

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 14 MARCH 2017.

Present

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

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

Apologies – Lynsay Williams, Elaine Duncan.

In Attendance – Alan Bell (Senior Manager, Communities and Information, WLC), Carol Mitchell (NHS Lothian), Marion Barton (Head of Health Services), Bridget Meisak (WL Voluntary Sector Gateway), Kenneth Ribbons (IJB Internal Auditor), Carol Bebbington (Senior Manager Primary Care and Business Support).

1. URGENT BUSINESS

The Chair referred to the report on Financial Assurance of 2017/18 Budget Contributions (Agenda Item 5) which had been circulated as a late report. The Chair ruled that the item would be taken as urgent business as the matter required a decision by 1 April 2017.

2. DECLARATIONS OF INTEREST

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

3. MINUTES

- (a) The West Lothian Integration Joint Board approved the minute of its meeting held on 31 January 2017.
- (b) The West Lothian Integration Joint Board noted the correspondence arising from its previous meeting.
- (c) The West Lothian Integration Joint Board noted the minute of the meeting of the Strategic Planning Group held on 17 November 2016.

4. FINANCIAL ASSURANCE OF 2017/18 BUDGET CONTRIBUTIONS

The Integration Joint Board considered a report (copies of which had been circulated) by the Chief Finance Officer setting out the outcome of the financial assurance process on the contributions that West Lothian Council and NHS Lothian had identified to be delegated to the IJB for 2017/18.

The Chief Finance Officer explained that the matters to be taken into account as part of the financial assurance process were:-

- Assessment of prior year expenditure on IJB functions.
- Information on assumptions regarding estimated budget to be delegated to the IJB for 2017/18 and comparison against previous year spend and anticipated 2017/18 demands.
- Information on key budget risks associated with functions that would be delegated to the IJB.
- Information on the value of approved budget savings for 2017/18 that related to IJB functions.
- Details of any non-recurring funding included in the budget resources delegated to the IJB.

The Board was informed that West Lothian Council had approved its 2017/18 budget on 20 February 2017, including the 2017/18 level of resources associated with functions delegated to the IJB of £69,396 million. This took account of additional Scottish Government Health and Social Care funding to IJBs of £107 million specifically for social care. For West Lothian, the share of the funding had been confirmed as £3.060 million.

The 2017/18 Scottish Budget included an addition £100 million to be transferred from NHS Boards to Integration Authorities in order to protect investment in social care. A further £7 million was being provided directly to Integration Authorities towards disregarding the value of war pensions from social care financial assessments, and for pre- implementation work in respect of the new carers legislation. A breakdown of the additional £107 million was shown in the report.

A table within the report showed the 2017/18 budget, compared to the equivalent 2016/17 and 2015/16 budgets in respect of council functions delegated to the IJB. Appendix 1 to the report showed further details on the split of the resources against the various adult social care functions/services in each year.

The Board noted that a breakeven position was forecast against the 2016/17 budget. However there continued to be a number of pressure areas throughout the service due to increasing demands for social care services.

The 2017/18 budget resources totalled £69.396 million. This provided for the estimated additional costs associated with staff pay awards,

apprenticeship levy costs, demographic and demand led pressures and contractual inflation, including the estimated costs of continuing to meet the Living Wage commitment. The budget also reflected savings of £1.408 million which would require to be delivered to manage within the resources of £69.396 million delegated to the IJB. A number of key risks and uncertainties would require to be closely monitored during 2017/18, and these were identified within the report.

The 2017/18 financial plan assumptions in the report took account of total funding confirmed by the Scottish Government and the overall NHS Lothian budget figures that would be reflected in the report to NHS Lothian Finance and Resources Committee on 15 March 2017. After taking account of costs pressures, additional funding, financial recovery plans and in year flexibility, there was currently a remaining gap across NHS Lothian of £35 million. This represented 2.2% of the total recurring NHS budget.

