

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 18 OCTOBER 2016.

Present

Voting Members – Councillors Danny Logue (Chair), Martin Hill (Vice-Chair), Susan Goldsmith, Alex Joyce, John McGinty, Anne McMillan, Frank Toner.

Non-Voting Members – Ian Buchanan (Stakeholder Representative), Jim Forrest (Director), Jane Houston (Staff Representative), Mairead Hughes (Professional Advisor), Pamela Main (substitute for Chief Social Work Officer), James McCallum (Professional Advisor), Mary-Denise McKernan (Stakeholder Representative), Martin Murray (Staff Representative), Robin Strang (Stakeholder Representative), Patrick Welsh (Chief Finance Officer).

Apologies – Lynsay Williams, Elaine Duncan and Jane Kellock.

In Attendance – Marion Barton (Head of Health Services), Alan Bell (Senior Manager, Communities and Information, WLC), James Millar (Standards Officer), Carol Mitchell (NHS Lothian).

1. DECLARATIONS OF INTEREST

Councillor Danny Logue declared a non-financial interest as an employee of NHS Lothian.

2. MINUTE OF MEETING OF WEST LOTHIAN INTEGRATION JOINT BOARD HELD ON TUESDAY 23 AUGUST 2016

The West Lothian Integration Joint Board approved the minute of its meeting held on 23 August 2016 subject to an amendment as undernoted:-

Page 57, third paragraph – “2016/16” should read “2015/16”.

3. MINUTE OF MEETING OF WEST LOTHIAN INTEGRATION JOINT BOARD AUDIT RISK AND GOVERNANCE COMMITTEE HELD ON FRIDAY 24 JUNE 2016

The West Lothian Integration Joint Board noted the minute of meeting of the Audit Risk and Governance Committee held on 24 June 2016.

4. RUNNING ACTION NOTE

A copy of the Running Action Note had been circulated for information. It was noted that an item on the Running Action Note would be dealt with

later in the meeting, but that the item 'Needs Assessment for Older People' had been deferred.

### Decision

To note the Running Action Note.

## 5. ADULTS' MENTAL HEALTH COMMISSIONING PLAN

The Integration Joint Board considered a report (copies of which had been circulated) by the Director seeking approval of the Strategic Commissioning Plan for Adults' Mental Health as presented in Appendix 1 to the report.

The Board was informed that a short life Working Group had been established to develop the three year commissioning plan for Adults' Mental Health. A draft plan had been considered by the Strategic Planning Group and was now before the IJB for approval.

All care group commissioning plans followed a similar structure as follows:-

Section 1 gave an overview, setting out vision, values, aims and outcomes, and the approach taken.

Section 2 detailed the main recommendations arising from the Needs Assessment, locating these against existing strategies and policies and confirming whether they were to be addressed by specific commissioning intentions.

Section 3 detailed the specific commissioning commitments, informed by the Needs Assessment, and provided information on the planned spend to meet these commitments.

Section 4 was titled Next Steps and detailed a number of strategic changes. The programmes of change were listed in the report.

It was noted that the IJB budget had not yet developed to the level appropriate to commissioning plans. This in turn limited the extent to which commissioning commitments could be detailed. In addition, organisation arrangements within the scope of the IJB were undergoing considerable change and this was likely to have an impact on commissioning commitments. There followed a discussion around the programmes of change which were set out in Section 4 of the report.

The Director advised that decisions on the investment and disinvestment of resources would require to be made as the actions in Section 4 were progressed.

In response to a question raised, the Senior Manager Community Care Support and Services advised that it had been his intention to circulate an updated Plan for approval by the IJB which incorporated amendments agreed by the Strategic Planning Group at its meeting held on 6 October

2016.

Decision

1. To approve the Strategic Commissioning Plan for Adults' Mental Health as presented in Appendix 1 to the report, but subject to minor amendments as agreed by the Strategic Planning Group at its meeting held on 6 October 2016.
2. To note that reports on the various workstreams would be brought to the Board for monitoring of progress.

6. LEARNING DISABILITY COMMISSIONING PLAN

The Integration Joint Board considered a report (copies of which had been circulated) by the Director seeking approval of the strategic commissioning plan for Adults with a Learning Disability as presented in Appendix 1 to the report.

Prior to presenting his report, the Senior Manager Community Care Support and Services informed the Board of minor amendments to the Plan which had been agreed by the Strategic Planning Group at its meeting held on 6 October 2016.

The Board noted that all care group commissioning plans followed a similar structure as follows:-

Section 1 gave an overview, setting out vision, values, aims and outcomes, and the approach taken.

Section 2 detailed the main recommendations arising from the Needs Assessment, locating these against existing strategies and policies and confirming whether they were to be addressed by specific commissioning intentions.

Section 3 detailed the specific commissioning commitments, informed by the Needs Assessment, and provided information on the planned spend to meet these commitments.

Section 4 was titled Next Steps and detailed a number of strategic changes. The programmes of change were listed in the report.

