

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD held within WEBEX VIRTUAL MEETING ROOM, on 30 JUNE 2020.

Present

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

Non-Voting Members – Allister Short, Elaine Duncan, David Huddleston, Mairead Hughes, Jo MacPherson, Alan McCloskey, Caroline McDowall, Ann Pike, Patrick Welsh and Rohana Wright

Absent – Dom McGuire and Martin Murray

In attendance – Carol Bebbington (Interim Head of Health), Lorna Kemp (Project Officer), Yvonne Lawton (Head of Strategic Planning and Performance) and James Millar (Standards Officer)

The Chair opened the meeting by thanking Bill McQueen for chairing previous meetings in his absence.

1 DECLARATIONS OF INTEREST

There were no declarations of interest made.

2 MINUTES

The Board approved the minute of its meeting held on 10 March 2020 as a correct record.

3 MINUTES FOR NOTING

The Board noted the minutes of the West Lothian Integration Joint Board Audit, Risk and Governance Committee held on Wednesday 4 March 2020.

4 MEMBERSHIP & MEETING CHANGES

The Clerk advised the Board that on 26 May West Lothian Council had reappointed Councillors Harry Cartmill, George Paul and Damian Timson to the IJB and had designated Councillor Cartmill as Chair/Vice Chair as appropriate.

5 WEST LOTHIAN IJB 2020/21 BUDGET UPDATE

The Board considered a report (copies of which had been circulated) by the Chief Finance Officer providing an update on the 2020/21 budget

position, including initial Covid-19 financial implications, and, based on current partner funding contribution assumptions, providing an updated high-level medium-term financial outlook.

During discussion, it was clarified that further financial support from the Scottish Government was expected, although this was still to be confirmed. Reassurances were also provided regarding budget being available for St John's Hospital Emergency Department.

It was recommended that the Board:

1. Note the indicative three-year budget resources for IJB delegated resources based on existing partner planning assumptions and support the ongoing development of medium-term financial planning during 2020/21 to take account of the implications of Covid-19;
2. Note the updated financial contribution received from NHS Lothian in respect of 2020/21 IJB delegated functions;
3. Note the currently estimated financial implications resulting from Covid-19 and arrangements in place to monitor this and the overall 2020/21 budget position taking account of the pandemic; and
4. Agree that Directions be updated and re-issued by the Chief Officer to NHS Lothian taking account of the updated 2020/21 budget resources advised.

Decision

To approve the recommendations in the report.

6 CONSIDERATION OF 2019/20 ANNUAL ACCOUNTS (UNAUDITED)

The Board considered a report (copies of which had been circulated) by the Chief Finance Officer presenting the unaudited 2019/20 Annual Accounts of the West Lothian Integration Joint Board.

Board members requested that achievement of targets, progress made with commissioning plans and how IJB responds to the requirements of other health and care organisations be clearly shown in annual reporting.

It was recommended that the Board:

1. Consider the overall 2019/20 Annual Accounts prior to submission to Ernst and Young (EY) for audit and publication;
2. Agree the letters provided by NHS Lothian and West Lothian Council, along with partner financial ledger reports used throughout the year, provide assurance of the year end spend and funding contained in the unaudited annual accounts; and
3. Agree to suspend compliance during the coronavirus emergency

period with the duty to make hard copies of the annual accounts available for public inspection and copying, noting that copies could be provided instead by electronic means or by post.

Decision

1. To approve the recommendations in the report.
2. To ensure achievement of targets, including IJB's response to the requirements of other relevant health and care organisations, is clearly shown in annual reporting.
3. To bring a report to a future meeting showing work done in the context of commissioning plans.

7 ANNUAL PERFORMANCE REPORT 2019/20

The Board considered a report (copies of which had been circulated) by the Director presenting the Integration Joint Board's Annual Performance Report 2019/20 for consideration, approval and publication by 31 July 2020. The report also presented the most up-to-date performance against the health and social care integration indicators and a summary of performance against national and local indicators which supported National Health and Wellbeing Outcomes.

It was noted during discussion that efforts would be made to disseminate report findings as widely and as frequently as possible. Publishing a summary version of the report ensuring a balance between concise and comprehensive content was also suggested.

It was recommended that the Board:

1. Agree publication of the IJB's Annual Performance Report by 31 July 2020 subject to minor amendments and inclusion of any data updates available by that time;
2. Note the summary report and performance against the core suite of integration indicators; and
3. Note performance against local and national indicators which support National Health and Wellbeing Outcomes.

Decision

To approve the recommendations in the report.

8 SELF-ASSESSMENT - SURVEY QUESTIONS

The Board considered a report (copies of which had been circulated) by the Chief Officer presenting arrangements for carrying out periodic self-assessment of the Board's administrative arrangements and activity.

It was recommended that the Board:

1. Consider carrying out a self-assessment of the Board's effectiveness by the use of the questionnaire in the appendix;
2. Consider using the questionnaire to assess communication with the Board during the COVID-19 outbreak and to consult the Board on formalising induction and member support arrangements; and
3. Agree to the questionnaire being issued to Board members and the results reported to a future meeting.

Decision

To approve the recommendations in the report subject to minor amendments to the content and presentation of the questionnaire.

9 ANNUAL REVIEW OF RECORDS MANAGEMENT PLAN

The Board considered a report (copies of which had been circulated) by the Chief Officer presenting a draft revised Records Management Plan to the IJB for approval to submit to the Keeper of Records for agreement.

It was recommended that the Board:

1. Note that the Records Management Plan was required to be reviewed annually;
2. Note that a new element was included in the revised model records management plan and that guidance for IJBs would be provided;
3. Agree the recommended changes to the Plan and its submission to the Keeper of Records for agreement; and
4. Agree that a Progress Update Review would not be submitted this year.

Decision

To approve the recommendations in the report.

10 CHIEF OFFICER REPORT

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

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

1. To note the recommendation in the report.
2. To request that Audit, Risk and Governance Committee formally carry out a risk register review in light of Covid-19.

11 COVID-19 RESPONSE

The Board considered a report (copies of which had been circulated) by the Chief Officer providing an update to the West Lothian IJB on how services within the West Lothian Health and Social Care Partnership had responded to the Covid-19 pandemic.

The Board wished to thank staff in all health and care settings for their formidable efforts during the Covid-19 crisis and commended their flexibility and adaptability as they resumed normal activities while still facing challenges relating to the virus.

It was recommended that the Board note the partnership response to the Covid-19 pandemic and the work to be undertaken to remobilise services as the pandemic eased.

Decision

To note the recommendation in the report.

12 DELEGATED ACTIONS TAKEN IN TERMS OF STANDING ORDER 16
DUE TO COVID-19a. COVID-19: CANCELLATION OF BOARD MEETINGDecision

To note action taken in terms of Standing Order 16.

13 WORKPLAN

A workplan had been circulated for information.

Decision

1. To note the workplan.
2. To add a further update report on Covid-19 to the August meeting.

14 CLOSING REMARKS

As this was Alex Joyce's last Board meeting, the Chief Officer thanked him for his contribution to the Board and wished him a happy retirement.

The Chair then thanked health care practitioners across Lothian for their support relating to his personal health circumstances.