

MINUTE of MEETING of the WEST LOTHIAN SHADOW INTEGRATION JOINT BOARD of WEST LOTHIAN COUNCIL held within STRATHBROCK PARTNERSHIP CENTRE, 189 (A) WEST MAIN STREET, BROXBURN EH52 5LH, on 2 JUNE 2015.

Present – Frank Toner (Chair), David Farquharson, Brian Houston (substitute for Julie McDowell), Alex Joyce, Danny Logue, John McGinty, Anne McMillan, and Alison Meiklejohn.

Apologies – Julie McDowell

In Attendance – Jim Forrest (CHCP Director), Rhona Anderson (CHCP Development), Alan Bell (Senior Manager, Communities and Information), Marion Christie (Head of Health) and James Millar (Committee Services Manager).

1. DECLARATIONS OF INTEREST

Councillor Danny Logue declared an interest as an employee of NHS Lothian.

Councillor Frank Toner declared a non-financial interest as a council appointee to the Board of NHS Lothian as a Non-Executive Director.

2. MINUTE

The shadow Board approved the minute of meeting of the West Lothian Community Health and Care Partnership Board held on Tuesday 7 April 2015.

3. MEMBERSHIP - ARRANGEMENTS FOR APPOINTMENT OF VOTING MEMBERS AND NON-VOTING MEMBERS

A report had been circulated by the CHCP Director inviting the Shadow Board to consider the membership requirements and arrangements of the Integration Joint Board.

The report explained that the requirements regarding the membership of the IJB was set out in the Public Bodies Joint Working (Integration Joint Boards) (Scotland) Order 2014. This included minimum prescribed members and provision for additional, discretionary members to be appointed.

The report went on to advise that West Lothian Council and NHS Lothian had confirmed the eight voting IJB members. These were:-

West Lothian Council

Frank Toner (Chair)
Anne McMillan

NHS Lothian

Julie McDowell
David Farquharson

John McGinty
Danny Logue

Alex Joyce
Alison Meiklejohn

The Order set out a minimum requirement for the non-voting advisory members and allowed flexibility to add additional nominations as the Parties saw fit (subject to those members not being a Health Board member or a Councillor). The minimum advisory membership required was outlined in the report.

The Shadow Board was informed that West Lothian Council and NHS Lothian had agreed that it would be appropriate for there to be two Board members appointed in respect of the combined staff of the Parties engaged in the provision of the delegated services covered by the scheme.

The Director recommended that the shadow IJB formally note its prescribed membership and agree the process to identify and approve the discretionary members.

Decision

To approve the terms of the report and to note, in particular, that the process would include the recruitment of two staff-side representatives.

4. IJB GOVERNANCE AND DECISION-MAKING

A report had been circulated by the CHCP Director setting out the structures and procedures which would be required of the Board in relation to governance and decision-making, both in terms of the relevant legislation and good practice.

The report explained that, under the Public Bodies (Joint Working) (Scotland) Act 2014, the Board was required to make Standing Orders regulating its proceedings.

The report provided a summary of the content required of Standing Orders, or related governance documents, by the 2014 Act and relevant subordinate legislation, both expressly and by implication.

In addition, there were a number of matters that were felt to be desirable in the interests of good decision-making and good governance, and these matters were listed in the report.

The Board was required to have in place an internal audit service, to conduct a periodic review of its system of internal control, to prepare an annual governance statement and to have in place a process for consideration and approval of its unaudited financial statements and governance statement and then its audit accounts and report by its external auditor.

Finally, the shadow Board was informed that the programme of proposed meeting dates, times and venues, attached as Appendix 1 to the report, could be adjusted at a later date.

The Director recommended that the Board:-

1. note the legislative requirements for the Board's governance and decision-making processes and procedures, and the advice in relation to good practice in governance terms.
2. note that officers would develop and prepare for approval a set of Standing Orders for Board Meetings.
3. agree that those Standing Orders should include a proposal for a committee to deal with risk, audit and governance, roles and responsibilities of Board members; and roles and responsibilities for the Board's Director and Finance Officer.
4. note and agree the proposed meeting arrangements for the shadow Board and then for the Board when formally established, as set out in Appendix 1.

Decision

To approve the terms of the report.

5. STRATEGIC PLANNING GROUP

The shadow Board considered a report (copies of which had been circulated) by the CHCP Director setting out proposals for the establishment of a Strategic Planning Group in shadow form.

