

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD held within STRATHBROCK PARTNERSHIP CENTRE, 189 (A) WEST MAIN STREET, BROXBURN EH52 5LH, on 21 NOVEMBER 2018.

Present

Voting Members – Martin Hill (Chair), Harry Cartmill, Martin Connor, Alex Joyce, Dave King, Bill McQueen, George Paul and Damian Timson.

Non-Voting Members – Ian Buchanan, Elaine Duncan, Jim Forrest, Jane Houston, Mairead Hughes, Pamela Main, Martin Murray, Ann Pike, Patrick Welsh and Rohana Wright.

In Attendance – Marion Barton (Head of Health), Carol Bebbington (Senior Manager, Primary Care and Business Support), Nick Clater (Chair of the Alcohol and Drug Partnership), Marjolene Don (NHS Lothian), Lorna Kemp (Project Officer), James Millar (Standards Officer), Tim Montgomery (Services Director, Royal Edinburgh Hospital and Associated Services) and Kenneth Ribbons (IJB Internal Auditor).

1 ORDER OF BUSINESS

The Chair identified that agenda items 5 to 8 were for information only and the Board thereafter agreed to approve these reports without discussion.

2 DECLARATIONS OF INTEREST

Martin Hill declared a non-financial interest in agenda item 13 as he was a non-Executive Director of Scottish Environment Protection Agency.

3 MINUTE OF MEETING OF WEST LOTHIAN INTEGRATION JOINT BOARD HELD ON MONDAY 24 SEPTEMBER 2018

The Board approved the minute of the meeting held on 24 September 2018 as a correct record. The Chair thereafter signed the minute.

4 MINUTE OF MEETING OF WEST LOTHIAN INTEGRATION JOINT BOARD AUDIT, RISK AND GOVERNANCE COMMITTEE HELD ON WEDNESDAY 27 JUNE 2018

The Board noted the minute of the meeting of the West Lothian Integration Joint Board Audit, Risk and Governance Committee held on 27 June 2018.

5 MINUTE OF MEETING OF WEST LoTHIAN INTEGRATION STRATEGIC PLANNING GROUP HELD ON THURSDAY 9 AUGUST 2018

The Board noted the minute of the meeting of the West Lothian Integration Strategic Planning Group held on 9 August 2018.

6 COMPLAINTS AND INFORMATION REQUESTS - QUARTERLY REPORT

A report by the Director (copies of which had been circulated) was required to be presented to the Board on a quarterly basis detailing complaints or requests for information made to the Board. This was in line with the Board's Complaints Handling Procedure and the legislative requirement to report statistics of requests for information made to the Office of the Scottish Information Commissioner.

There had been no complaints or information requests made since the establishment of the IJB. Quarterly updates would continue to be presented to future meetings of the Board.

It was recommended that the Board:

1. Noted that no complaints had been received in quarter 2 or since the establishment of the IJB;
2. Noted that no requests for information had been received in quarter 1 or since the establishment of the IJB; and
3. Noted that complaints and requests for information would be reported on a quarterly basis.

Decision

To note the terms of the report.

7 NATIONAL DENTAL INSPECTION PROGRAMME ANNUAL REPORT 2018

Following the publication of the National Dental Inspection Programme (NDIP) Annual Report for 2018, the Board considered a report by the Director (copies of which had been circulated) which summarised the key findings.

The NDIP was carried out at two levels: a basic inspection which was intended for all children at P1 and P7 stages, and a detailed inspection during which a representative sample was inspected at P1 and P7 stages in alternate years. The detailed inspection focussed on children at P1

stage for the academic year 2017/18.

The report highlighted that children in the Lothian Health Board area had a slightly higher mean number of decayed, missing and filled teeth compared to Scotland as a whole, and was in line with Scotland as a whole in terms of the percentage of P1 children with no obvious decay experience in primary teeth.

A copy of the Executive Summary of the NDIP was appended to the report which provided further details.

It was recommended that the Board:

1. Noted that the NDIP was carried out annually and that the 2018 report had been published;
2. Noted the improvement in oral health of P1 children; and
3. Noted the Lothian position in relation to Scotland and other NHS Board areas.

Decision

To note the terms of the report.

