

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD of WEST LOTHIAN COUNCIL held within STRATHBROCK PARTNERSHIP CENTRE, 189 (A) WEST MAIN STREET, BROXBURN EH52 5LH, on 26 SEPTEMBER 2017.

Present –

Voting Members - Martin Hill (Chair), Harry Cartmill (Vice-Chair), Damian Timson and Susan Goldsmith.

Non-Voting Members - Ian Buchanan (Stakeholder Representative), Elaine Duncan (Professional Advisor), Mary-Denise McKernan (Stakeholder Representative), Martin Murray (Staff Representative), Patrick Welsh (Chief Finance Officer), Marion Barton (Head of Health Services).

Apologies – Dave King (Voting Member), Alex Joyce (Voting Member), Lynsay Williams (Voting Member), Jim Forrest (Director), Mairead Hughes (Professional Advisor), Jane Houston (Staff Representative), Jane Kellock (Chief Social Work Officer), James McCallum (Professional Advisor), Bridget Meisak (WL Voluntary Sector Gateway).

In Attendance – Carol Bebbington (Senior Manager Primary Care and Business Support), Alan Bell (Senior Manager, Communities and Information, WLC), James Millar (Standards Officer), Lorna Kemp (Project Officer), Keith MacPherson (Ernst Young).

1. DECLARATIONS OF INTEREST

Public Sector Climate Change Duties (Agenda Item 12) -

Martin Hill declared a non-financial interest as a Non-Executive Member of SEPA.

2. MINUTE

- (a) The West Lothian Integration Joint Board approved the minute of its meeting held on 27 June 2017.
- (b) The West Lothian Integration Joint Board noted the minute of the meeting of the West Lothian Integration Joint Board Audit Risk and Governance Committee held on Friday 31 March 2017.
- (c) The West Lothian Integration Joint Board noted the minute of meeting of the West Lothian Integration Strategic Planning Group held on 20 April 2017.

3. APPOINTMENTS

The Board considered a report (copies of which had been circulated) by the Director dealing with some recent membership and appointment changes.

The report explained that the changes related to the positions of Chair and Vice-Chair of the Board, the position of Chair of the Audit, Risk and Governance Committee and the position of Chair of the Health and Care Governance Group.

It was recommended that the Board:-

1. In relation to the positions of Chair and Vice-Chair of the Board:-
 - a) Note that the position of Chair was to be held by a voting member appointed by NHS Lothian from 21 September 2017 until 20 September 2019.
 - b) To note that Martin Hill had been appointed by the health board to that position.
 - c) To note that the position of Vice-Chair is to be held by a voting member appointed by West Lothian Council for that same period.
 - d) To note that Harry Cartmill had been appointed by the council to that position.
2. In relation to the position of Chair of the Audit, Risk and Governance Committee:-
 - a) To note that Martin Hill may no longer be the Chair or a members of the Audit, Risk and Governance Committee.
 - b) To appoint a voting member appointed by NHS Lothian in his place.
 - c) To appoint a Chair of the committee from the members on the committee
 - d) To appoint a Vice-Chair from the remaining members on the committee.
3. In relation to the position of Chair of the Health and Care Governance Group:-
 - a) To note that the position of Chair is vacant.
 - b) To appoint a voting member of the Board to that position.

Decision

1. To note that Martin Hill had been appointed to the position of Chair from 21 September 2017 until 20 September 2019.

2. To note that Harry Cartmill had been appointed to the position of Vice-Chair for the same period.
3. To agree that Damian Timson be appointed to the position of Chair of Audit, Risk and Governance Committee.
4. To defer the appointment of a Vice-Chair of Audit, risk and Governance Committee to the next meeting of the Board.
5. To defer the appointment of a Chair of the Health and Care Governance Group to the next meeting of the Board.

4. AUDIT OF ANNUAL ACCOUNTS

A report had been circulated by the Chief Finance Officer advising the Board of the outcome of the 2016/17 Audit and providing a summary of the key points arising from the Auditor's Annual Report.

The report provided the following appendices:-

Appendix 1 Ernst and Young – Annual Audit Report for Year Ended 31 March 2017.

Appendix 2 2016/17 Audited Statement of Accounts for West Lothian Integration Joint Board.

The Auditor's conclusions on their audit of the 2016/17 accounts included the following key points:-

There was an unqualified opinion on the financial statements.

- The financial statements were prepared to a satisfactory standard. There were no adjusted or unadjusted audit differences arising from the audit.
- The IJB had complied with the requirements of the Local Authority Accounts (Scotland) Regulations 2014.
- Achieving financial sustainability continued to represent a significant challenge for the IJB and management had recognised the need to put in place longer term financial planning arrangements.
- The IJB had generally established a sound basis to demonstrate good governance and transparency in operational activity.
- Core financial management arrangements had been established and EY were satisfied that these were adequate for the current management of financial activities.
- In response to the need to measure performance and progress against the IJB's Strategic Plan, EY had concluded that the IJB had identified local outcomes and key performance indicators through

which to measure performance.

