

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION STRATEGIC PLANNING GROUP of WEST LOTHIAN COUNCIL held within STRATHBROCK PARTNERSHIP CENTRE, 189(A) WEST MAIN STREET, BROXBURN EH52 5LH, on 8 OCTOBER 2015.

Present – Jim Forrest (Chair, Health Professional), Marion Christie (Health Professional), Jane Kellock (Social Care Professional), Alan Bell (Social Care Professional), Pamela Main (Non Commercial Provider of Social Care), Robert Telfer (Commercial Provider of Social Care) and Mary-Denise McKernan (carers of social care)

Apologies – Carol Bebbington (Health Professional), Carol Mitchell (NHS Lothian), Alex McMahon (NHS Lothian), Robert Naysmith (Health Professional) and Robin Strang (Third Sector Representative)

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. INTEGRATION OF HEALTH AND SOCIAL CARE IN WEST LOTHIAN

A report had been circulated by the Director providing background information about the integration of health and social care in West Lothian to assist in the understanding of the context in which the Strategic Planning Group (SPG) was to work.

The Public Bodies (Joint Working) (Scotland) Act 2014 required councils and health boards to cooperate in the integration of health and social care services. An integration scheme was to be developed and submitted for approval by Scottish Ministers.

The Act required certain statutory functions to be integrated (adult services) and allowed the optional integration of other functions (children's services and criminal justice). Responsibilities for those functions were delegated to the Integrated Joint Board (IJB) and the IJB would then instruct council and health board how to deliver the services concerned and with what resources.

The IJB was to develop through its SPG a Strategic Plan for delivery of the integrated functions and associated services. The Strategic Plan was to inform the calculation of the sums to be paid by the council and health board to the IJB for the performance of the integrated functions as well as an annual financial statement in which the IJB would set out the resources it proposed to use to deliver the outcomes contained in the Strategic Plan. The IJB was to report annually on its performance, in terms of both finance and service delivery.

The Integration Scheme for the West Lothian area was developed through the prescribed process and submitted for approval in March 2015. The Scheme has now been approved by Scottish Ministers and the necessary

steps have been taken by them in the Scottish Parliament to have the West Lothian IJB formally established as a separate and distinct body to carry out the statutory functions delegated to it. A copy of the approved scheme was attached to the report at Appendix 1.

The Scheme provided for the integration of adult and older person's services only. There was also provision for certain hosted services which were to be managed by the Director through the IJB process. The Director was the Head of an integrated or joint management team between the council and health board and reported to the Chief Executive of each body as well as being responsible for the delivery of services in accordance with IJB directions and the Strategic Plan.

The IJB would be constituted in September 2015 and the first formal meeting of the IJB would be on 20 October 2015. This followed meetings of a Shadow Board to carry out the necessary preparatory work needed to help the IJB operate and deliver from the start of its life.

Until 1 April 2016 the IJB would have as its main task the preparation and finalisation of the Strategic Plan and the financial statement which would accompany it. After that date, money would be paid to it by council and health board and it would assume responsibility for the delivery of the integrated functions and related services.

It was recommended that the Strategic Planning Group note the current position in relation to the Integration of health and social care in West Lothian and the terms of the Integration Scheme summarised in Appendix 1 attached to the report.

Decision

1. To note the contents of the report and its accompanying appendices; and
2. To note the context in which the Strategic Planning Group would operate.

3. SPG TERMS OF REFERENCE AND PROCEDURES

A report had been circulated by the Director providing background information about the role and remit of the Strategic Planning Group (SPG), its proposed terms of reference and procedures and membership and meeting arrangements, all of which required to be submitted to the Integration Joint Board (IJB) for approval after its formal establishment.

The Act required the IJB to have a Strategic Planning Group and specified in general terms its role in relation to the Strategic Plan. Its primary role was to respond to proposals from the IJB as to what should be contained in the Strategic Plan and to comment on draft versions put to it for consideration throughout the development process.

Terms of Reference for the SPG and its role had been developed and were approved in principle at the Shadow Board meeting on 2 June 2015.

The Terms of Reference have since been added to, to include other matters relevant to the constitution and administration of the SPG so that all the significant information was contained in one document. They were all set out in Appendix 1 attached to the report.

