

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD held within VIRTUAL MEETING ROOM, on 13 JANUARY 2022.

Present

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

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

Apologies – Damian Doran-Timson and Jock Encombe

In attendance – Carol Holmes (NHS Lothian), Yvonne Lawton (Head of Strategic Planning and Performance), James Millar (Standards Officer), Mike Reid (General Manager, NHS Lothian) and Fiona Wilson (Head of Health)

1        DECLARATIONS OF INTEREST

There were no declarations of interest made.

2        MINUTES

The Board approved the minute of its meeting held on 9 November 2021.

3        MINUTES FOR NOTING

- a The Board noted the minutes of the West Lothian Integration Joint Board Audit, Risk and Governance Committee held on 8 September 2021.
- b The Board noted the minutes of the West Lothian Integration Joint Board Strategic Planning Group held on 21 October 2021.

3        MINUTES FOR NOTING

4        MEMBERSHIP & MEETING CHANGES

The Clerk advised that Bill McQueen was to be reappointed on 1 February.

## 5 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 including those related to Covid-19.

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.

Optimisation of communications to the public was discussed; including clarity of messaging regarding Covid vaccination campaigns and closure St Michael's Hospital. Further discussions were also to be held regarding the use of volunteers in Covid vaccinations.

### Decision

1. To note the terms of the report.
2. It was agreed that officers would provide an update on Covid vaccination uptake numbers to the IJB members at the end of January and February.

## 6 2021/22 FINANCE UPDATE

The Board considered a report (copies of which had been circulated) by the Chief Finance Officer providing an interim update on the 2021/22 budget forecast position for the IJB delegated health and social care functions. This would be updated further following the outcome of the Quarter 3 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;
3. Note the update on key financial risk areas; and
4. Note the update on new funding announced by the Scottish Government for 2021/22 to help protect health and social care service delivery over the winter period.

Decision

To note the terms of the report.

7 SCOTTISH BUDGET REPORT 2022

The Board considered a report (copies of which had been circulated) by the Chief Finance Officer providing an update in relation to the Scottish draft budget announced on 9 December 2021.

It was recommended that the Board:

1. Note the issue of the Scottish Draft Budget 2022, which included departmental spending plans for 2022/23;
2. Note the key economic and financial implications at a Scottish public sector wide level resulting from the Budget;
3. Note the initial funding implications for Local Government and Health Boards resulting from the 2022/23 Scottish budget;
4. Agree that the IJB Chief Officer and Chief Finance Officer should work with NHS Lothian and West Lothian Council to further assess the impact of the Scottish Budget and the funding related to the 2022/23 financial contribution to the IJB from partner bodies; and
5. Agree that the IJB Chief Finance Officer should provide a financial assurance report to the Board on the 17 March 2022 setting out the 2022/23 IJB budget plan and medium-term financial outlook.

Decision

To approve the terms of the report.

8 CIPFA FINANCIAL MANAGEMENT CODE COMPLIANCE / FINANCIAL REGULATIONS UPDATE

The Board considered a report (copies of which had been circulated) by the Chief Finance Officer providing an update on progress towards compliance with the CIPFA Financial Management Code, the main aspect of which related to the proposed updated Financial Regulations for approval.

It was recommended that the Board:

1. Note the progress on compliance with the CIPFA Financial Management Code as set out in Appendix 1 and Appendix 2 of the report;
2. Note that the Audit, Risk and Governance Committee had reviewed the updated documents appended to the report on 1 December 2021 and had no further recommendations for the Board; and
3. Agree the updated Financial Regulations that now reflected the requirements of the CIPFA Financial Management Code.

#### Decision

To approve the terms of the report.

### 9 CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT 2020-2021

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 2020-2021 and providing members with the opportunity to comment on the Chief Social Work Officer's annual report.

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

#### Decision

To note the terms of the report.

### 10 STRATEGIC INSPECTION – ACTION PLAN UPDATE

The Board considered a report (copies of which had been circulated) by the Chief Officer providing an update on progress being made against the recommendations contained in the report of a joint strategic inspection by Healthcare Improvement Scotland and the Care Inspectorate published on 9 September 2020.