8 MEMBERS' CODE OF CONDUCT - ANNUAL REPORT 2017/18

For the purposes of the Ethical Standards in Public Life etc. (Scotland) Act 2000, the Board was a devolved public body and was therefore required to comply with the established statutory regime for promoting and enforcing ethical standards in public life in Scotland. The Code of Conduct applied to devolved public bodies and their members.

Complaints about potential breaches of the Code of Conduct were initially made to the Commissioner for Ethical Standards in Public Life in Scotland (CES), and where a breach was determined to have been made, thereafter referred to the Standards Commission for Scotland (SCS) for a decision.

An annual report by the Standards Officer (copies of which had been circulated) was presented which outlined the work of the CES and SCS for the 2017/18 period, including the number of complaints made and the outcomes of these. Although there had been no complaints made against any members of the Board, they were reminded of the importance of following the Code.

The Board was recommended to note the summary of the work carried out in 2017/18 by the Commissioner for Ethical Standards in Public Life in

Scotland and the Standards Commission for Scotland in relation to the ethical standards regime which applied to Board members.

Decision

To note the terms of the report.

9 WEST LoTHIAN WORKFORCE DEVELOPMENT PLAN

Approval was sought of the final draft of the West Lothian Workforce Development Plan, following the development of a National Health and Social Care Workforce Plan which aimed to help improve and strengthen workforce planning across health and social care.

The West Lothian Workforce Development Plan would support the establishment of a single data set on the health and social care workforce which would aid more comprehensive analysis of the workforce particularly in relation to supply and demand.

The Board considered a report by the Director (copies of which had been circulated) which outlined the purpose of the Plan and set out the proposed final draft.

The proposed Plan sought to augment the existing separate NHS Lothian and Council workforce plans with local level actions required to support further integration of health and social care service provision. The report recognised that changes were required to be made to the current way of working in order to address challenges faced in relation to workforce recruitment and retention. A Workforce Development Plan would also be important for the successful delivery of the transformational change programmes which were to be progressed.

During discussion, members noted that the document was better suited to a strategic framework rather than a plan due to the level of detail which was included. Concerns were raised about the lack of detail regarding how the success of the plan would be measured and the specific actions which were to be taken to ensure the aims of the Plan were met successfully.

The ageing workforce in the health and care sector in West Lothian and the increasing movement of staff between roles and employers was also raised and the importance of recruiting staff to replace these roles was noted.

It was recommended that the Board:

1. Noted the content of the report and the final draft of the Workforce

Development Plan (as set out in appendix 1);

2. Supported the key objectives of effective workforce planning described in the plan;
3. Approved the final draft of the Workforce Development Plan;
4. Supported the implementation of the action plan; and
5. Agreed that formal review and update of the plan would be undertaken annually.

Decision

- 1) To approve the terms of the report as a strategic framework rather than a workforce plan within which operational plans were to be developed.
- 2) To agree that advice should be given by officers regarding how the success of the strategy would be measured.

10 PERFORMANCE REPORT

The Board considered a report by the Director (copies of which had been circulated) which provided an update as at September 2018 on the performance against a range of indicators.

There were 23 integration indicators which had been identified by the Scottish Government to demonstrate progress towards the achievement of the nine national health and wellbeing outcomes. Appendix 1 summarised the performance of the IJB and provided a comparison with the Scottish average for each indicator, although updated data was not currently available for some indicators.

The first nine of these indicators were measured through the Health and Care Experience Survey which was sent by post in October 2017 to a random sample of people registered with a GP in Scotland. The response rate had increased by 6% on the previous year. The key results of the survey were set out in the report.

The Board had also agreed a Balanced Scorecard which incorporated the core indicators, the Local Delivery Plan and other measures against local targets using a traffic light system. A Ministerial Strategic Group had identified a further set of indicators to measure the impact of the integration of health and social care services. The final performance measure benchmarked West Lothian's performance against other local authorities for adult care. Appendices 2 to 4 outlined performance against the balanced scorecard, the Ministerial Strategic Group integration

indicators and the benchmarking data.

An update was provided to members on the challenges faced to reduce delayed discharge from hospital and that a recruitment exercise was currently underway. It was suggested that the Board should consider the processes of the Edinburgh IJB which appeared to have had some success in this area.