In relation to NHS Lothian resources, the Chief Financial Officer considered that it was important to note that NHS Lothian financial planning was undertaken at Business Unit level, rather than IJB level, and the focus of NHS Lothian was to balance its budget at Business Unit level in the first place, which would then feed through to IJB.

The report contained a table showing a summary of NHS 2017/18 Contribution to IJB. Appendix 2 to the report showed further details of the split of the resources across the NHS Lothian contribution.

The Chief Finance Officer provided brief commentary relating to the 2016/17 budget position relating to NHS Lothian and outlined the key risks and uncertainties that would require to be closely monitored during 2017/18.

The report provided a summary of the key points of the financial assurance covering NHS Lothian and the council.

In relation to future financial strategy, it was noted that the IJB's strategic plan and strategic commissioning plan would help inform decisions around prioritisation of resources, new models of service delivery and disinvestment decisions, all of which would be necessary in the medium term financial planning process. As part of the 2016/17 Scottish Budget there was a requirement for NHS Boards to undertake three year financial planning. In addition, the council had approved a priority based approach medium term financial planning as part of the 2017/18 budget approved on 20 February 2017.

It was recommended that the Board requested partners to work with the IJB Director and Chief Finance Officer on preparation of a financial plan for IJB delegated functions over a minimum three year period. It was further proposed that this would be reflected in Directions issued to partners and that a further update on the proposed approach to the IJB's medium term financial strategy would be brought to the Board on 27 June 2017.

It was recommended that the IJB:

1. Note the financial assurance work undertaken to date;
2. Agree the allocation of additional 2017/18 Health and Social care Fund resources, taking account of Scottish Government requirements;
3. Agree that council and NHS Lothian 2017/18 budget contributions were allocated back to Partners, via Directions, to operationally deliver and financially manage IJB delegated functions from 1 April 2017;
4. Agree that the Directions attached in Appendix 3 to the report be issued to West Lothian Council and NHS Lothian respectively;
5. Agree that, in accordance with Scottish Government requirements, Audit Scotland and CIPFA Best Practice, the IJB would request that Partners work in conjunction with the Director and Chief Finance Officer to prepare a medium term financial strategy for IJB delegated functions;
6. Agree the updated IJB Annual Financial Statement attached in Appendix 4 to the report.

A number of questions raised by Board members were then dealt with by the Chief Finance Officer and the Director.

In response to a question raised, the Director of Finance (NHS Lothian) undertook to provide additional information relating to the budget figure under 'GMS' (Appendix 2) as the figure reflected a reduction for 2017/18.

Decision

1. To note the terms of the report and
2. To approve the recommendations by the Chief Finance Officer.

5. STRATEGIC PLAN ANNUAL REVIEW, HEALTH AND SOCIAL CARE DELIVERY PLAN AND DIRECTIONS

The Board considered a report (copies of which had been circulated) by the Director outlining the Draft First Annual Review of the IJB Strategic Plan 2016/26, the draft Health and Social care Delivery Plan and the proposed approach to Directions for 2017/18.

The report recalled that the Strategic Plan 2016-26 was developed during the course of 2015/16 with engagement of stakeholders through the Strategic Planning Group. It had been approved by the IJB at its meeting on 31 March 2016.

There was provision for review of the Strategic Plan periodically within the lifetime of the plan and in consultation with the Strategic Planning Group. The review should include the effectiveness of the plan in delivering integrated functions and whether a replace plan was required.

The Strategic Plan had been reviewed on the basis of consistency with the policy, economic and social context and ongoing accordance with values, resources, appropriateness, feasibility and desirability. The visions and values set out in the plan remained relevant and had a good fit with NHS Lothian and West Lothian Council encapsulating the purpose of the partnership. It was noted that the values required continuous reinforcement and promotion to support their practical demonstration.

The priorities and programmes outlined in the strategic Plan were considered to be consistent with the refreshed needs assessment. Taking these priorities into delivery within localities (including emerging arrangements for Primary Care Clusters) was a developmental requirement and was aligned with ensuring explicit connection with the Community Planning Partnership regeneration plans.

