

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 20 OCTOBER 2015.

### Present

Voting Members – Councillors Frank Toner (Chair), Alex Joyce, Danny Logue, Alison Meiklejohn, John McGinty, Anne McMillan.

Non-Voting Members – Elaine Duncan (Professional Advisor) Jane Houston (Staff Representative, NHS Lothian), Marie-Denise McKernan (Stakeholder Representative), Martin Murray (Staff Representative, West Lothian Council), Mairead Hughes (Professional Advisor).

Apologies – David Farquharson, Julie McDowell, James McCallum, Robin Strang.

In Attendance – Jim Forrest (Director), Rhona Anderson (CHCP Development, West Lothian Council), Alan Bell (Senior Manager, Communities and Information, West Lothian Council), Marion Christie (Head of Health Services), James Millar (Solicitor/Committee Services Manager, West Lothian Council), Patrick Welsh (Group Accountant, West Lothian Council), Carol Mitchell (Associate Director of Finance, NHS Lothian).

### CHAIR'S OPENING REMARKS

The Chair welcomed those present to the first formal meeting of the IJB. He advised that apologies for absence from Voting Members would be dealt with at this stage in the meeting and later for Non-Voting Members. He advised that Non-Voting Members would be formally appointed later in the meeting and, thereafter, would be invited to take part in the meeting.

### 1. STANDING ORDERS - REPORT BY DIRECTOR

A report had been circulated by the Director providing draft Standing Orders for adoption and a suggested approach to minutes of Board meetings.

The Solicitor/Committee Services Manager recalled that a draft set of Standing Orders had previously been considered by the Shadow Board. A number of issues had been raised during discussion and it had been agreed that those issues would be considered and brought back for further discussion and decision by the Board. The draft Standing Orders now before the Board, and attached as Appendix 1 to the report, did not reflect any of the points raised by the Shadow Board. It was suggested that the present version be adopted with immediate effect, and reviewed in the spring of 2016, prior to the delegation of functions.

The Board was informed of two technical changes that had been made since the Shadow Board meeting on 25 August. In particular, it was noted that Standing Order 9.12 had been altered to match the current and

unsatisfactory regulations about withdrawing from a meeting after declaring an interest. The Scottish Government had yet to arrange for the amendment of the regulations.

Appendix 2 to the report contained a suggested approach to the preparation and wording of minutes. This approach had been recommended to the Shadow Board and it was now presented for consideration and for formal adoption.

The Director recommended that the Board:-

1. Adopt the draft Standing Orders, as contained in Appendix 1 to the report, to apply with immediate effect.
2. Agree that a further report should be brought to the Board prior to the delegation of functions to review the working of the Standing Orders and in relation to comments and suggestions made at meetings of the Shadow Board when the draft Standing Orders had been previously considered.
3. Agree the suggested approach to minutes of Board meetings, as contained in Appendix 2 to the report.

Questions raised by Board members were then dealt with by the Solicitor/Committee Services Manager.

During discussion, it was suggested that, in relation to Appendix 1, paragraph 9.1, the word "Chamber" be replaced with "Meeting Room".

### Decision

To approve the recommendations set out in the report; and

To amend the document at paragraph 9.1 to replace "Chamber" with "Meeting Room".

## 2. IJB MEMBERSHIP

A report had been circulated by the Director concerning the prescribed and discretionary membership of the IJB.

The Board was informed that, under the Public Bodies (Joint Working) (Scotland) Act 2014 and associated regulations, the IJB was required to have two categories of membership:-

1. Voting – appointed by NHS Lothian and West Lothian Council.
2. Non-Voting – appointed in accordance with article 3 of the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014.

The Director recalled that, at its meeting of 2 June 2015, the Shadow IJB had noted the confirmation of the eight voting members and had agreed

that it would be appropriate for two staff members to be appointed in respect of both partner organisations engaged in the provision of the delegated services. The relevant West Lothian Council and NHS Lothian staff groups had been invited to fill these positions.

The Director also advised that, at its meeting of 25 August 2015, the Shadow IJB had agreed the process to recruit non-voting members and officers were actively seeking to fill the remaining positions.

