MINUTE of MEETING of the WEST LOTHIAN INTEGRATION JOINT BOARD held within MS TEAMS VIRTUAL MEETING ROOM, on 26 JUNE 2025.

Present

Voting Members – Tom Conn (Chair), Tony Boyle, Damian Doran-Timson, John Innes, Amjad Khan and Andrew McGuire

Non-Voting Members – Steven Dunn, Hamish Hamilton, Jo MacPherson, Donald Noble, Alison White and Linda Yule

Apologies – George Gordon, Lesley Cunningham, David Huddlestone, Alan McCloskey and Ann Pike

Absent – Martin Connor and Douglas McGown

In Attendance – Rob Allen (Senior Manager, Older People Services), Neil Ferguson (General Manager Primary Care and Community Services), Sharon Houston (Head of Strategic Planning and Performance), Yvonne Lawton (Head of Health), Karen Love (Senior Manager, Adult Services), Lesley Montague (Standards Officer) and Diane Stewart (Project Officer)

1 DECLARATIONS OF INTEREST

There were no declarations of interest made.

2 MINUTES

The IJB approved the minutes of its meeting held on 1 May 2025 as a correct record.

3 MINUTES FOR NOTING

a The IJB noted the minutes of the West Lothian Integration Joint Board Audit, Risk and Governance Committee held on 17 March 2025.

b The IJB noted the minutes of the West Lothian Integration Joint Board Strategic Planning Group held on 10 April 2025.

4 MEMBERSHIP & MEETING CHANGES

The IJB noted the reappointment of Councillors Tom Conn and Damian Doran-Timson as Voting Members of the IJB from 24 May 2025.

The IJB agreed the reappointment of Alan McCloskey as Non-Voting Member of the IJB from 26 June 2025.

5 CHIEF OFFICER'S REPORT

The IJB 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 IJB 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.

6 UNAUDITED ANNUAL ACCOUNTS 2024/25

The IJB considered a report (copies of which had been circulated) by the Chief Finance Officer inviting members to consider the Unaudited Annual Accounts 2024/25.

It was recommended that the IJB:

1. Consider the overall 2024/25 Annual Accounts prior to submission to Audit Scotland for audit and publication; and

2. Agree that the letters provided by West Lothian Council and NHS Lothian along with financial ledger reports presented throughout the year provided assurance concerning the year end expenditure and funding contained in the unaudited accounts.

Decision

To approve the terms of the report.

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

The IJB considered a report (copies of which had been circulated) by the Standards Officer inviting members to consider the review of, and proposed changes to, the Board's Standing Orders, Scheme of Delegations and Committee Remits.

It was recommended that the IJB:

1. Note that a periodic review by the Board of its Standing Orders, Scheme of Delegations and committee remits was required, as instructed in January 2022;

2. Note that the Scheme of Delegations had been checked to ensure that it covered all new responsibilities and powers of officers as a result of Board Decisions in the last three years. It was

recommended that a significant change be brought forward to the Scheme of Delegations in relation to the creation of the position of Data Protection Officer;

3. Note that a change was recommended to the remit of the Appointments Committee to ensure that committee's remit covers appointment of the Chief Officer by both direct appointments by Committee, and appointments on behalf of the Board;

4. Agree that the Board's Scheme or Delegations be amended, as set out in Appendix 1 of the report, the amendments to take effect subject to approval of the role description of Date Protection Officer by the Appointments Committee; and

5. Agree that the Appointments Committee Remit be amended, as set out in Appendix 3 of the report, with effect from 27 June 2025.

Decision

To approve the terms of the report.

8 REVIEW OF ROSEMOUNT CAFE

The IJB considered a report (copies of which had been circulated) by the Senior Manager, Older People Services, providing an update on any expressions of interest to deliver the Rosemount café function and seeking a decision on the future of the café.