The Act also required that the IJB establish and support its SPG and specified the minimum in terms of its membership. A process for identifying the members required was approved in principle at the meeting of the Shadow Board on 2 June 2015. Since that meeting officers had engaged in filling the required places on the SPG and those identified so far had been invited to shadow meetings of the SPG. Details of the membership required and proposed for the SPG were set out in Appendix 1 attached to the report.

The SPG was not a committee of the IJB and had its own statutory role as part of the integration and service planning process. Therefore it required to have rules of procedure in order that its meetings ran efficiently and effectively and that its members had information to support and enable them to fulfil their roles on the IJB. A set of procedural rules had been drafted and were contained in Appendix 1 for consideration. A summary of some of the points contained in the draft procedures were summarised in the report.

And finally the Act required that the IJB have regard to statutory national health and wellbeing outcomes and integration delivery principles in preparing or reviewing its strategic plan. The SPG would therefore have to be aware of these and a copy was attached to the report for information.

It was recommended that the Strategic Planning Group :-

1. Note the proposed Terms of Reference in Appendix 1 for the SPG which were to be submitted to the first formal meeting of the Integration Joint Board (IJB) for approval.
2. Note the proposed and current membership of the SPG in the Terms of Reference in Appendix 1 which were to be submitted to the first formal meeting of the IJB for approval and appointment.
3. Note the procedures in the Terms of Reference in Appendix 1 through which it was proposed that the SPG would operate and which were to be submitted to the first formal meeting of the IJB for approval.
4. Note the terms of the National Health and Well Being Outcomes and the Integration Delivery Principles, both included in the Terms of Reference in Appendix 1, which were to inform the work of the IJB and the SPG, and the contents of the Strategic Plan.
5. Note the meeting dates already put in place for the SPG till June 2016, in Appendix 2.
6. Note the statutory guidance issued to date by the Scottish Government.

Decision

To note the contents of the report.

4. DRAFT STRATEGIC PLAN

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

As set out in the regulation to the Act, the Integration Joint Board (IJB) must establish a strategic planning group, which would be involved throughout the process of developing, consulting on and finalising a strategic plan.

The development of the strategic plan was to be clear about the national and local outcomes to be delivered and must include the formal establishment of locality arrangements for the partnership area. These arrangements would draw together professionals, staff, the third and independent sectors, carers and service users to lead the planning and delivery of services for their local community, based on their experience and knowledge of local needs.

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

Appendix 1 attached to the report provided an initial draft of the strategic plan for consideration by the Strategic Planning group (SPG). The SPG was invited to comment on this initial draft including any suggested amendments to be made prior to progressing to stakeholder consultation. The IJB would also consider the draft and an associated consultation plan at its meeting on 20 October 2015.

It was recommended that the Strategic Planning Group :-

1. Note the requirement of the Integration Joint Board (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 at Appendix 1 and to advise on any changes in advance of submission to the IJB prior to stakeholder consultation on the draft Strategic Plan.

Decision

1. To note the contents of the report;
2. To note that a few amendments would need to be made to the final document, including changes to the ward map, before the

document was forwarded to the Integrated Joint Board for approval; and

3. To agree that if any Strategic Planning Group members wished to make comment on the plan then to submit these comments to Alan Bell on or before Tuesday 13 October 2015 so they could be considered and incorporated into the final document.

5. IJB MEMBER INDUCTION

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

The Director explained that an initial West Lothian induction event for members of the Shadow Integrated Joint Board was provided on 19 August 2015 with a view to providing a broad overview of key themes.

To build on this event and progress 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 as follows :-

1. A repeat of the event provided on 19 August 2015, details of which were attached to the report at Appendix 1, taking on board comments received from that event;
2. An induction event to be included for all elected members to equip councillors with an overview and understanding of the role of West Lothian's Integration Joint Board; and
3. Once all Board Members had attended the initial induction event a further development event would be planned.

Each IJB was required to produce a Board Development Plan to set out how the Board planned to develop a continuous improvement approach to how it operated. The Board Development Plan would pull together the themes and areas for improvement as well as detail actions required and how these would be monitored. A range of resources had been produced nationally to facilitate the development of Integrated Joint Board and these were summarised in the report.

It was recommended that the Strategic Planning Group endorse the proposed approach and content of Board Member induction as summarised in the report.

Decision

1. To note and endorse the contents of the report
2. To agree that an induction/overview of the work of the Strategic Planning Group be organised for appointed members; and

3. To agree that any further suggestions for future training needs be forwarded to Marion Christie.