The IJB membership as it currently stood was appended to the report.

The IJB was asked to note the prescribed membership and agree the discretionary membership.

### Decision

1. To note the prescribed members and agree the discretionary membership.
2. To note that officers were actively seeking to fill the vacant posts and that a further report would be brought to the next meeting of the IJB.

## 3. CODE OF CONDUCT

A report had been circulated by the Director seeking approval for the terms of the IJB Code of Conduct and for its submission to the Scottish Ministers for approval.

The Board was informed that a draft Code had been developed through the health board and the four councils in the health board area for use by each IJB. The proposed version was attached as Appendix 1 to the report and it almost entirely followed the draft but had been tidied up in relation to terminology and appearance.

The Solicitor/Committee Services Manager presented the report and explained the main features of the Code.

It was noted that, upon appointment, Board members would be provided with a form to complete to populate their Register for the first time. Regular reminders would be issued to ensure members kept their register up to date, but members had personal responsibility to declare any changes or additions as they occurred. The Register would be published and made available to the public through the internet and on request.

Initial advice would be made available to members as they were appointed, both in relation to populating their Registers and compliance at meetings. Ad hoc advice would be available on request to members in relation to the Register, and declarations and withdrawal from meetings.

Finally, the Board was informed that the Act required that the Board appoint a Standards Officer and that the Board should consider an appropriate process to secure that appointment.

It was recommended that the Board:-

1. Approve the draft Code of Conduct in Appendix 1 for submission to the Scottish Ministers for approval.
2. Agree that members should abide by the terms of the draft Code on an interim basis, pending its approval and formal adoption.
3. Note that procedures and forms were being prepared to assist members in completing and maintaining their Register of Interests and complying with the statutory obligations arising from their appointment to the Board.
4. Consider a process for the appointment of a Standards Officer for the IJB as required by the Act, to advise members and assist them in complying with the Act and their duties and to be the Board's point of contact for investigations and enforcement.

The IJB then heard advice by the Director that views had been invited on proposed amendments to the statutory regulations covering the conduct issue raised earlier in the meeting concerning withdrawing from a meeting. On this matter, the IJB was asked to agree in principle with the proposed amendments and to delegate to the Director to respond to the Scottish Government on the Board's behalf.

#### Decision

1. To approve the recommendations 1, 2 and 3 as set out in the report.
2. To agree that the process for the appointment of a Standards Officer for the IJB as required by the Act, to advise members and assist them in complying with the Act and their duties and to be the Board's point of contact for investigations and enforcement, should be considered alongside the appointments of the Director and Finance Officer.
3. To agree in principle with the proposed amendments to the regulations and that the Director should respond to the Scottish Government on the Board's behalf.

#### 4. DECLARATIONS OF INTEREST

There were no declarations of interest made.

#### 5. MINUTE

The Board approved the minute of meeting of the Shadow IJB held on 25 August 2015. The minute was then signed by the Chair.

## 6. WEST Lothian INTEGRATION SCHEME

A report had been circulated by the Director informing the IJB of the approval of the West Lothian Integration Scheme and legal establishment of West Lothian Integration Joint Board.

The Director advised that, in accordance with the Public Bodies (Joint Working) (Scotland) Act 2014, West Lothian Council and NHS Lothian had prepared an integration scheme for West Lothian. The scheme had been approved on 16 June and the Order to establish the IJB was laid in the Scottish Parliament for 28 days. A copy of the scheme was attached as Appendix 1 to the report.

Appendix 2 to the report was a copy of correspondence from Scottish Government confirming that West Lothian IJB had become legally established from 21 September 2015.

The IJB was asked to note that West Lothian Integration scheme had been approved and that West Lothian IJB was legally established.

### Decision

To note the terms of the report.

## 7. FIRST ITERATION FOR SPG CONSULTATION AND COMMENT

A report had been circulated by the Director providing an initial draft of the Strategic Plan for consideration prior to engaging in stakeholder consultation.