The Director considered that the first annual review preserved stability in the plan and did not require a replacement plan. It also confirmed progress and reiterated and reinforced the direction set by the 2016-26 plan. The review updated and refreshed the policy drivers for the plan.

The report went on to advise that, under Scottish Government guidance, the Strategic Plan should incorporate a medium term financial plan for the resources within its scope. The IJB should set out the total resources included in each year of the plan. This would be undertaken to ensure that there was appropriate resourcing and devolution of responsibility to deliver in line with the outcomes and priorities set out in the plan. In keeping with the guidance, NHS Lothian and West Lothian Council were expected to provide indicative three year allocations to the IJB which should be in line with the Strategic Plan. The rolling indicative allocation was subject to annual approval through the respective budget setting processes. A revised detailed integrated budget would be presented to the IJB following the conclusion of the budget setting process of the parent bodies.

The report then went on to provide commentary on the Health and Social care Delivery Plan which had been published on 19 December 2016. Appendix 2 to the report outlined the draft West Lothian Health and Social care Delivery Plan which took account of the Strategic Plan review and the Scottish Government's Health and Social Care Delivery Plan. It was intended to hold an IJB development session in June 2017 which would focus on the Health and Social Care Delivery Plan and transformational change required to support this.

Finally, the report examined the approach to directions. It was noted that the high level Directions for 2017/18 would be included within the IJB Financial Report to the Board. Regular review of performance against the West Lothian Health and Social Care Delivery Plan would be undertaken

with Partner bodies and reported to the Board as part of the quarterly performance updates.

The Integration Joint Board was recommended to:

1. Receive the report;
2. Discuss the contents of the report;
3. Approve the Draft First Annual Review of the Strategic Plan, the Draft Health and Social Care Delivery Plan and the approach to Directions for 2017/18.
4. Agree an IJB development session to be held in June 2017 which would focus on the Health and Social Care Delivery Plan and transformational change required to support this.

Decision

To note the terms of the report and to approve the recommendations by the Director as set out in Section B of the report.

6. PRIMARY CARE PREMISES REPORT

The Board considered a report (copies of which had been circulated) by the Director setting out the Primary Care premises priorities for West Lothian and recommending actions to adjust the existing Infrastructure to support the needs of the steadily growing West Lothian population.

The Board was informed that West Lothian Council was at an advanced stage in replacing the West Lothian Local Plan with a new Local Development Plan (LDP).

The scale of housing development proposed in the LDP was set by the approved South East Scotland Strategic Development Plan and its associated Supplementary Guidance for Housing. The housing land requirement for West Lothian was identified as providing for a minimum of 18,010 houses for the period 2009 to 2024. This was well above the NRS projections and, if completed, would lead to potential population growth by 2024 of 39,081 – equivalent to 7 new GP practices.

It was noted that, to date, Primary Care Infrastructure development had been driven by a response to the poor state of existing premises, the capacity of individual practices to raise awareness of their particular issues and the opportunities created by sites becoming available.

The Scottish Government review of Primary Care Premises was due to report and it was anticipated that this might give a strengthened role in premises provision and management to the NHS/IJBs.

The Board was informed that the former CHCP had agreed a list of priorities and actions. The Primary Care Premises Plan (Appendix 1 to the report) had been refreshed to update progress against these.

The Board was asked to:-

1. Note the contents of the report.
2. Note the progress made in developing new premises and refurbishing existing premises to increase physical capacity for primary care and community service provision.
3. Approve the Primary Care premises priorities for West Lothian and actions required to match Primary Care infrastructure to population growth including:
 - a. Development of new Heath Centre premises in East Calder
 - b. Development of an additional GP practice in new building in Armadale
 - c. Refurbishment of Whitburn Health Centre
 - d. Progress the established development of Blackburn Partnership Centre to implementation in September 2017.
4. Recognise that premises, GMS income and associated funding stream were only part of the community service capacity which needed to be developed. The work needed to come together with the workforce planning for all associated disciplines.

