

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD held within VIRTUAL MEETING ROOM, on 21 SEPTEMBER 2021.

Present

Voting Members – Bill McQueen (Chair), Harry Cartmill, Martin Connor, Damian Doran-Timson, Martin Hill, Katharina Kasper, Dom McGuire and George Paul

Non-Voting Members – Karen Adamson, Lesley Cunningham, Elaine Duncan, David Huddleston, Jo MacPherson, Alan McCloskey, Patrick Welsh and Alison White

Apologies – Steven Dunn and Ann Pike

In attendance – Colin Briggs (NHS Lothian), Neil Ferguson (NHS Lothian), Hamish Hamilton (West Lothian HSCP Business Partner), Carol Holmes (NHS Lothian), Lorna Kemp (Project Officer), Yvonne Lawton (Head of Strategic Planning and Performance), Tracey McKigen (NHS Lothian), James Millar (Standards Officer), Greg Stark (NHS Lothian), Fiona Wilson (Head of Health) and Linda Yule (Chief Nurse)

The Chair thanked Harry Cartmill for chairing the IJB for the past two years and for his guidance in anticipation of the Chair rotation on 21 September 2021.

1 DECLARATIONS OF INTEREST

There were no declarations of interest made.

2 MINUTES

The Board approved the minutes of its meeting held on 10 August 2021.

3 MINUTES FOR NOTING

- a The Board noted the minutes of the West Lothian Integration Joint Board Audit Risk and Governance Committee meeting held on 17 June 2021.
- b The Board noted the minutes of the West Lothian Integration Joint Board Strategic Planning Group held on 27 July 2021.

4 MEMBERSHIP & MEETING CHANGES

The IJB agreed the following:

- To appoint Karen Adamson to the IJB as non-voting member (replacing Rohana Wright) as of 1 August 2021.
- To appoint Lesley Cunningham to the IJB as non-voting member

(replacing Caroline McDowall) as of 3 September 2021.

- To reappoint Ann Pike to the IJB as non-voting member as of 3 October 2021.
- To appoint Lesley Cunningham to the Audit, Risk and Governance Committee and the Strategic Planning Group.
- To appoint Katharina Kasper as Strategic Planning Group Chair.

5 UPDATE ON TEMPORARY CLOSURE OF ST MICHAELS HOSPITAL & STAFFING PRESSURES

The Board considered a report (copies of which had been circulated) by the Head of Health providing a situational update relating to the temporary closure of St Michael's Hospital in August 2021. The report also outlined future decision-making proposals for St Michael's by taking into account the ongoing, wider bed-based review of current and future demand that was part of the transformation work commenced in May 2021. Additionally, the report provided an assurance to the IJB that options were being fully evaluated through an assessment framework that included detailed data analysis.

It was noted that the most important aspect of the process going forward was to communicate its decision-making process to the public, staff and stakeholders. Officers were asked to provide an update at the November IJB meeting.

Decision

1. To approve the terms of the report.
2. An update report to be presented at the November meeting of the IJB.

6 MENTAL WELFARE COMMISSION REPORT: AUTHORITY TO DISCHARGE

The Board considered a report (copies of which had been circulated) by Greg Stark, Senior Development Manager, presenting the Mental Welfare Commission Report: *Authority to Discharge*.

It was recommended that the Board note the contents of the report.

Decision

To note the terms of the report.

7 INITIAL AGREEMENTS TO SUPPORT DEVELOPMENT OF ROYAL EDINBURGH CAMPUS

The Board considered a report (copies of which had been circulated) by Colin Briggs, Director of Strategic Planning, NHS Lothian seeking approval to take forward Initial Agreements for developments at the Royal Edinburgh Hospital Campus, Edinburgh. The specific proposals had been developed with the WLHSCP management team and the capacity identified had been calculated by the WLHSCP management team. These proposals included: Provision of low-secure/rehabilitation capacity for people receiving inpatient treatment for mental illness; Provision of inpatient capacity for people with learning disabilities, who cannot be cared for in the community.