Under legislation, the IJB was required to establish a strategic planning group, which would be involved throughout the process of developing, consulting on and finalising a strategic plan.

The IJB was informed that the IJB would not assume responsibility for the planning, resourcing and operational delivery of all integrated services until such time as the strategic plan and associated locality arrangements had been prepared and considered fit for purpose by the Health Board and Local Authority.

Appendix 1 to the report provided a draft strategic plan. The Strategic Planning Group had considered the draft strategic plan at its meeting of 8 October 2015 and had been supportive of progressing to stakeholder consultation as detailed in Appendix 2 to the report.

In presenting the report, the Senior Manager Community Care Support and Services advised that budget figures within the plan had been updated and replacement pages 12 and 13 had been circulated to members prior to the meeting.

It was recommended that the IJB:-

1. note the requirement of the IJB to prepare a strategic plan.
2. note that the involvement of the Strategic Planning Group was integral to the preparation of the strategic plan.
3. consider the initial draft version of the strategic plan in Appendix 1 and agree to progress with stakeholder consultation on the draft strategic plan.

During discussion, the following suggestions were made by IJB members:-

- that the flowchart be amended (page 22 of the draft plan) to include the Care Governance Group,
- that officers should consider including commentary concerning resources within the plan,
- That officers should consider how to involve hard-to-reach groups in the consultation process.

#### Decision

1. To note the terms of the report
2. To agree that officers progress with stakeholder consultation on the draft strategic plan, taking into account the comments made by IJB members.

#### 8. STRATEGIC PLANNING GROUP TERMS OF REFERENCE AND PROCEDURES

A report had been circulated by the Director seeking approval of the Terms of Reference for the Strategic Planning Group covering its role and remit, procedures, membership, meeting arrangements, and guidance on conduct.

The Director advised that Terms of Reference for the SPG in term of its role had been developed and had been approved in principle at the shadow IJB meeting on 2 June 2015. The Terms of Reference had since been added to, to include other matters relevant to the constitution and administration of the SPG, as described in the report, so that significant information was contained in one document for future reference purposes. All information was set out in Appendix for information.

The report went on to advice that a process for identifying the members required for the SPG had been approved in principle at the meeting of the shadow IJB on 2 June 2015.

Since that meeting, officers had been engaged in filling the required places on the SPOG and those identified so far had been invited to shadow meetings of the SPG leading up to it being established by the

Board on 20 October 2015. Details of the membership required and proposed for the SPG were included in Appendix 1. The individuals and representative who had been identified for consideration as SPG members were in Appendix 2 for formal appointment by the Board.

Appendix 3 set out dates identified for meetings of the SPG.

In relation SPG procedures, a set of procedural rules had been drafted and were contained in Appendix 1 for consideration and approval as part of the Terms of Reference. Some points to note in considering the draft procedures were highlighted in the report.

It was recommended that the IJB:-

1. approve the proposed Terms of Reference for the SPG in Appendix 1.
2. appoint members to the SPG as set out in Appendix 2.
3. note that the appointment of members to the places still vacant should be brought to future meetings of the Board.
4. agree the meeting arrangements for the SPG till June 2016.
5. note the draft Terms of Reference had been submitted to the SPG meeting on 8 October 2015 for information and that any feedback would be provided to members at the Board meeting.

During discussion, a number of suggestions were made concerning membership. In response to a suggestion that an Education representative be appointed to the SPG, the Director advised that there was scope for the Chair to invite others to attend on an ad hoc basis in relation to specific items. In addition, he advised that the scope of the IJB did not include Children's Services.

In response to a suggestion concerning representation from the Senior People's Forum, it was noted that officers would consider a process for locality representation and the Senior People's Forum would be included in the process.

### Decision

To approve the terms of the report.

## 9. BUDGET AND FINANCE

A report had been circulated by the Director setting out the process and timescales for putting into place financial arrangements for the IJB and setting out the process for undertaking financial assurance on the resources to be delegated to the West Lothian IJB.

The Director advised that it was expected that functions and related budget resources would not be delegated to the IJB until the date the IJB

Strategic Plan came into effect which was anticipated to be on 1 April 2016.