Decision

1. To note the terms of the report; and
2. To approve the recommendations by the Director as set out in Section B of the report.

7. MEMBERSHIP REVIEW

The Board considered a report (copies of which had been circulated) by the Director concerning the membership of the Board, the Strategic Planning Group (SPG) and the Audit Risk and Governance Committee.

The report recalled that the Board and the SPG had previously asked for their membership to be brought back for review at a future Board meeting. The Audit Risk and Governance Committee had asked officers to consider what steps could be taken to widen participation at that committee.

The report contained a proposal to strengthen representation of the third sector by inviting the West Lothian Voluntary Sector Gateway to provide a non-voting member to sit on the Board and also to provide an additional members of the SPG.

The current membership of the Board, the SPG and the Audit Risk and

Governance Committee was shown in Appendix 1 to the report, together with the relevant categories of membership for each.

It was recommended that the IJB:-

1. Note the current membership of the Board, the SPG and the committee
2. Note the statutory guidance in relation to the role of the third sector interface (West Lothian Voluntary Sector Gateway) in the integration of health and social care.
3. Agree to one representative of the West Lothian Voluntary Sector Gateway, to be chosen by it, becoming a non-voting member of the Board.
4. Agree to one representative of the West Lothian Voluntary Sector Gateway, to be chosen by it, becoming a member of the SPG.
5. Otherwise note that there were places in the membership of the SPG to be filled and to consider how to do so.
6. Agree in principle, despite the statutory barrier to committee membership for non-Board members, that wider participation and involvement at the Audit Risk and Governance Committee was desirable.
7. Instruct officers to explore ways in which that might be achieved and to report back to the Board accordingly.
8. Consider if there were other changes that should be explored in relation to membership of the Board, the SPG and the Board's committees.

Decision

1. To note the terms of the report.
2. To agree that West Lothian Voluntary Sector Gateway be represented on the West Lothian IJB and SPG and to note that the organisation had chosen Bridget Meisak as its representative.
3. To note that officers would explore options for filling places in the membership of the SPG and the Board's Audit Risk and Governance Committee as recommended in the report, and that suggestions brought would be brought back to the Board in due course.

8. RISK MANAGEMENT POLICY AND STRATEGY

The Board considered a report (copies of which had been circulated) by the Director concerning the Risk Management Policy and Risk Management Strategy.

The Board was informed that a risk management policy was an essential element of an effective system for managing risks. The proposed IJB Risk Management Policy was attached as an appendix to the report.

The IJB's stated policy was to effectively mitigate risks to the achievement of its objectives by implementing robust risk management strategies, policies and procedures.

The Risk Management Strategy set out how the IJB would implement the Risk Management Policy and was attached as an appendix to the report. The Strategy included provision for the approval of policy strategy and procedures, and for the review of the risk register by the IJB and the Audit Risks and Governance Committee at regular intervals.

The IJB was asked to:-

Approve the Risk Management Policy.

Approve the Risk Management Strategy.

Decision

To approve the Risk Management Policy and;

To approve the Risk Management Strategy.

9. WEST LOTHIAN TECHNOLOGY ENABLED CARE PROGRAMME (WL TEC)

The Board considered a report (copies of which had been circulated) by the Director providing a six-monthly progress report on the West Lothian Technology Enabled Care (TEC) Programme.

The report recalled that West Lothian had been awarded funding by Scottish Government to participate in the 2 year national programme, to build on the original investment in telecare technology and accelerate commitment in line with emerging national and local priorities and technological developments.

The report went on to advise that work was progressing on all deliverables, with most projects currently at the implementation phase. The report contained a summary of achievements to date.

The Board was asked to note the progress on the West Lothian Technology Enabled Care (TEC) Programme and the contribution the programme was making to the IJB Strategic Plan.