Questions raised by Board members were then dealt with by Alan Bell (Senior Manager, Community Care Support and Services) and Pamela Main (Senior Manager, Assessment and Prevention).

It was noted that, in relation to strategic change proposals outlined in Section 4 of the report, decisions on the investment and disinvestment of resources would require to be made as the actions were progressed.

The Board was asked to approve the strategic commissioning plan for Adults with a Learning Disability as presented in Appendix 1 to the report.

### Decision

To approve the strategic commissioning plan for Adults with a Learning Disability as presented in Appendix 1 to the report, but subject to minor amendments as agreed by the Strategic Planning Group.

## 7. IJB 2016/17 BUDGET UPDATE

The Integration Joint Board considered a report (copies of which had been circulated) by the Chief Finance Officer providing an update on the financial performance in respect of the IJB's 2016/17 delegated resources based on the latest forecast position reported by NHS Lothian and West Lothian Council.

The Chief Finance Officer presented his report, advising that the forecast position reflected the most recent NHS and council outturn position. Both bodies forecasted an overall breakeven budget position for 2016/17 which meant that both parties were currently managing pressures, including in the delegated IJB functions, within total resources available.

The report provided a table showing the most recently reported 2016/17 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. A summary of key risks and service pressures had been identified and these were noted in the narrative against the relevant components of the delegated budget.

The report outlined the position in relation to approved budgeted savings. While in overall terms satisfactory progress was being made on the delivery of 2016/17 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.

In relation to the 2017/18 budget plan, work was progressing and it would be important that the IJB worked in partnership with NHS Lothian and the council in the development of plans. In terms of West Lothian Council, budget plans, including adult social care functions, for 2017/18 were well progressed and were largely agreed along with the council's 2016/17 budget. A key issue that might impact on this was the Scottish Government's budget announcement for 2017/18, expected on 15 December 2016. In terms of NHS Lothian, it was intended to have the 2017/18 financial plan concluded as far as possible by the end of the calendar year. The recurrent element of the financial gap for 2017/18 was currently estimated at £60 million for NHS Lothian overall which took account of 2016/17 pressures being met by one off funding. The NHS Board was estimating that efficiency savings of up to 7% would be required for 2017/18.

There followed a brief discussion concerning the Board's role in monitoring action being taken to manage key risk areas.

Questions raised by Board members were then dealt with by the Chief Finance Officer and the Director.

The Chief Finance Officer recommended that the Board:-

1. Note the roles and responsibilities for managing within budget taking account of the West Lothian Integration Scheme.
2. Note the forecast outturn for 2016/17 in respect of IJB Delegated functions taking account of saving assumptions.
3. Note the action being undertaken by Partner bodies in partnership with the IJB in respect of managing within available 2016/17 budget resources.
4. Note the position on 2017/18 budget planning.

#### Decision

To note the terms of the report.

To note discussion on challenges and risk areas around budget planning for 2017/18 and that the Chief Finance Officer would provide a further report to the Board updating on the 2017/18 budget position.

## 8. AUDIT OF THE 2015/16 ANNUAL ACCOUNTS

The Integration Joint Board considered a report (copies of which had been circulated) by the Chief Finance Officer advising the Board of the outcome of the 2015/16 Audit and providing a summary of the key points arising from the Auditor's Annual Report.

The Chief Finance Officer advised that the report by Audit Scotland on the 2015/16 audit formed part of the audit process.

The audited Annual Accounts for the period to 31 March 2016 had been considered by the Audit, Risk and Governance Committee on 23 September 2016 and the Committee had approved the accounts for signature. This meant the external audit of the Accounts and the signing of the Independent Auditor's report had been completed by the target date of 30 September 2016. There were no material changes to the figures contained in the Unaudited Accounts previously provided to the Board on 23 August 2016.

The Board noted that, on the outlook for the future, the Auditor had highlighted that Boards would continue to operate in a period of austerity with reduced funding in real terms, increasing cost pressures and a growing demand for services. There would be a requirement to shift resources to reflect changing models of service delivery and it would be

important that the Board could demonstrate these changes, which might take several years to fully evolve, were making a positive impact on service users and improving outcomes.

It was recommended that the Board:

- Note the Auditor's 2015/16 Annual Audit Report.
- Note the audited 2015/16 Annual Accounts for the West Lothian Integration Joint Board.

#### Decision

To note the terms of the report.

### 8. WORKPLAN

A copy of the Workplan had been circulated for information.

The Board heard a suggestion by the Vice-Chair that consideration be given to holding a Primary Care Summit in West Lothian (similar to the successful summit hosted by the four Lothian IJBs).

#### Decision

1. To note the Workplan; and
2. To agree that the Director bring forward a proposal to the next meeting of the IJB.

### 9. CLOSING REMARKS

Councillor Frank Toner referred to his resignation as Chair of the IJB and recorded his appreciation of the work undertaken by officers and Board members.

On behalf of the Board, the Chair thanked Frank Toner for the work undertaken as Chair of the IJB.