As part of the project plan prepared for implementing health and social care integration for West Lothian, financial elements required had been identified and were being progressed via a structured project based approach. Table 1 within the report outlined the milestones within that plan, and provided progress updates for each milestone.

The report went on to provide detailed information concerning the appointment of a Chief Finance Officer, the creation of an IJB Audit Committee, and Financial Assurance.

It was recommend that the IJB:-

- note the implementation plan for delivering the financial arrangements for the West Lothian IJB and the work completed so far.
- note the financial assurance work undertaken to date and further work to be undertaken in advance of resources being delegated by the council and NHS Lothian to the IJB.

#### Decision

To note the terms of the report.

### 10. WORKFORCE DEVELOPMENT / OD PLAN

A report had been circulated outlining the progress in development of an Organisational Development and Workforce Plan to support the integration of the health and social care and achievement of the national health and well being outcomes.

The IJB was informed that the approach to integration was focused on person-centred planning and delivery ensuring that those who used services got the right care and support whatever their needs, at any point in their care journey. With a focus on improving people's lives and caring for the whole person, it was essential that partnership organisations made sure that those working in health and social care were equipped to make best use of their collective skills and resources to improve outcomes for individuals.

The report explained the purpose of the Organisational Development and Workforce Plan and attached a copy as Appendix 1 to the report.

The plan had been developed through the Organisational Development Board with membership from the management team and NHS Lothian and West Lothian Council organisational development and human resources teams. The plan embraced the staff governance standards and would be consulted on through the partnership fora.

The IJB was asked to note the contents of the report and support the key activities required for delivery of the organisational development and



workforce plan.

### Decision

1. To note the terms of the report.
2. To agree to support the key activities required for delivery of the organisational development and workforce plan

## 11. IJB MEMBER INDUCTION

A report had been circulated by the Director informing the Board of the proposal for progressing induction for the IJB members.

The report advised that 10 appointed members of the IJB had attended an initial West Lothian induction event on 19 August 2015. To build on this event and progress the induction of IJB members further events were proposed to ensure that Board members had all the necessary information to meet their individual and collective needs.

The events proposed were:-

1. A repeat of the induction event provided in August taking on board feedback from participants and views from the shadow IJB. It would be open to all Board members but targeted at new members who hadn't previously attended.
2. An induction event to be available locally for elected members who had been unable to attend previous events to provide an overview and understanding of the role of West Lothian's IJB. This would be arranged by HR as part of the ongoing programme of Member development events.
3. Once all board members had attended the initial induction event a further development event was planned. The purpose of this would be to review any further induction needs as well as to facilitate the implementation of a Development Plans for the IJB.

The report went on to provide information on the IJB Development Plan which would pull together the themes and areas for improvement as well as detail actions required and monitoring process.

A range of resources had been produced nationally to facilitate the development of IJBs, and these were listed in the report. The report also contained a list of documents highlighting key themes for Boards to address as part of their development.

During discussion, the IJB heard a suggestion that officers consider including visits/tours as part of the Induction Programme.

### Decision

1. To endorse the proposed approach and content of Board member

induction as outlined in the report.

2. To agree that officers consider including visits/tours as part of the Induction Programme.

## 12, MEETING ARRANGEMENTS AND WORKPLAN

A report had been circulated by the Director confirming the meeting arrangements and seeking approval for the maintenance of a workplan for the IJB.

The report recalled that, at its meeting of 2 June 2015, the shadow IJB had agreed proposed meeting arrangements for the shadow IJB and Board when formally established. These arrangements were outlined in Appendix 1 to the report for information.

It was proposed that in the interest of effective planning and evaluation, that the IJB maintained a workplan which would identify key areas for consideration and action. The purpose of the workplan would be to enable appropriate preparation and planning in advance of IJB reports and to monitor progress in these areas.

The IJB was asked to note the meeting arrangements and agree the maintenance of a workplan for the IJB.

### Decision

1. To note the meeting arrangements; and
2. To agree the maintenance of a workplan for the IJB.