Decision

To note the terms of the report.

10. CALLS FOR VIEWS ON DESTITUTION AND ASYLUM IN SCOTLAND

The Board considered a report (copies of which had been circulated) by the Director seeking approval of a response to the Equalities and Human Rights Committee in respect of their call for views on destitution and asylum in Scotland.

The report advised that the Scottish Parliament's Equalities and Human Rights Committee was intending to examine the issue of destitution and asylum in Scotland. The Committee had identified three questions that it would like input on, and these were outlined in the report.

The report contained a suggested response on behalf of the IJB. For question two, it was noted that West Lothian Council had a "No Recourse to Public Funds Procedure" and this was attached as Appendix 1 to the report.

The Board was asked to approve the response to the Equalities and Human Rights Committee in respect of their call for views on destitution and asylum in Scotland.

Decision

1. To note the terms of the report; and
2. To agree that the suggested response be submitted on behalf of the West Lothian IJB.

11. NATIONAL HEALTH AND SOCIAL CARE WORKFORCE PLANNING

The Board considered a report (copies of which had been circulated) by the Director providing a draft response to the Scottish Government's discussion paper in relation to workforce planning.

The Head of Health Services presented the report, highlighting that IJBs were required to complete integrated workforce development plans and they were tasked with managing integrated budgets to deliver or commission integrated health and community care services. This required a planned approach to the workforce which provided these services.

The draft response to the consultation contained the following key points:-

- that a national workforce development framework should be developed that also allowed for local variances.
- that IJBs would and should be responsible for local workforce planning and contributing to both regional and national workforce plans.
- that further consultation regarding the representation of the group who would design the framework.

- recognised the need for workforce planning in key areas as per the attached response.
- that all Organisational Development and Learning and Development resources across the IJB work collectively to plan and deliver on workforce plans.

The Board was asked to approve the draft response in appendix 1 for submission to the Scottish Government by the deadline of 28 March 2017.

Decision

1. To note the terms of the report and the draft response in Appendix 1.
2. To agree that, rather than submitting the full response as recommended, officers should write to the Scottish Government reflecting the IJB's view that workforce planning required a flexible approach that recognised that the two partners had two different structures.

12. CONSULTATION - ORGAN AND TISSUE DONATION AND TRANSPLANTATION

The Board considered a report (copies of which had been circulated) by the Director providing a response to the Scottish Government in respect of their consultation on organ and tissue donation and transplantation.

The Board was informed that the Scottish Government was consulting on a range of matters relating to two key approaches to increasing numbers of deceased organ and tissue donors. A draft response on behalf of the IJB was provided in Appendix 2 to the report. The Board was invited to approve the submission of the response to the Scottish Government.

There followed a discussion around aspects of the consultation and a range of views were expressed, including the view that members may not have the level of expertise required to respond fully to the consultation.

Decision

1. To note the terms of the report and the draft response to the Scottish Government in respect of their consultation on organ and tissue donation and transplantation.
2. To agree that, rather than submitting the full response as recommended, officers should submit the suggested response to Question 1 on behalf of the IJB and that individual IJB members wishing to respond fully, could do so separately.

15. WOKRPLAN

A copy of the Workplan had been circulated for information.

Decision

1. To note the workplan; and
2. To agree that the item 'NMC Revalidation' (scheduled for the April 2017) be removed from the Workplan.

14. PROPOSED MEETING DATES 2017/18

The Board considered a list of proposed meeting dates for 2017/18 (copies of which had been circulated).

Decision

To approve the proposed meeting dates for 2017/18 as undernoted:-

Tues 26 September at 2.00 pm
Tues 31 October 2017 at 2.00 pm
Tues 5 December 2017 at 2.00 pm
Tues 23 January 2018 at 2.00 pm
Tues 13 March 2018 at 2.00 pm
Tues 1 May 2018 at 2.00 pm
Tues 26 June 2018 at 2.00 pm