It was recommended the IJB:

1. Note the updated position detailed in the report; and

2. Make a decision to cease operation of the café within Rosemount Gardens.

The Chair advised that an Integrated Impact Assessment and a Consumer Duty Impact Assessment had been completed and attached as appendices to the report. Since these assessments had been completed, the Chair had attended a meeting with the Save Rosemount Café campaigners, tenants and community group representatives, who had expressed concern that they had not been adequately involved in the discussions to close the café. The Chair advised that the IJB was required to comply with the statutory duty introduced by the consumer Scotland Act 2020, which placed a duty on the IJB to have regard of the impact of decisions on consumers in Scotland. Furthermore, a member of management had met with tenants, families and community groups on 13 March 2025. Further evidence gathered since that meeting could be improved upon in the Integrated Impact Assessment and Consumer Duty Integrated Assessment with further engagement with stakeholders.

The Chair, therefore, ruled that there had been a material change of circumstance since the decision taken on 25 March 2025; therefore, the

relevant IJB decision of 25 March 2025 could be changed per Standing Order 13.

Motion

To agree to continue determination of this matter until the IJB meeting on 13 August 2025 to allow further targeted engagements with tenants and community groups and for officers to update the Consumer Duty Impact Assessment, and Integrated Impact Assessment if required, and present these updated versions to the IJB for consideration.

- Moved by the Chair and seconded by Councillor Andrew McGuire.

Decision

To unanimously agree the terms of the motion.

9 DRAFT IJB ANNUAL PERFORMANCE REPORT 2024/25

The IJB considered a report (copies of which had been circulated) by the Head of Strategic Planning and Performance presenting an initial draft of the Integration Joint Board's Annual Performance Report for 2024/25, acknowledging that data for inclusion in the report were not yet available, and seeking a decision from the IJB to delegate authority to the Chief Officer to approve the final version of the annual performance report once data were available and ensure publication by the deadline of 31 July 2025.

It was recommended that the IJB:

1. Consider the outline draft of the IJB's annual performance report;

2. Note that published data were incomplete and were in the process of being finalised nationally and were therefore not available for inclusion in this draft report;

3. Agree that when the national data set was finalised, it would be included in the report, which would then be published in time for the deadline set out in legislation of 31 July each year; and

4. Agree to delegate authority to the Chief Officer to approve publication of the finalised report.

Decision

To approve the terms of the report.

10 UPDATE ON IJB STRATEGIC PLAN DELIVERY PLANS

The IJB considered a report (copies of which had been circulated) by the Head of Strategic Planning and Performance providing an update on the monitoring approach and progress of the Delivery Plans which took

forward the strategic intentions of the IJB Strategic Plan. Appendix 1 provided an overarching 6-monthly performance management framework which highlighted the progress and position of each project/area across all three delivery plans. Appendices 2 to 4 included the latest versions of the action plans for each Delivery Board.

It was recommended that the IJB:

1. Note the most recent Bi-annual Performance Report for the Delivery Plans (Appendix 1 of the report); and

2. Note the updated version of each Delivery Plan (Appendices 2–4 of the report).

Decision

To note the terms of the report.

11 WEST LOTHIAN CARERS STRATEGY ANNUAL REPORT 2024-2025

The IJB considered a report (copies of which had been circulated) by the Senior Manager, Adult Services presenting the West Lothian Carer Strategy Annual Report for the period 2024–2025.

It was recommended that the IJB:

1. Note the content of the report; and

2. Note the progress made in the implementation of the Carer Strategy improvement plan.

Decision

To note the terms of the report.

12 ALCOHOL AND DRUG PARTNERSHIP (ADP) ANNUAL REPORTING SURVEY 2024/25

The IJB considered a report (copies of which had been circulated) by the Head of Strategic Planning and Performance presenting the completed Alcohol and Drug Partnership Annual Reporting Survey for the period 2024–25 as request by the Scottish Government.

It was recommended that the IJB note the content of the report and agree that the ADP Reporting Survey 2024–25 attached in Appendix 1 of the report be submitted to the Scottish Government.

Decision

To approve the terms of the report.

13 WORKPLAN

A workplan had been circulated for information.

Decision

To note the workplan.

14 DATE OF NEXT MEETING

The IJB noted that its next meeting would take place on Wednesday 13 August 2025, commencing at 2.30pm.

Decision

To note the date of the next meeting.