fiona Ireland.
- (ii) appoint Dr Patricia Cantley as a NHS Lothian voting member on the Audit & Risk Committee, to replace Ms Ireland; and
- (iii) to appoint Councillor Lyn Jardine as the new Chair of the Audit & Risk Committee.

## **5. MELDAP FINANCE AND DELIVERY REPORT**

A report was submitted by the Chair of Midlothian and East Lothian Drugs and Alcohol Partnership (MELDAP) providing an overview of MELDAP, including a financial summary and performance against key Scottish Government priorities.

Nick Clater provided a detailed summary of the report highlighting the continuing pressures on funding, MELDAP's progress in delivering the MAT Standards and the challenges of getting people into treatment quickly to ensure the best outcomes for their longer-term health and wellbeing.

Mr Clater and Martin Bonnar responded to questions from members providing further detail of the pressures facing their service, in particular the prescribing budget for drugs such as Buvidal. They advised that while there was degree of flexibility in how they were able to spend their funding from the Scottish Government, much of it was ring fenced. Mr Bonnar gave an example of support available for people not currently covered by their service. The Low Threshold Cafes were designed for lower-level engagement with people within their own communities, as a way of discussing their options and encouraging them into treatment.

The members welcomed this very positive and valuable report and the Chair suggested that Mr Clater and Mr Bonner be invited to a future development session to provide a more detailed presentation on the work of MELDAP.

## **Decision**

The IJB agreed to:

- i. note the financial information in Table 1 of the report; and
- ii. recognise the performance of MELDAP and its services in meeting Scottish Government Access and Medication Assisted Treatment [MAT] Standards.

## **6. STRATEGIC WORKFORCE PLAN UPDATE**

A report was submitted by the Chief Officer providing the IJB with the first annual update of the East Lothian Workforce Plan 2022-2025, highlighting the progress that had been made and the challenges.

Laura Kerr presented the report. She outlined the background and advised members that the report highlighted the work which was currently being done and that which was still

to come. She drew attention to the recommendations in the report and advised that recommendation 2.1iv had been withdrawn. The need for a Direction was still being reviewed and, if one was required, a report would be brought back to the IJB at a future date.

Ms Kerr responded to questions from members. She confirmed that a report on workforce requirements would be available shortly and that the main gaps appeared to be around succession planning, rather than specific skills. She outlined some of work underway on recruitment, induction and training & development of staff, including the utilisation of digital resources. She also pointed to the challenges of trying to support transformation within existing budgetary restrictions.

Ms Kerr also confirmed that workforce plans included actions around staff wellbeing. Sarah Gossner said that all of the processes were in place for safe staffing and had been for some considerable time.

Ms Wilson added that managers were more reflective on how they engaged with staff and were trying to be more accessible and transparent.

The Chair thanked officers for the report and for the additional reassurance on areas such as the health and wellbeing of staff. She offered her thanks to all staff within the HSCP for their hard work and diligence. She added that it was important to promote East Lothian as a great place to work.

The Clerk confirmed with Ms Kerr that recommendation 2.1iv had been withdrawn from the report. A vote was taken by roll call and the remaining recommendations were approved unanimously.

## **Decision**

The IJB:

- i. Agreed to note the content of the report.
- ii. Acknowledged the progress that had been made to date; and
- iii. Approved the annual update of the workforce plan.

## **7. EAST Lothian HSCP PERFORMANCE FRAMEWORK**

A report was submitted by the Chief Officer presenting the East Lothian HSCP Performance Framework to the IJB for approval.

Claire Goodwin presented the report outlining the background and drawing members' attention to the contents of the framework and the current timetable for reporting performance data to the IJB. She advised that this was an ongoing piece of work and a starting point for further development of the performance framework, which would include the work of the new change board looking at digital transformation.

Ms Goodwin responded to questions from members of the reporting of performance information to the IJB and how this linked with reporting to other boards and committees. Ms Wilson acknowledged that they needed to get better and develop ways of getting information out to the wider Council, in the same way as they did to the NHS Lothian Board. She also agreed that they needed to consider how best to make performance data more transparent to support the decision-making of the IJB.

The Chair suggested that members may wish to allocate more time to review and discussion of the next annual performance report as part of an IJB meeting or development session.

A vote was taken via roll call and the recommendations were approved unanimously.

### **Decision**

The IJB agreed to:

- i. Review and approve the ELHSCP Performance Framework; and
- ii. Note ongoing activity to develop key performance indicators to be presented to the IJB alongside the existing mid-year Annual Delivery Plan progress report and the Annual Performance Report (from autumn 2024).

## **8. REDESIGN OF CARE AT HOME SERVICES**

A report was submitted by the Chief Officer updating the IJB on the work of the Care at Home Change Board, including the proposal for the Flexible Locality-Based Model for Care at Home services, bespoke to local need and outcomes.