The Chair also advised that the Health Board had approved an initial agreement to redevelop the Emergency Department at St. John's Hospital. The Business Case would be presented to the IJB at a future date.

It was proposed that performance reports would be presented to the Board on a six-monthly basis. Members agreed that going forward, a decision should be made on whether six-monthly updates were frequent enough.

It was recommended that the Board:

1. Note the contents of the report;
2. Note the most up to date performance against the key integration indicators and within the balanced scorecard;
3. Consider the outcome of the Health and Care Experience Survey for West Lothian;
4. Consider the current performance against the core suite of indicators benchmarked against our Local Government Benchmarking Family for adult care; and
5. Note that performance reports would be updated in accordance with availability of data and presented 6 monthly to the Board for discussion.

Decision

- 1) To note the terms of the report.
- 2) To note the update given regarding the challenges relating to hospital discharges.
- 3) To note the recommendation from the Chair that the Director should liaise with members of the Edinburgh IJB to seek information on their processes for hospital discharges.
- 4) To note the update from the Chair that the Health Board had approved an initial agreement to redevelop the Emergency

Department at St. John's Hospital. The Business Case would be presented to the IJB at a future date.

- 5) To consider at the next performance update whether 6-monthly updates were sufficient to provide assurances to members.

11 ROYAL EDINBURGH HOSPITAL CAMPUS REDEVELOPMENT (PHASE 2) - MENTAL HEALTH, LEARNING DISABILITY AND SUBSTANCE MISUSE SERVICES - CONFIRMATION OF BED MODELLING, COMMUNITY INVESTMENT AND REVENUE AFFORDABILITY

The Royal Edinburgh Hospital was undergoing redevelopment in order to improve provision. The first phase of the project had been completed in 2017 and approval in principle was sought prior to the commencement of phase 2. Phase 1 delivered improved provision for adult mental health services, intensive rehabilitation and specialist brain injury rehabilitation. The second phase would provide facilities for patients with learning disabilities requiring low secure mental health care and long term psychiatric rehabilitation, reprovision of a clinic providing inpatient detoxification and a facilities management building.

The plans would see the number of beds available to West Lothian for learning disability services reduced to six; however it was recognised that a comprehensive assessment of budget implications would be required and that a balance between inpatient care and care in the community would be in place to ensure sufficient provision was available to meet the needs of patients.

It was proposed that West Lothian would have access to 6 low secure mental health services beds and that no longer term complex rehabilitation beds were required. The development would also benefit the Ritson Clinic which provided substance misuse services as it could be included within the new phase two facilities.

The benefits of the project included services being provided locally and patients prevented from having to travel out of the area; inpatient services in modern facilities in Morningside; expansion of community provision; better use of available resources; and improvements to facilities management and infrastructure improvements. A draft model of financial implications was presented within the report. If agreed, the next stage would be the development of the business case to take the second phase forward, with an outline business case expected to be submitted to the Board in March 2019.

The Board was recommended:

1. To confirm the proposed West Lothian bed numbers in Phase 2;
2. To agree in principle to a bed risk share model with other IJBs in order to progress the business case and ensure West Lothian patients had continued access to specialist services;

3. To agree that the financial model would be revisited as part of the work towards the new IJB NRAC financial allocation model and that the final financial model for the OBC should be presented to the IJB.

Decision

- 1) To agree the terms of the report.
- 2) To note that the outline business case would be presented at its meeting on 12 March 2019.

12 RISK MANAGEMENT

The Board considered a report by the Director (copies of which had been circulated) on the risk management of the IJB. In line with the Risk Management Policy and Risk Management Strategy approved by the Board, the IJB's risk register was required to be reviewed annually. The risks were set out in Appendix 1 to the report.

The Internal Auditor explained that there were 11 in-progress risks identified in total, with two of these being rated as a high risk. Each risk was assigned a score between one and 25 based on the estimated likelihood of the risk and its estimated impact. The report set out each of these risks, the ratings and scores they had been given and the steps being taken to further reduce these. Appendix 2 detailed the standard risk assessment methodology used.

It was noted that the risk register had previously been considered by the IJB Audit, Risk and Governance Committee.

