

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD held within WEBEX VIRTUAL MEETING ROOM, on 22 SEPTEMBER 2020.

Present

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

Non-Voting Members – Allister Short, Robin Allen (substituting for Jo MacPherson), David Huddlestone, Mairead Hughes, Alan McCloskey, Caroline McDowall, Ann Pike, Patrick Welsh and Rohana Wright

Apologies – Jo MacPherson

In attendance – Carol Bebbington (Head of Health), Nick Clater (General Manager - Mental Health and Addictions), Sharon Houston (Business Support Team Manager), Lorna Kemp (Project Officer), Yvonne Lawton (Head of Strategic Planning and Performance), Aileen Maguire (Community Health and Care Partnership), James Millar (Standards Officer) and Isobel Penman (Interim General Manager)

1      ORDER OF BUSINESS

The Chair ruled that agenda items 12 (*Presentation on Commissioned Services - Care at Home*) and 13 (*Care at Home*) would be considered after item 5 (*Note Minutes of Meeting of West Lothian Integration Joint Board Strategic Planning Group held on 30 July 2020*) and that agenda item 8 (*Strategic Commissioning Plan – Alcohol and Drugs Services*) would be considered after item 15 (*Clinical Governance Annual Report*).

2      DECLARATIONS OF INTEREST

There were no declarations of interest made.

3      MINUTES

The Board approved the minute of its meeting held on 11 August 2020 as a correct record.

4      MINUTES FOR NOTING

The Board noted the minutes of the West Lothian Integration Joint Board Strategic Planning Group meeting held on Wednesday 30 July 2020.

5      PRESENTATION ON COMMISSIONED SERVICES - CARE AT HOME

A video presentation was shown, which provided information on Care at

Home Commissioned Services.

Decision

To note the video presentation.

6 CARE AT HOME

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing an update on the delivery of Care at Home services in West Lothian.

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

Decision

To note the terms of the report.

7 MEMBERSHIP & MEETING CHANGES

A nomination had been received for the appointment of Steven Dunn to replace Martin Murray as Staff Representative for the council and non-voting member as of 22 September 2020.

The Board was also asked to appoint a non-voting member to the Audit, Risk and Governance Committee to replace Martin Murray.

The Board was also asked to appoint a new Chair to the Health & Care Governance Group.

Decision

1. To appoint Steven Dunn as a non-voting member, replacing Martin Murray as West Lothian Council's staff representative effective as of 22 September 2020.
2. To appoint a non-voting member on Audit, Risk and Governance Committee to replace Martin Murray at a later date.
3. To appoint a new Chair to the Health & Care Governance Group at a later date, after consultation with senior officers; a report to be brought to the next meeting before a decision was made.

8 JOINT INSPECTION OF THE EFFECTIVENESS OF STRATEGIC PLANNING IN THE WEST LOTHIAN HEALTH AND SOCIAL CARE PARTNERSHIP

The Board considered a report (copies of which had been circulated) by the Chief Officer providing an update on the joint inspection of the effectiveness of strategic planning in the West Lothian Health and Social

Care Partnership and the resulting recommendations.

During discussion, members suggested that using timescales and up-to-date data in the action plan would help with assessing the effectiveness of planning and action implementation.

It was recommended that the Board:

1. Note the inspection report and its recommendations; and
2. Approve development of an action plan to address the recommendations contained in the report for submission at the next meeting of the IJB in November 2020.

### Decision

To approve the terms of the report.

## 9 STRATEGIC COMMISSIONING PLANS - REFLECTIONS AND UPDATE

The Board considered a report (copies of which had been circulated) by the Chief Officer:

1. Providing members with a progress report in respect of commissioning plans for mental health, learning disability and physical disability services and an update on the further development of the commissioning plan for services for older people;
2. Presenting reflections on the pandemic response from engagement with planning and commissioning boards and the IJB's Strategic Planning Group;
3. Presenting members with updated strategic commissioning action plans for mental health, physical disability and learning disability services following a review of each plan in light of experience from responding to the COVID-19 pandemic; and
4. Following implementation of a revised planning structure in April 2019 to support implementation on the IJB's Strategic Plan, providing members with an update on its effectiveness.

It was recommended that the Board:

1. Note progress in relation to the development of the commissioning plan for older people;
2. Note the reflections from members of the Strategic Planning Group and the wide range of stakeholders they represented, on responding to the pandemic and the important role the feedback would have in shaping the future of the partnership;

3. Approve the updated action plans supporting strategic commissioning plans for mental health, physical disability and learning disability services; and
4. note the update on the implementation of revised planning and commissioning structure and keep the structures under review.

