

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD held within VIRTUAL MEETING ROOM, on 9 NOVEMBER 2021.

Present

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

Non-Voting Members – Karen Adamson, Lesley Cunningham, Steven Dunn, David Huddlestone, Jo MacPherson, Ann Pike, Patrick Welsh, Alison White and Linda Yule

Apologies – Harry Cartmill, Dom McGuire, Elaine Duncan and Alan McCloskey

In attendance – Robin Allen (Senior Manager – Older People Services), Neil Ferguson (NHS Lothian), Carol Holmes (NHS Lothian), Sharon Houston (Business Support Team Manager), Lorna Kemp (Project Officer), Yvonne Lawton (Head of Strategic Planning and Performance), Kenneth Ribbons (Audit, Risk and Counter Fraud Manager) and Fiona Wilson (Head of Health)

1 ORDER OF BUSINESS

The Chair advised that he would ask David Huddlestone to speak about his participation in an RSA exercise under agenda item 7 (*Chief Officer's Report*).

The Chair also ruled that two additional items would be discussed after agenda item 15 (*Workplan*).

2 DECLARATIONS OF INTEREST

There were no declarations of interest made.

3 MINUTES

The Board approved the minutes of its meeting held on 21 September 2021.

4 MINUTES FOR NOTING

- a The Board noted the minutes of the West Lothian Integration Joint Board Strategic Planning Group held on 2 September 2021.
- b The Board noted the minutes of the Health and Care Governance Group held on 24 August 2021.
- c The Board noted the minutes of the Health and Care Governance Group held on 12 October 2021.

5 MEMBERSHIP & MEETING CHANGES

- The Board confirmed the appointment of Jock Encombe as voting member to the IJB for the period from 2 December 2021 to 31 July 2022 to replace Martin Hill.
- The Board confirmed the appointment of Linda Yule as non-voting member to the IJB from 6 October 2021 to 5 October 2024 to replace Mairead Hughes.
- The Board appointed Linda Yule to the Integration Joint Board Strategic Planning Group.

6 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 updating 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.

During discussion, members suggested the Strategic Planning Group explore ways of statistical quantification to assess carer effectiveness.

The Chair then invited David Huddlestone to provide an update on the recent RSA exercise he had taken part in and it was agreed that the relevant slides would be circulated to members at the end of the meeting. Members also suggested that the Strategic Planning Group remain involved in and up to date with RSA developments.

Decision

To note the terms of the report.

7 CARE AT HOME SERVICES IN WEST LOTHIAN

The Board considered a report (copies of which had been circulated) by the Senior Manager – Older People's Services providing an update on the situation with regard to the delivery of care at home services in West Lothian.

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

During discussion, it was agreed that the Chief Officer would provide updates as required, while the Head of Strategic Planning and

Performance would supply a note of progress for the next Chief Officer report on engagement with the community in the effort to enhance the model of approach with regard to care at home services.

It was also agreed that an explicit risk would be included in the risk register to ensure effectiveness of the mitigating actions listed in the report.

Decision

1. To note the terms of the report.
2. The Chief Officer to provide updates as required.
3. An explicit risk to be included in the risk register to ensure effectiveness of the mitigating actions listed in the report.

8 UPDATE ON PROGRESS OF THE HOME FIRST PROGRAMME AND THE POSITION WITH TEMPORARY CLOSURE OF ST MICHAEL'S HOSPITAL IN RESPONSE TO STAFFING PRESSURES

The Board considered a report (copies of which had been circulated) by the Head of Health providing a situational update on the Home First Programme and the current position with the temporary closure of St Michael's Hospital from August 2021. Additionally, the report sought to provide assurance to the Board that the Home First programme was underpinned by a whole system governance structure and data analysis to ensure any recommendations were evidence based and worked through with stakeholder involvement.