The Board queried whether the risk relating to delayed discharge which was noted as being 50% completed would be likely to be completed by the due date. It was advised that if the action had not been completed, it would be presented as an outstanding action at the next update.

The Board was recommended to consider the risks identified, the control measures in place and the risk actions in progress to mitigate their impact.

Decision

To note the terms of the report.

13 PUBLIC SECTOR CLIMATE CHANGE DUTIES

The Board had a statutory duty as a public body under the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 to report on climate change annually.

The proposed submission to the Scottish Government was set out in Appendix 1 to the report.

Climate change reports were focussed on the corporate emissions arising from organisational operations and service delivery. As the Board itself did not have any assets, the unique nature of IJBs was recognised in that not all sections of the submission template were relevant. Many of the points regarding the impact on climate change in health and social care services would be covered by NHS Lothian and West Lothian Council in their submissions.

Discussion took place regarding the importance of considering the environmental impact when decisions were taken by the Board. Suggestions were made that the Board should be sensitive to environmental considerations when developing strategies and could take steps to reduce the carbon footprint. It was recommended that a statement regarding the importance of environmental considerations should be included when developing the new Strategic Plan.

The Board was asked to:

- 1) Note the statutory requirement to report on climate change on an annual basis and no later than 30 November 2018; and
- 2) Agree the content of the draft 2017/18 submission to the Scottish Government.

Decision

To approve the terms of the report subject to the inclusion of a statement regarding the importance of environmental considerations when developing the new Strategic Plan.

14 CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT 2017-2018

The Chief Social Worker presented the annual report for the 2017-18 period (copies of which had been circulated) for consideration by the Board. The report outlined the statutory work undertaken during the period 2017-18.

The role of the Chief Social Work Officer was to provide professional governance, leadership and accountability for the delivery of social work and social care services, whether these be provided by the local authority or purchased from the voluntary or private sectors.

The report provided an overview of the role and responsibilities of the Chief Social Work Officer and outlined the governance arrangements that were in place in West Lothian. The report highlighted the council's statutory duties, the decisions that were delegated to the Chief Social Work Officer and provided a summary of service performance.

The report concluded that the delivery of social work services continued to be challenging. Various factors contributed to this environment including an increase in West Lothian's population, increasing complexity of need across multiple groups, the uncertainty of the implications of Brexit and the continuing constraints on public sector funding. It was recognised that services in future would require to be transformed to meet the demands on service and there would be opportunity within this to modernise some aspects of service delivery.

The Board commented on the encouraging report and the work which was being undertaken.

The Board was recommended to:

- 1) Note the content of the Chief Social Work Officer's annual report for 2017/18; and
- 2) Note that the report had been submitted to the Scottish Government Chief Social Work Advisor.

Decision

To note the terms of the report.

15 WEST LOTHIAN PUBLIC PROTECTION COMMITTEE 2016-18 ADULT PROTECTION BIENNIAL REPORT

The remit of the Board included reviews of the work of the West Lothian Public Protection Committee on a biennial basis. The Committee was formed in 2016 and brought together the previous Adult Protection, Child Protection, Violence Against Women and Girls and Reducing Re-offending committee structures. The report, presented by the Chief Social Work Officer, covered the period from 2016 to 2018.

The report aimed to consider progress and manage risk for adults at risk and vulnerable people. Information was provided on the various duties of the Committee and areas of good practice were highlighted throughout. Key points included improved communication via shared systems, embracing innovation and strengthening missing persons and banking protocols.

The Board was asked to consider the content of the West Lothian Public Protection Committee 2016-18 Adult Protection Biennial Report.

Decision

To note the content of the report.

16 IJB FINANCE UPDATE

The Board considered a finance update report by the Chief Finance

Officer (copies of which had been circulated). The report set out the overall financial performance of the IJB's delegated functions for the 2018/19 period and provided a year end forecast.

The key issues for specific service areas in respect of those which posed ongoing risks and emerging budget pressures were set out in the report. It was noted that a significant portion of the predicted overspend was due to staff costs and the demands on mental health and adult social care services. There was a predicted underspend on social care functions meaning there was potential to reach a breakeven position by year end if health costs could be balanced.

Discussion took place about recruitment challenges within acute hospital functions such as accident and emergency departments and the reliance on bank staff which had increased costs. The Board also commented that if reports were not clear with regard to challenges being faced in specific areas there was limited opportunity to direct funding to be realigned from other services.