The report advised that, as set out in the regulations to the Public Bodies (Joint Working) (Scotland) Act, the Integration Joint Board was required to establish a strategic planning group which would be involved throughout the process of developing, consulting on and finalising a strategic plan.

Appendix 1 to the report outlined the terms of reference and members of the Strategic Planning Group. It was proposed that the group operate in a shadow mode only until such times as the Integrated Joint Board was fully established and had confirmed the terms of reference and membership of the group.

The CHCP Director recommended that the shadow Board approve the establishment of the Strategic Planning Group in shadow form until approved by the full Integration Joint Board.

In response to a question raised concerning membership of the Strategic Planning Group, the shadow Board was informed that it was open to the Integrated Joint Board to consider the inclusion of Staff-side Representatives.

Decision

1. To approve the terms of the report; and

2. To agree to consider representation on the Strategic Planning Group from staff-side representatives once the Board had been formally established and staff-side representatives had been confirmed.

6. PROVISION OF SUPPORT SERVICES AND PROPOSED REPORT TEMPLATE

The shadow Board considered a report (copies of which had been circulated) by the CHCP Director advising of the requirement to make arrangements for the provision of professional, technical, administrative and support services to the IJB.

The shadow Board was informed that, in the short term, the Parties would continue to use the arrangements that had already been put in place to provide professional, technical and administrative support to Community Health Partnerships and joint working more generally.

In order to develop a sustainable long term solution, it was proposed that a working party be convened, with membership from the Health Board and the four local authorities in Lothian. The working party would develop recommendations for approval by the Health Board, the four local authorities, and the four Partnerships. Once approved, a draft agreement would be prepared reflecting the agreed proposals. The report went on to outline a proposed process for an annual review of the support services required by the IJB.

Finally, it was noted that a report template had been drafted for use by the IJB, and this was attached as Appendix 1 to the report. The template would ensure that reports were presented in a consistent and comprehensive manner and that all relevant areas and implications were considered in the production of the report.

The Director recommended that the shadow IJB:-

- agree the process to develop arrangements for the provision of support services
- approve the draft report template.

Decision

To approve the terms of the report.

7. ORGANISATIONAL DEVELOPMENT AND TRAINING SESSION FOR MEMBERS OF THE WEST LOTHIAN INTEGRATION JOINT BOARD

The shadow Board considered a report (copies of which had been circulated) by the Head of Health Services providing information on organisational development for IJB members.

The report advised that a programme for induction and development for IJB members was being progressed within NHS Lothian through NES. It would be open to all members and relevant senior officers for all four Lothian IJBs. It would be available on several dates so that all the Lothian IJBs' members had the chance to attend and it would provide a good grounding for IJB members and senior officers in how things were to work in the new IJB regime.

The shadow Board then heard an update by the Head of Health Services. Dates and times for the induction and development sessions were now available and the information would be forwarded to the Clerk for circulation to Board members.

In addition to the central programme, it was proposed that a local West Lothian away-day be held in August, with a view to covering local aspects of integration, to add an understanding of local arrangements and services to the common ground being covered at the NES sessions.

It was strongly recommended that IJB members, as well as senior officers who would be involved in managing and delivering integrated functions, attend these sessions to ensure as full an understanding of all aspects of integration from the outset. The underpinning aims of a development programme were outlined in the report.

The Head of Health Services recommended that the shadow Board note the contents of the report and consider what arrangements should be made for induction, training and organisational development.

Decision

1. To note the terms of the report.
2. To note that, in relation to the central programme, information concerning dates/times was now available and this would be circulated to Board members by the Clerk.

8. JIT READINESS FOR INTEGRATION TOOL

The shadow Board considered a report (copies of which had been circulated) by the CHCP Director concerning a new self-evaluation tool produced by the Joint Improvement Team for IJBs to highlight actions needed to meet the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014.

The report provided a link to the Readiness for Integration Tool which was available on the Joint Improvement Team website. It covered the key themes that partnerships had previously and continued to identify as important, for successful integration.

The shadow Board was informed that it was for health and social care partnerships to decide how to use the tool to best effect. This would include what sections to use, who to involve, how regularly, and how the

findings were reported and utilised.

Members were asked to note the JIT Readiness for Integration Tool and consider how it might be used in West Lothian.

Decision

1. To note the terms of the report.
2. To agree that the self-evaluation tool be used as outlined in the report, with the results of the evaluation being brought back to the IJB at regular intervals.