It was recommended that the Board:

1. Note the strategic case outlined in the initial agreement, and how this linked to the WLJB vision for future care in this area;
2. Note the collaborative work undertaken by the WLHSCP team and NHS Lothian to identify the required capacity;
3. Note the work undertaken to develop models and capacity for future delivery of care and support within West Lothian; and
4. Agree that NHSL should progress this case.

Decision

To approve the terms of the report.

8 NATIONAL CARE SERVICE CONSULTATION RESPONSE

The Board considered a report (copies of which had been circulated) by the Project Officer providing an overview of the Scottish Government's consultation *A National Care Service for Scotland* and providing a proposed response to the consultation for discussion. The Board was asked to carefully consider whether the proposed response reflected the collective view of the Board and to draw attention to any section that should be revised if a collective response was agreed to be submitted.

It was recommended that the Board:

1. Note that the Scottish Government was consulting on the development of a National Care Service for Scotland which was anticipated to be operational by March 2026;
2. Note that the deadline for the submission of responses to the consultation had been extended to 2 November 2021;
3. Note that a proposed response had been drafted following the Board's Development Session on 6 September and in consultation with colleagues in the council and the partnership;
4. Note that the scope of the National Care Service (NCS) outlined

within the consultation extended beyond the recommendations of the Independent Review of Adult Social (IRASC);

5. Note that the proposals outlined within the consultation document would have significant implications for IJB's, councils, health boards and local accountability; and
6. Discuss the proposed response and agree if a collective response should be submitted to the consultation on behalf of the Board.

After discussion, it was agreed that a small working group comprising the Chair, Vice Chair, one elected member, one NHS Lothian member and two non-voting members to be formed to consider a response to the consultation. The group would request an extension to the consultation deadline and another draft would be prepared for either the IJB to sign off at its November meeting or for the Chief Officer to finalise and approve response under delegated powers if no deadline extension was granted.

Decision

1. To approve the terms of the report.
2. A working group to be formed to consider a response to the consultation.
3. A request for extension to the consultation deadline to be sent to the Scottish Government.
4. The Chair and Vice Chair to prepare another draft for the IJB to sign off at its November meeting; if no extension granted, the Chief Officer to finalise and approve the response under delegated powers.

9 UNACCEPTABLE ACTIONS POLICY

The Board considered a report (copies of which had been circulated) by the Project Officer presenting a draft Unacceptable Actions Policy for approval as required by the Scottish Public Services Ombudsman's (SPSO) new Model Complaints Handling Procedure, adopted by the Board in August 2021.

It was recommended that the Board:

1. Note that the Board adopted the SPSO's new Model Complaints Handling Procedure (CHP) on 10 August 2021;
2. Note that an Unacceptable Actions Policy was required to be developed in line with the Model CHP; and
3. Agree the proposed Unacceptable Actions Policy and approve its publication alongside the Board's revised CHP.

Decision

To approve the terms of the report.

10 LOCAL CODE OF CORPORATE GOVERNANCE - REVIEW

The Board considered a report (copies of which had been circulated) by the Standards Officer reviewing the Board's Local Code of Corporate Governance as instructed in September 2019.

It was recommended that the Board:

1. Note the present structure and content of the Local Code of Corporate Governance and the process followed for its use in governance reporting;
2. Note that the Code had been last reviewed in September 2019 when the Board had instructed a further review in 2021/22;
3. Consider and review the Code and in particular agree the following recommendations which were endorsed by the Audit Risk & Governance Committee on 7 September 2021:
 - a) To agree that there were no changes required to the standards in the Code or its overall structure and content;
 - b) To continue the practice of monitoring progress on governance issues and populating the Code through the integrated senior management team (paragraph 4);
 - c) To continue the practice of reporting the populated Code once each year and progress on governance issues twice each year to the committee to inform the annual governance statement (paragraph 6); and
 - d) To agree any future review of the Code be carried out by the committee as part of the annual governance reporting process rather than conducting and reporting a separate periodic review, with the committee's conclusion reported to the Board as part of the annual report on the Board's accounts and external audit report (paragraph 7).

Decision

To approve the terms of the report.

