

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 7 APRIL 2016.

Present – Jim Forrest (Chair, Health Professional), Marion Barton (Health Professional), Alan Bell (Social Care Professional), Ian Buchanan (User of Social Care), Steve Field (Professional) Diane Hayley (Health Professional), Jane Houston (Unison Health), Mairead Hughes (Health Professional), Pamela Main (Social Care Professional), Mary-Denise McKernan (carer of users of health care), Siobhan Mullen (non-commercial provider of social housing), Charles Swan (Social Care Professional), Robert Telfer (commercial provider of Social Care) and Patrick Welsh (Chief Finance Officer)

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTE

The Group confirmed the Minute of its meeting held on 23 February 2016. The Minute was thereafter signed by the Chair.

3. PRESENTATION BY CHIEF FINANCE OFFICER ON IJB BUDGETS

The Group were provided with a presentation of the budget arrangements that had been put in place for the Integration Joint Board and would cover a number of aspects including budget responsibilities, resource allocation to and from the IJB and how the budget had been derived.

The Finance Officer explained that the components that made up the IJB budget came from Adult Social Care (West Lothian Council) and delegated core health services, share of delegated pan-Lothian hosted services and share of delegated acute services (NHS Lothian).

The Finance Officer continued to explain the how the IJB budget differed from the budget for the Health and Social Care Partnership and how resources would be allocated to and from the IJB.

Budget responsibilities were also outlined noting how resources would be used and directions would be issued to parties accordingly. Monitoring on financial performance would also be undertaken and financial recovery plans would be developed in conjunction with the IJB if an overspend was forecast.

The presentation concluded that the Strategic Plan would drive what services were to be delivered and the resources for this noting that Directions from the IJB were being finalised and which would in turn be issued to West Lothian Council and NHS Lothian. Likewise budget information has recently been issued to both the Chief Executive of West

Lothian Council and NHS Lothian.

Decision

1. To note the contents of the presentation on IJB budgets;
2. To note that budget information had recently been distributed to the Chief Executives of both West Lothian Council and NHS Lothian Health Board; and
3. To note the concerns expressed with regards to lack of stability within the prescribing budget and that these concerns had been raised on a Scotland-wide basis with the Scottish Government.

4. IJB FINANCIAL ARRANGEMENTS

A report had been circulated by the Director setting out the outcome of the financial assurance process on the proposed resources to be delegated to the IJB for 2016-17.

A key aspect of the ability of the IJB to deliver its Strategic Plan and improve health and social care outcomes was the level and adequacy of resources available. The report before the group therefore considered assumptions, risks and budget saving plans incorporated within the 2016-17 resources set out for the IJB delegated functions.

The report then provided a summary of the position with regards to the financial resources being provided by West Lothian Council and NHS Lothian; this included details on financial assurance, key risks and uncertainties.

The report concluded that a further report on financial assurance would be provided to the IJB following NHS Lothian having finalised their 2016-17 budget plans. Any amendments required to the NHS Lothian budget contribution to the IJB would be taken into account as part of the report and reflected in revised Directions as necessary.

In addition financial assurance would be ongoing during the year as part of the regular financial reporting on the 2016-17 resources associated with IJB functions.

Decision

1. To note the contents of the report;
2. To note the gap in funding being report by NHS Lothian which could in turn effect the IJB budget; and
3. To note the additional £7.130m that had been allocated to West Lothian specifically for social care and which would go some way to assist with discharges and was also to be used to introduce the Living Wage for all social care workers.

5. JOINT COMMISSIONING PLANS UPDATE

A report had been circulated by the Director providing an update on the development of the Joint Commissioning Plans, now to be known as Strategic Commissioning.

Attached to the report were the Needs Assessments that had been carried out in respect of Adults with Physical Disabilities and Adults with Learning Disabilities and were provided for the information of the group.

It was further reported that the IJB had recently agreed Terms of Reference and membership of the planning groups who would progress the development of the relevant care group commissioning plans

The strategic commissioning process was circular and in four main stages. These being :-

1. Analyse
2. Plan
3. Do
4. Review

The process started with a comprehensive assessment of needs, preferences and intended outcomes and included the mapping and reviewing of existing service provision to inform future commissioning.