It was recommended that the Board note the progress being made with the action plan to address the recommendations of the strategic inspection report, proposed revised timescales and key areas of focus still required.

During discussion, members made comments on content and format for future iterations of the action plan.

#### Decision

To note the terms of the report.

## 11 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.

It was noted that it would be useful to have more information on data collection methodology and to show how metrics linked to locality work. It was also noted that the annual survey of Carers of West Lothian had recently been concluded and it would be circulated to members.

### Decision

To note the terms of the report.

## 12 PRIMARY CARE IMPROVEMENT PLAN (PCIP) TRACKER

The Board considered a report (copies of which had been circulated) by the Clinical Director providing assurance on the implementation of the Primary Care Improvement Plan (PCIP) and presenting the PCIP tracker return, which had been approved by the Lothian Local Medical Council (LMC) and submitted to the Scottish Government in November 2021.

It was recommended that the Board:

1. Note the progress made with implementation of the Primary Care Improvement Plan; and
2. Note the PCIP Tracker which was returned to the Scottish Government at end of November 2021.

The Chair agreed for the tracker spreadsheet to be circulated to members after the meeting.

### Decision

To note the terms of the report.

13      COMMUNITY WELLBEING HUBS PERFORMANCE REPORT 2020-2021

The Board considered a report (copies of which had been circulated) by the General Manager Mental Health and Clinical Director providing an update on the performance of the West Lothian Community Wellbeing Hubs service for the period 2020-21 through the report shown in Appendix 1.

It was recommended that the Board:

1. Note the progress of the Wellbeing Hubs service;
2. Note information provided surrounding referral rates, referral sources and demographics of service users; and
3. Note future developments of the service.

Decision

To note the terms of the report.

14      REVIEW OF STANDING ORDERS, SCHEME OF DELEGATIONS AND COMMITTEE REMITS

The Board considered a report (copies of which had been circulated) by the Standards Officer reviewing the Board's Standing Orders, Scheme of Delegations and Committee Remits as instructed in January 2020 and making appropriate recommendations to the Board.

It was recommended that the Board:

1. Note that a periodic review by the Board of its Standing Orders, Scheme of Delegations and committee remits was required;
2. Note the recommendations of the Audit, Risk & Governance Committee that:
  - a) No changes were required;
  - b) The review cycle should be changed to triennial rather than biennial; and
3. Agree that:
  - a) No changes were required, except for one addition to Standing

Orders, prompted by the revised Model Code of Conduct, to give members a right to have their dissent to a Board decision noted in the minute

b) Reviews of these documents should in future be carried out every three years.

#### Decision

To approve the terms of the report.

### 15 CODE OF CONDUCT – ANNUAL REPORT 2020/21

The Board considered a report (copies of which had been circulated) by the Standards Officer informing members of developments and activity in 2020/21 in relation to the ethical standards in public life regime and the Board's Code of Conduct.

It was recommended that the Board:

1. Note the summary of the work carried out in 2020/21 by the Commissioner for Ethical Standards in Public Life in Scotland and the Standards Commission for Scotland;
2. Note that the Scottish Government consultation on a revised Model Code had been completed in the reporting year and that a revised Model Code had subsequently been approved by the Scottish Parliament in November 2021 to take effect on 7 December 2021;
3. Note that the Board required to approve its own local version of the new Code for ministerial approval by 7 June 2022 and that a draft Code would be presented for consideration at a future meeting; and

Note that a presentation by the Standards Officer concerning the Code of Conduct in 2020/21 and a revised Code for the Board would be arranged.

#### Decision

To note the terms of the report.

### 16 WORKPLAN

A workplan had been circulated for information.

#### Decision

To note the workplan.

17      CLOSING REMARKS

The Chair on behalf of the IJB thanked Lorna Kemp for her work on the Board and wished her well for her new role.

- a    The Board noted the minutes of the West Lothian Integration Joint Board Audit, Risk and Governance Committee held on 8 September 2021.
- b    The Board noted the minutes of the West Lothian Integration Joint Board Strategic Planning Group held on 21 October 2021.