11 AUDIT OF THE 2020/21 ANNUAL ACCOUNTS

The Board considered a report (copies of which had been circulated) by the Chief Finance Officer advising members on the outcome of the 2020/21 audit and providing a summary of the key points arising from the Auditor's Annual Report.

It was recommended that the Board:

1. Consider the Auditors' 2020/21 Annual Audit Report including the management action plan;
2. Note that the Audit, Risk and Governance Committee had reviewed the Annual Accounts and Annual Audit report on 8 September 2021 and had no recommendations for the Board; and
3. Agree the audited 2020/21 Annual Accounts for signature.

Decision

To approve the terms of the report.

12 2021/22 FINANCE MONTH 4 UPDATE AND QUARTER 1 FORECAST

The Board considered a report (copies of which had been circulated) by the Chief Finance Officer providing an update on the 2021/22 budget forecast position for the IJB delegated health and social care functions reflecting the outcome of the Quarter 1 monitoring.

It was recommended that the Board:

Consider the forecast outturn for 2021/22 taking account of delivery of agreed savings;

Note the currently estimated financial implications of Covid-19 on the 2021/22 budget; and

Note that further updates on the 2021/22 budget position and progress towards achieving a balanced budget position would be reported to future Board meetings.

Decision

To note the terms of the report.

13 CHIEF OFFICER REPORT

The Board considered a report (copies of which had been circulated) by the Chief Officer providing a summary of key developments relating to West Lothian IJB and updates Board members on emerging issues.

It was recommended that the Board note and comment on the key areas of work and service developments that had been taking place within West Lothian in relation to the work of the Integration Joint Board.

Decision

To note the terms of the report.

14 STRATEGIC COMMISSIONING PLAN UPDATE

The Board considered a report (copies of which had been circulated) by the Head of Strategic Planning and Performance providing an update in relation to strategic commissioning plans and offering assurance to the IJB over progress being made.

It was recommended that the Board:

1. Note progress with the actions detailed in strategic commissioning plans; and
2. Be assured by the progress being reported and where actions were falling behind or at risk be satisfied that planning and commissioning leads were taking appropriate action.

Decision

To note the terms of the report.

15 WEST LoTHIAN CARER STRATEGY PROGRESS UPDATE

The Board considered a report (copies of which had been circulated) by Pamela Main presenting a West Lothian Carer Strategy progress update and reporting how funding from the Carers (Scotland) Act was being utilised.

It was recommended that the Board:

1. Note the content of the report; and
2. Approve the suggested spending options of the Carer (Scotland) Act remaining funding as outlined in section 5.

During discussion, it was noted that efforts should be maximised to ensure carers were aware of all support available to them, and it was agreed that a further progress report would be presented at the November IJB meeting.

Decision

1. To approve the terms of the report.
2. A further progress report to be brought to the November IJB meeting.

16 INTERIM PERFORMANCE REPORT

The Board considered a report (copies of which had been circulated) by the Chief Officer providing a quarterly performance report based on the

latest data available on the Core Suite of Integration Indicators and social care benchmarked data.

It was recommended that the Board note the content of the performance report and confirm assurance.

Decision

To note the terms of the report.

17 IJBS AS CATEGORY 1 RESPONDERS

The Board considered a report (copies of which had been circulated) by the Chief Officer providing information of the inclusion of the IJB as a Category 1 Responder in line with the Civil Contingencies Act 2004 and reporting on the requirements that this inclusion involved.

It was recommended that the Board:

1. Note the information in this paper and be assured that the established governance and management systems were in place to support the Board as a Category 1 Responder; and
2. Agree that the Chief Officer could continue to manage the necessary arrangements relating to this Act on behalf of the Board.

It was agreed that the Chief Officer's report would henceforth include an annual update demonstrating how the IJB had carried out its statutory obligations as responder.

Decision

1. To approve the terms of the report.
2. The Chief Officer's report to include an annual update demonstrating how the IJB has carried out its statutory obligations as responder.

18 WORKPLAN

A workplan had been circulated for information.

Decision

To note the workplan.