Ms Kerr presented the report on the work of the Change Board highlighting the key points and explaining that the intention was to move away from using Care at Home to deliver all resources but developing other services to integrate and better meet the needs of clients. The initial plan was to undertake a pilot to develop a localised model in the North Berwick area using staff with a good knowledge of local resources. The Change Board would have oversight and it was hoped that the model would be implemented and reviewed by the end of 2025. An interim progress report would be brought to the IJB at the end of this year.

Ms Kerr responded to questions from members outlining the evidence base for the development of the project and the split between in-house and external providers for the current Care at Home service. She acknowledged that there needed to be a more co-ordinated approach and a better way of working with external providers, and that some of those providers were part of the project team. She also confirmed the involvement of VCEL and on the project team, as well as plans to include carer and service user representatives.

In response to a further question, Ms Wilson confirmed that she was aware of the work of Prof. John Bolton and would link in with Ms Kerr.

Ms Kerr also agreed to keep local councillors updated on the progress of the project in North Berwick. She added that the further geographical spread of the project had yet to be determined and would be dependent on demand within the area.

A vote was taken via roll call and the recommendations were approved unanimously.

### **Decision**

The IJB agreed to:

- i. To the development of a Flexible Locality-based Care at Home model, flexible so it could be bespoke to the needs and outcomes of the Locality within which it was used.

- ii. To use internal CAH service, alongside external providers representative of Older Peoples and Learning Disability Services CAH, Community Supports, TEC and Community Health services in a defined locality possibly within North Berwick under a Test of Change.
- iii. That the bespoke locality-based model fitted with the wider approaches of the IJB Strategic Plan 2022-25, in particular Strategic Objective 1 - Develop Services that are Sustainable and Proportionate to Need
- iv. That the project would be governed by the CAH Change Board with the purpose set out in the Care at Home Project Delivery Plan.
- v. To note that the CAH Change Board program would help inform development of CAH services for all disability groups and localities within East Lothian.
- vi. To note that the IJB's Financial Recovery Plan could have an impact on the ELHSCP's ability to implement a locality-based CAH model. Specifically in relation to expected budget availability to the third sector and associated cost of living pressures, acutely felt by the social care sector. This may reduce their ability to flex or deliver capacity as part a new locality-based model of care.
- vii. To note that the new model would have to be delivered within the existing forecast Care at Home Budget as noted in the IJB Commissioning Board Paper 31<sup>st</sup> Jan 2024.

## **9. IJB RISK REGISTER**

A report was submitted by the Interim Chief Finance Officer presenting the IJB's Risk Register.

David King presented the report outlining the background to the risk register which set out the higher level risks associated with delivery of the IJB's strategic plan. He reminded members that it was reviewed quarterly by the Audit & Risk Committee and annually by the IJB.

Mr King response to questions from members on the content of the risk register. He also confirmed that it had been reviewed and updated by officers following its presentation at the Audit & Risk Committee in March.

The Chair thanked Mr King for the report and noted that there were some significant risks captured within the register.

### **Decision**

The IJB agreed:

- i. To note the current risk register; and
- ii. That there were no further risks be added to the risk register.

## **10. FINANCIAL OUT-TURN 2023/24**

A report was submitted by the Interim Chief Finance Officer laying out the current financial out-turn position for 2023/24.

Mr King presented the report. He reminded members of the financial papers presented to the IJB at its meeting on 28 March and that the IJB was unable to agree a way forward to address the year-end overspend for 2023/24. As required by the Integration Scheme, Mr King and Ms Wilson had been tasked with seeking further dialogue with the partners on how this situation might be resolved. Mr King indicated that he had also sought advice from the Scottish Government. He outlined to members to final position for 2023/24 and the further responses from the partners. He also highlighted the clear advice from the Scottish Government that where an IJB is overspent at year end, and is holding reserves, the IJB must offset one against the other.

He concluded his presentation by explaining that the recommendations in the report were for noting, as the Scottish Government guidance on the use of reserves was clear.

Mr King responded to questions from members. He explained what was meant by the 'fortuitous' and 'non fortuitous' nature of previous year end underspends and the advice on reserves set out in the Integration Scheme. He acknowledged that by using the general reserves in this way there would be implications for the IJB's future financial resilience. These implications could include the need for additional efficiency actions within 2024/25. He also outlined the current arrangements for financial monitoring and the challenges of getting detailed information in order to improve financial planning.

Ms Wilson added that she had been asking all teams for further recovery plans as it was anticipated that these would be needed to get through the current financial year. She was aware of the continuing challenges and the need to maintain the link between the strategic plan, finance and clinical value.

In response to a further question, Mr King outlined the additional pressures on the 2024/25 financial position.

The Chair said that the spirit of integration was to view the IJB's budget as one pt to deliver its strategic objectives. The IJB had previously been good at raising concerns and working with the partners to resolve issues and this needed to continue.

**Decision**

The IJB agreed to:

- i. Note the current position; and
- ii. Note the use c. £1.1m of the IJB's general reserve to allow the IJB to break-even in 2023/24 on the assumption that the Council will take the analogue to digital costs.

Signed .....

Councillor Shamin Akhtar  
Chair of the East Lothian Integration Joint Board