Dave King and Alex Joyce left the meeting during discussion of this item and did not participate in the decision or the remaining items of business.

The Board was recommended to:

1. Note the forecast outturn for 2018/19 in respect of IJB delegated functions taking into account saving assumptions;
2. Note that further action was required by partner bodies in partnership with the IJB to manage within the 2018/19 budget; and
3. Note that further updates on pressures identified would be reported to future Board meetings.

Decision

To agree the terms of the report.

17 HEALTH & SOCIAL CARE MEDIUM TERM FINANCIAL FRAMEWORK

The Scottish Government had published their medium term financial framework for health and social care which aimed to consider the whole health and social care system. A report by the Chief Finance Officer (copies of which had been circulated) explained that the framework used the 2016/17 period as a base year and a number of assumptions to forecast future spending on health and social care services. The report then outlined these assumptions which reflected the main health and social care expenditure policy commitments made by the Government.

It was highlighted that the framework included a section on reforming the health and social care system to address the challenges which were being faced. Actions were set out in the Health and Social Care Delivery Plan, which the framework was to support at local, regional and national levels.

The framework had identified five areas of activity which would contribute to the reform of services, namely shifting the balance of care, regional working, public health and protection, once for Scotland and annual saving plans. The report provided the Board with further information relating to these areas.

Discussion took place regarding the budget for the 2019/20 period and it was noted that the Scottish Government was due to announce its budget in December 2018, following which the settlement amount for the Integration Joint Board would become clearer.

The Board was asked to note and consider the content of the medium term health and social care financial framework produced by the Scottish Government.

Decision

- 1) To note the terms of the report.
- 2) To note that funding allocations for West Lothian for 2019/20 would not be available until the Scottish Government budget was announced in December 2018.

18 ALCOHOL AND DRUGS PARTNERSHIP (ADP) - ADDITIONAL FUNDING FROM SCOTTISH GOVERNMENT

A report by the Director (copies of which had been circulated) providing information on additional funding granted by the Scottish Government to tackle alcohol and drug use was considered by the Board.

Alcohol and Drug Partnerships were funded by the Scottish Government and this had been reduced in 2016/17. The Board considered a report on this reduction and agreed at its meeting of 29 November 2016 to reduce commissioned services due to the lack of funding available as a result. It also agreed that the Chair should write to Minister for Public Health and Sport to express the concerns of the Board.

The Chief Officer had received correspondence from the Scottish Government in August 2018 advising that £20 million would be invested to tackle problem alcohol and drug use. The report outlined a set of proposals for the distribution of the funding which were consistent with the priorities set out by the Scottish Government in its letter, and the current West Lothian ADP Commissioning Plan.

The Board discussed the impact of the reduction in ADP funding and the adverse impact this had, including a rise in drug related deaths during the period since the reduction. Concerns were voiced regarding the time the funding had become available and that the funding allocated for the 2018/19 period might not have been able to be fully allocated within the current year. The Board were advised that it was currently unclear what would happen in the event of this happening and clarification was requested on the matter.

The Board was recommended to:

1. Note the letter from the Scottish Government included at Appendix 2 to the report advising of additional funding of £522,823 to tackle problem alcohol and drug use;
2. Note that the purpose of the funding was to support priorities which were consistent with the priorities of the current ADP Commissioning Plan; and
3. Agree the deployment of the additional resources as detailed in Appendix 1 to the report and to issue a further Direction to West Lothian Council in respect of this.

Decision

- 1) To approve the terms of the report.
- 2) To request clarification on what would happen in the event that the allocated funding was not fully spent in the year 2018/19.

19 WORKPLAN

The Board workplan was presented.

Decision

- 1) To note the workplan subject to the inclusion of the Royal Edinburgh Hospital Campus Redevelopment Outline Business Case on the agenda for consideration on 12 March 2019.
- 2) To agree that an additional meeting be held on 23 April 2019.

20 CLOSING REMARKS

In closing the meeting, the Chair thanked Ian Buchanan for his valuable contribution to the Board as he was retiring.

The Chair then thanked Marion Barton and Elaine Dow, who were also retiring, for their hard work.