

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD held within WEBEX VIRTUAL MEETING ROOM, on 19 JANUARY 2021.

Present

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

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

Apologies – Harry Cartmill and David Huddleston

In attendance – Martin Higgins (NHS Lothian), Carol Holmes (NHS Lothian), Lorna Kemp (Project Officer), Yvonne Lawton (Head of Strategic Planning and Performance), Sharon Leitch (Senior Auditor), James Millar (Standards Officer), Fiona Wilson (Team Manager, Community Health and Care Partnership)

1 DECLARATIONS OF INTEREST

There were no declarations of interest made.

2 MINUTES

The Board approved the minutes of its meeting held on 10 November 2020, subject to correcting Alan McCloskey's name in the sederunt.

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 2 December 2020.
- b The Board noted the minutes of the West Lothian Integration Joint Board Strategic Planning Group held on 22 October 2020.

4 MEMBERSHIP & MEETING CHANGES

The Clerk advised that there was nothing to report under this item.

5 ANTI-POVERTY AND HEALTH AND WELLBEING UPDATE

The Board considered a report (copies of which had been circulated) by Martin Higgins providing an update on recent community planning work relating to COVID-19 with specific reference to health and wellbeing.

It was recommended that the Board note the continued involvement in joint community planning COVID-19 mitigation activity.

Decision

1. To note the terms of the report.
2. To consider how to distinguish strategic and leadership functions in community planning work
3. To further develop IJB's leadership role in community planning work involvement.
4. To monitor the subject of mental health issues via the SPG and consider future approaches when Covid circumstances change.
5. To consider inviting Martin Higgins to a future meeting of the IJB to provide another update.

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 Board members on emerging issues.

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

Decision

1. To note the terms of the report.
2. To circulate the letter from the Cabinet Secretary for Health and Sport regarding the Consultation to Include Integration Joint Boards as Category 1 Responders under the Civil Contingencies Act 2004.
3. Chief Officer to update members on vaccination progress every two weeks.
4. To include item on drug related deaths in the March meeting agenda.
5. To formally record thanks to all Health and Social Care Partnership staff, carers and third sector partners for managing the Covid crisis.

7 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 interim update, in advance of the

Quarter 3 monitoring, on the 2020/21 budget position, including updated Covid-19 financial implications.

It was recommended that the Board:

1. Note the forecast outturn position for 2020/21 in respect of IJB delegated functions;
2. Note the latest estimated financial implications resulting from Covid-19 in relation to both expenditure and additional Scottish Government funding;
3. Note the key risks associated with the 2021/22 forecast position; and
4. Note the current position regarding the UK and Scottish Budgets for 2021/22.

Decision

To note the terms of the report.

8 CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT 2019-2020

The Board considered a report (copies of which had been circulated) by the Chief Social Work Officer providing an overview of the statutory work undertaken during the period 2019 – 20 and providing members an opportunity to comment.

It was recommended that the Board:

1. Note the contents of the Chief Social Work Officer's annual report for 2019-2020; and
2. Note that a draft of the report has been submitted to the Scottish Government Chief Social Work Advisor.

Decision

1. To note the terms of the report.
2. To provide further details regarding care home staffing levels.
3. To use outcomes of the recent Joint Inspection of the Effectiveness of Strategic Planning in the West Lothian Health and Social Care Partnership to provide an update on personalised care at a future IJB meeting.

9 HEALTH AND CARE GOVERNANCE GROUP UPDATE

The Board considered a report (copies of which had been circulated) by the Chief Officer presenting proposals for moving the West Lothian Health

and Care Governance Group to an officer led committee and for the appointment of a permanent chair.

It was recommended that the Board:

1. Agree formally that the Health and Care Governance Group will be an officer led committee;
2. Approve the Head of Social Policy as the permanent chair of the group; and
3. Agree that minutes of the meetings of the Health and Care Governance Group will be submitted to the IJB to provide members with assurance around standards of health and social care services in West Lothian.

Decision

1. To approve the terms of the report.
2. To consider timing meetings of the Health and Care Governance Group to ensure timely distribution of meetings to the IJB for noting.
3. To note advice to the Health and Care Governance Group to consider the relationship between the group and the Clinical Governance Committee when reviewing the group's remit in order for clarity and avoidance of duplication of work.

10 REVISED MODEL CODE OF CONDUCT - CONSULTATION RESPONSE

The Board considered a report (copies of which had been circulated) by the Standards Officer asking members to consider a proposed response to the Scottish Government's consultation on a revision of the Model Code of Conduct.

It was recommended that the Board agree a response to the Scottish Government's consultation on a revised Model Code of Conduct.

Decision

To approve the recommendation in the report.

11 DRAFT EQUALITY OUTCOMES 2021-2025

The Board considered a report (copies of which had been circulated) by the Chief Officer presenting draft equality outcomes for 2021–2025 and seeking approval to commence a public consultation on those outcomes.

It was recommended that the Board:

1. Note the requirement for public bodies to develop and publish equality outcomes and to report on them every two years;
2. Note the Board is due to set new equality outcomes in April 2021 for the next four years;
3. Note the approach taken to developing the draft equality outcomes and alignment to the commission plans;
4. Agree the draft equality outcomes for public consultation; and
5. Agree the proposed approach to public consultation.

Decision

To approve the recommendations in the report.

12 SELF-EVALUATION ACTON PLAN PROGRESS UPDATE

The Board considered a report (copies of which had been circulated) by the Chief Officer updating members on progress made against the joint action plan submitted to the Scottish Government at the request of the Ministerial Strategic Group for Health and Community Care following its Review of progress with Integration of Health and Social Care.

It was recommended that the Board:

1. Note that the Ministerial Strategic Group for Health and Community Care requested that every Health Board, Local Authority and Integration Joint Board jointly submit a self-evaluation of progress with integration to the Scottish Government and an associated plan for improvement;
2. Note that an action plan was agreed by all three partners and submitted to the Scottish Government on 23 August 2019;
3. Note the progress made against the agreed actions; and
4. Agree that actions considered to be partially complete or ongoing are captured or superseded by other, more recent plans and that monitoring this particular action plan is surplus to requirements for providing assurance to the Board.

Decision

1. To approve the recommendations in the report.
2. To add an update on the Communications and Engagement Strategy to the Workplan.
3. To ensure the Board maintains continued collaboration with carers.

13 REVISED REPORT TEMPLATE

The Board considered a report (copies of which had been circulated) by the Chief Officer seeking approval for the adoption of an updated report template to be used for meetings of the West Lothian Integration Joint Board, the Audit, Risk and Governance Committee and the Strategic Planning Group.

It was recommended that the Board:

1. Note the recommendation from the joint inspection on strategic planning in relation to establishing a clear identity for the integration authority to ensure its role in supporting the functions of the integration joint board is clearly evident to the people of West Lothian;
2. Note the Board agreed at its meeting of 10 November 2020, to establish a clear brand for integrated health and social care services that is recognisable to the West Lothian population – including the development of a campaign brand for the IJB and a revised report template that better reflects the identity of the Board; and
3. Agree the revised report template for the IJB, its Audit Risk and Governance Committee and the Strategic Planning Group.

Decision

1. To approve the recommendations in the report.
2. To include sustainability considerations in the integrated impact assessment form.
3. To organise an additional development session between February and May which would include discussion on sustainability.

14 WORKPLAN

A workplan had been circulated for information.

Decision

1. To note the workplan.
2. To add 6-monthly evaluation of Communications and Engagement Strategy to the workplan.
3. To add Carer Strategy updates to the workplan.
4. To move future IJB meetings to MS Teams platform and to organise a test/training session for members.