#### Decision

1. To approve the terms of the report.
2. To acknowledge Lorna Kemp's work and to thank all officers involved in producing the paper on Covid-19 reflections.

### 10 AUDIT OF THE 2019/20 ANNUAL ACCOUNTS

The Board considered a report (copies of which had been circulated) by the Chief Finance Officer advising members of the outcome of the 2019/20 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 Auditor's 2019/20 Annual Audit Report including the management action plan;
2. Agree the audited 2019/20 Annual Accounts for signature; and
3. Note the Audit Risk and Governance Committee's recommendations for agreement, following the Committee's review of the Annual Accounts and Annual Audit report on 9 September 2020.

#### Decision

To approve the terms of the report.

### 11 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 updated Covid-19 financial implications and, based on this, providing a forecast outturn position for the year.

During discussion, members were assured that funding continued to be pursued for additional health and social care costs resulting from the Covid-19 pandemic.

It was recommended that the Board:

1. Note the forecast outturn position for 2020/21 in respect of IJB

delegated functions taking account of delivery of agreed budget savings;

1. Note the currently estimated financial implications resulting from Covid-19 in relation to both expenditure and additional Scottish Government funding; and
2. Note that further updates on the 2020/21 budget position and progress towards achieving a balanced budget position would be reported to future Board meetings.

#### Decision

1. To note the terms of the report.
2. The Chief Officer and Chief Finance Officer to jointly write to the Scottish Government requesting further clarity regarding funding relating to Covid-19.

### 12 SUPPORTING CARERS IN WEST LOTHIAN

The Board considered a report (copies of which had been circulated) by the Head of Social Policy providing members with an overview of the investment made to support unpaid carers in West Lothian.

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

#### Decision

To note the terms of the report.

### 13 CLINICAL GOVERNANCE ANNUAL REPORT

The Board considered a report (copies of which had been circulated) by the Clinical Director providing an annual update on clinical governance arrangements and an overview of clinical service developments.

It was recommended that the Board:

1. Note the contents of the report;
2. Be assured that services are being developed which are integrated and innovative; and
3. Recognise the commitment of staff in delivery of safe effective and person-centred care whilst managing the response to the Covid-19 pandemic and associated challenges.

#### Decision

To note the terms of the report.

14      STRATEGIC COMMISSIONING PLAN - ALCOHOL AND DRUGS SERVICES

The Board considered a report (copies of which had been circulated) by the Chief Officer presenting the strategic commissioning plan for Alcohol and Drug Partnership (ADP) services in West Lothian and seeking the Board's approval of the plan.

It was noted that further discussions with NHS Lothian might be considered regarding target numbers for drug and alcohol related deaths.

It was recommended that the Board approve the strategic commissioning plan for Alcohol and Drug Partnership services as detailed in Appendix 1 to the report.

Decision

To approve the terms of the report.

15      CHIEF OFFICER REPORT

The Board considered a report by the Chief Officer providing a summary of key developments relating to West Lothian IJB and updating 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.

16      REDESIGN OF URGENT CARE - IMPLEMENTING THE NATIONAL MODEL IN LOTHIAN

The Board considered a report (copies of which had been circulated) by the Chief Officer providing an update on the national redesign of urgent care programme and the project delivery across Lothian.

The potential benefits as well as risks of the approach were then discussed.

It was recommended that the Board note the planned phased approach across Lothian of the implementation of the national redesign of urgent care.

Decision

To note the terms of the report.

17      WEST LOTHIAN SEASONAL FLU PROGRAMME UPDATE

The Board considered a report (copies of which had been circulated) by the Chief Officer presenting the West Lothian Seasonal Flu Vaccination Delivery Plan.

The importance of flu vaccination was reiterated and communications and logistics to that effect were then discussed.

It was recommended that the Board:

1. Note the contents of the report;
2. Acknowledge the planning for delivery of the flu programme and support implementation as outlined in the plan;
3. Recognise the challenges of delivering the programme due to the impact of Covid-19 on our health and social care system; and
4. Be assured that effective plans were in place to deliver the flu programme this winter to protect those at risk, prevent ill health and minimise further impact on health and social care services.

Decision

To note the terms of the report.

18      WORKPLAN

A workplan had been circulated for information.

Decision

To note the contents of the workplan.