It was recommended that the Board:

1. Support the positive step in incorporating St John's Hospital phase 2 development and expanding scope of the Older Peoples Commissioning Board to include adults over the age of 18 years who required access to urgent unscheduled care;
2. Note the change of name of the Older Peoples and People Living with Dementia Commissioning Board to 'West Lothian Community and Acute Care Commissioning Board';
3. Continue to support an extension of the temporary closure of St Michael's Hospital until 31 March 22 with monthly monitoring, to evaluate the evolving staffing levels and allow for modelling of short, medium and longer-term bed needs across the health and social care system; and
4. Be cognisant of the need to prioritise IJB reserves to increase the capacity to deliver care at home services internally in response to current pressures on the system.

Decision

To approve the terms of the report.

9 NATIONAL CARE SERVICE CONSULTATION REPORT

The Board considered a report (copies of which had been circulated) by the Project Officer providing a revised draft response and covering letter to the Scottish Government's consultation A National Care Service for Scotland. The Board was asked to carefully consider whether the proposed response reflected the collective view of the Board and might request minor amendments, noting that the submission must be made on 9 November.

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 a request to Scottish Government to accept a late response had been granted on the condition it was no later than 9 November;
3. Note the Board's agreement to submit a collective response at its meeting of 21 September;
4. Note that a revised response and covering letter had been drafted following consideration at the Board's meeting of 21 September and a subsequent meeting of a short-life working group; and
5. Discuss the proposed response and agree its submission to the Scottish Government.

Decision

To approve the terms of the report.

10 BASELINE DATA FOR PRIMARY CARE PERFORMANCE INDICATORS

The Board considered a report (copies of which had been circulated) by the Clinical Director, West Lothian HSCP providing an update on capturing Baseline data for Primary Care Performance Indicators.

It was recommended that the Board:

1. Note the contents of the report; and
2. Confirm that the reporting format met the Board's requirements.

During discussion, it was agreed that the report should show trends, public perceptions of accessibility and service level in West Lothian GPs, and include narrative information in future iterations.

Decision

To approve the terms of the report subject to the report being further enhanced to show trends, public perceptions of accessibility and service level in West Lothian GPs, including narrative information in future iterations.

11 2021/22 FINANCE UPDATE

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 based on the month 6 monitoring exercise.

It was recommended that the Board:

1. Consider the forecast outturn for 2021/22 taking account of delivery of agreed savings;
2. Note the currently estimated financial implications of Covid-19 on the 2021/22 budget; and
3. Note the new investment announced by the Scottish Government to help protect health and social care service delivery over the winter period and that further confirmation was required on the allocation of funding to IJBs.

Decision

To note the terms of the report.

12 RISK MANAGEMENT

The Board considered a report (copies of which had been circulated) by the Chief Officer advising members of the risks in the IJB's risk register.

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

Decision

1. To note the terms of the report.
2. To include an additional risk on Care at Home system pressures to ensure effectiveness of mitigating actions as agreed under agenda item 8 (Care at Home Services in West Lothian).

13 PUBLIC SECTOR CLIMATE CHANGE REPORT

The Board considered a report (copies of which had been circulated) by the Project Officer advising the Board of its statutory duties under the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015; and asking the Board to agree the contents of the draft submission.

It was recommended that the Board:

1. Note the Board's statutory requirement to report on climate change on an annual basis and no later than 30 November each year; and
2. Agree the contents of the draft 2020/21 submission to the Scottish Government and the proposed improvement actions.

During discussion, it was suggested that the Chief Officer speak to Chief Officers of other IJBs and report back to either the IJB or the SPG with suggestions on the extent of IJB involvement in raising the standard of sustainability through planning and direction to the health board and the council.

Decision

1. To approve the terms of the report.
2. The Chief Officer to provide an update on requirement of the extent of IJB involvement in sustainability.

14 WORKPLAN

A workplan had been circulated for information.

Decision

1. To note the workplan.
2. To add a workforce planning report to a future meeting.

15 CLOSING REMARKS

In closing the meeting, the Chair on behalf of the Board thanked Marin Hill for his valuable contribution to the IJB and wished him well for the future. Martin Hill in turn thanked Board members and officers and wished them well for the future.