It was recommended that the Board:-

- Note the Auditor's 2016/17 Annual Audit Report including the completed management action plan.
- Agrees the audited 2016/17 Annual Accounts for signature.

On behalf of the Board, the Chair thanked the Chief Finance Officer and the Head of GPS Audit and his staff for the audit work undertaken.

Decision

1. To note the Auditor's 2016/17 Annual Audit Report including the completed management action plan.
2. To agree the audited 2016/17 Annual Accounts for signature.
3. To refer the 2016/17 Annual Accounts to the Audit, Risk and Governance Committee for further scrutiny.

5. IJB BUDGET UPDATE

A report had been circulated by the Chief Finance Officer providing an update on the 2017/18 budget forecast position for the IJB delegated health and social care function and providing an update on financial planning for future years.

A table within the report showed the most recently reported 2017/18 forecast position by NHS Lothian and West Lothian Council based on their first overall year end forecast.

Appendix 1 to the report provided further detail on the forecast position shown in the table. An overspend of £539,000 was forecast on the payment to the IJB and an overspend of £1.586 million was forecast against the share of acute set aside resources attributed to West Lothian.

A summary of key risks and service pressures had been identified and these were noted in the narrative within the report against the relevant components of the delegated budget.

The Chief Finance Officer recalled that, as part of the 2017/18 payment to the IJB from the council and NHS Lothian there was £3.520 million of budget savings identified as reported to the Board on 14 March 2017. The monitoring undertaken estimated that £3.501 million of this target was achievable.

In addition, the share of acute set aside budget included a share of acute savings totalling £438,000 of which £418,000 was currently estimated to be achievable. The overall forecast position for the IJB took account of the position on savings noted. The summary split of these savings was shown in a table within the report, along with the actual level of savings

considered to be achievable.

The Chief Finance Officer reported that, while in overall terms satisfactory progress was being made on the delivery of 2017/18 savings, it was vital that savings were fully achieved on a recurring basis. NHS Lothian and the council had established processes in place for monitoring and reporting on the delivery of savings and regular updates would be provided to the Board on progress with delivery of savings.

It was noted that an overall estimated council gap of £73 million over the period 2018/19 to 2022/23 had been agreed as the basis for future planning by Council Executive on 19 September 2017. Budget saving proposals for delegated functions were currently being worked on at an officer level by senior managers supporting the IJB and an overall consultation on council delivered services outlining officer proposals to help meet the £73 million gap would be issued to the public on 16 October 2017. The public consultation would be open for a period of four weeks.

The Board noted that, in terms of the 2018/19 budget position, this was being progressed as part of the wider medium term financial strategy work but was clearly the most pressing priority given timescales and also the likelihood that the financial gap in 2018/19 would be the highest over the five year period.

High level proposals on saving areas and themes would be developed by officers over the coming weeks and it was proposed that a further development session be held with the Board during October/November 2017 to consider potential savings options across health and social care and the impact on the IJB's strategic planning role.

The Chief Finance Officer recommended that the Board:-

1. Note the roles and responsibilities for managing within budget taking account of the approved West Lothian Integration Scheme.
2. Note the forecast outturn for 2017/18 in respect of IJB Delegated functions taking account of saving assumptions.
3. Note that further management action was required by Partner bodies in partnership with the IJB to manage the 2017/18 budget pressures identified and updates on this would be reported to future Board meetings.
4. Note the update on progress with financial planning for future years and propose next steps.

There followed a discussion on the planned consultation which was due to commence on 16 October 2017. The Chief Finance Officer responded to questions raised by the Chair concerning the purpose of the consultation and the Governance Manager provided further information about the proposed consultation process.

Decision

1. To note the report and the recommendation outlined in Section B of the report.
2. To agree that the IJB write to the Chief Executive, West Lothian Council requesting details of the council's consultation on its budget strategy and the potential for IJB involvement in the process.

6. DEVELOPMENT AND INDUCTION SESSION: THURSDAY 31 AUGUST 2017

A report had been circulated by the Director providing a summary of the West Lothian IJB Development and Induction Session that took place on Thursday 31 August 2017 at Strathbrock Partnership Centre.

The Board was informed that the session was well attended and the following subjects were covered:-

- Governance Roles and Responsibilities
- Health and Inequalities
- Finance
- Strategic Plan

The report contained a list of emerging themes and considerations.

It was recommended that the Board:-

1. Note the summary of the Development and Induction Session as outlined in the report.
2. Agree dates for further IJB development sessions; and
3. Agree any further action to be taken.

The Board then heard from the Project Officer in relation to plans for further IJB development sessions.

Decision

- To note the terms of the report.
- To note that members had been consulted on dates for further IJB development session.
- To agree that the summary be made available to interested parties within the Health and Social Care Partnership.

INQUORATE MEETING

Harry Cartmill left the meeting, having given notice at the start of the meeting that he would leave the meeting at 4.30 pm. The meeting then

became inquorate and no further business was conducted.