It was noted that there was an Executive Summary for each of the Needs Assessments already completed and that these would be circulated to members of the group.

Decision

1. To note the contents of the Needs Assessments already completed in respect of Adults with Physical Disabilities and Adults with Learning Disabilities;
2. To agree that the Executive Summaries for each of these Needs Assessments would be circulated to the members of the group; and
3. To note that the IJB had recently agreed the composition of the Strategic Commissioning Groups and work would soon begin on the remaining Strategic Commissioning Plans.

6. LOCALITIES GROUPS - TERMS OF REFERENCE

A report had been circulated by the Director providing proposed terms of reference including membership of the two Locality Groups as required within the West Lothian IJB Integration Scheme and Strategic Plan.

The IJB approved its Strategic Plan on 31 March 2016. The plan defined two localities across the health and care services that were planned for delivery across West Lothian. Locality Groups would be formed with direct involvement and leadership from the following groups :-

- Health and social care professionals involved in the care of people who used the services
- Representatives of the housing sector
- Representatives of the third sector and independent sectors
- Carers and patients representatives
- People managing services

Attached to the report at Appendix 1 were the draft terms of reference for the Locality Groups with the intention being to present a report to the IJB seeking approval for the establishment of the Locality Groups within the approved terms of reference.

It was also being recommended that a development event be hosted in June 2016 for identified members of both locality groups for the purpose of providing background context for the work of the locality groups and the developing of workplan priorities for each group for 2016-17.

It was recommended :-

1. To agree the terms of reference including membership of the two locality groups as required within the West Lothian IJB Integration Scheme and Strategic Plan and were submitted for approval to the IJB; and
2. To agree to deliver a development event for locality group members in June 2016.

Decision

1. To approve the terms of the report; and
2. To agree to seek involvement in the Locality Groups from the council's Community Regeneration Service.

7. PARTICIPATION AND ENGAGEMENT STRATEGY

A report had been circulated by the Director providing an update on progress in preparing the West Lothian Health and Social Care Participation and Engagement Strategy, a copy of which was attached to the report.

The group were advised that the approved Integration Scheme committed both the council and NHS Lothian to the development of a Participation

and Engagement Strategy which would ensure significant engagement with and participation by members of the public, representation organisations and other organisation in relation to the decisions about the carrying out of delegated functions. This would include using existing forums, networks and stakeholder groups with an interest in health and social care.

Therefore taking into account the Integration Scheme and the requirements of the Strategic Plan a Participation and Engagement Strategy had been prepared and which comprised of three sections :-

- Overview
- Community Participation and Engagement; and
- Communication

The report also provided a narrative on the three sections of the engagement strategy.

The report concluded that officers would finalise the draft strategy over the next month in consultation with key stakeholders with a view to presenting a finalised strategy to the IJB for approval at its meeting on 31 May 2016. It was specifically noted that officers would be meeting with a series of stakeholders including Ian Buchanan in the coming days at which a number of issues raised concerning communication with the wider public would be discussed.

It was also noted that reference to Acute Services had been omitted from the document and therefore this would be addressed over the next few weeks.

Once approved it was proposed to develop an action plan which would identify specific activities to be undertaken in the coming year.

Decision

1. To note the content of the report and engagement strategy which it was hoped would be approved by the IJB by 31 May 2016;
2. To agree that Steve Field would contact Jacqui Campbell with regards to the inclusion of Acute Services; and
3. To note that Steve Field would be meeting with Ian Buchanan to discuss further options to ensure that engagement was undertaken with the wider public promoting the work of the IJB.

8. TIMETABLE OF MEETINGS 2016-17

A timetable of meetings for 2016-17 had been circulated for the information of the Strategic Planning Group.

Decision

To approve the timetable of meetings for 2016-17

9. WORKPLAN

A workplan had been circulated which provided details of the work of the Strategic Planning Group over the coming months.

It was agreed that an additional item be included in the workplan and which concerned an update on Lothian's Hospital Plan which could be reported towards the end of the year.

Decision

1. To note the contents of the workplan; and
2. To agree to include an additional item concerning an update on Lothian's Hospital Plan.