

MINUTE of MEETING of the WEST Lothian INTEGRATION JOINT BOARD of WEST Lothian COUNCIL held within STRATHBROCK PARTNERSHIP CENTRE, 189 (A) WEST MAIN STREET, BROXBURN EH52 5LH, on 8 DECEMBER 2015.

Present

Voting Members – Councillors Frank Toner (Chair), Julie McDowell (Vice-Chair), Danny Logue, John McGinty, Anne McMillan; Alison Meiklejohn (substitute for Alex Joyce), Martin Hill.

Non-Voting Members – Mairead Hughes (Professional Advisor), Jane Houston (Staff Representative), James McCallum (Professional Advisor), Martin Murray (Staff Representative), Robin Strang (Staff Representative), Ian Buchanan (Stakeholder Representative).

Apologies - Elaine Duncan, David Farquharson, Alex Joyce, Mary-Denise McKernan.

In Attendance – Jim Forrest (Director), Rhona Anderson (CHCP Development, West Lothian Council), Alan Bell (Senior Manager, Communities and Information, West Lothian Council), Marion Christie (Head of Health Services), James Millar (Governance Manager, West Lothian Council), Patrick Welsh (Group Accountant, West Lothian Council), Carol Mitchell (Business Partner).

1. ORDER OF BUSINESS, INCLUDING NOTICE OF URGENT BUSINESS

(a) Following the noting of members' attendance and apologies, the Chair informed the Board that:-

- NHS Lothian Board had agreed that Martin Hill would replace Alison Meiklejohn on the West Lothian IJB.
- Alison Meiklejohn was in attendance as substitute for Alex Joyce;
- Ian Buchanan had been appointed as the nominated representative of users of health and social care.

Decision

To agree the appointment of Martin Hill and Ian Buchanan to fill the vacant posts.

(b) Urgent Business

The Chair ruled that the following item of business be taken as urgent business later in the meeting:- Evidence to the Scottish Parliament Health and Sport Committee. A report on the matter was tabled at this stage of the meeting.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made.

3. MINUTES

- (a) The Board approved the minute of meeting of the West Lothian IJB held on 20 October 2015. The minute was then signed by the Chair.
- (b) The Board noted the minute of meeting of the West Lothian IJB Strategic Planning Group held on 8 October 2015.

4. RUNNING ACTION NOTE

A copy of the Running Action Note had been circulated for information.

Decision

To note the content of the Running Action Note.

5. APPOINTMENTS COMMITTEE

A report had been circulated by the Director concerning the establishment of an Appointments Committee to deal with appointments to the positions of Director (Chief Officer), Finance Officer, Internal Auditor and Standards Officer.

The report explained that, under legislation, the Board was required to appoint officers to the following posts:-

- The Chief Officer
- The Finance Officer
- An Internal Auditor
- A Standards Officer

It was proposed that an Appointments Committee of the Board be established to deal with these appointments. A proposed remit for the Appointments Committee was attached as Appendix A to the report.

The Board was asked to:-

1. establish an Appointment Committee of the Board to deal with appointments to the posts of Director (Chief Officer), Finance Officer, Internal Auditor and Standards Officer.
2. approve the proposed remit for the committee as set out in Appendix 1.

3. note that legislation required members of a committee of an Integration Joint Board to be drawn from its own members (voting and non-voting), and to have equal numbers of voting members from council and health board.
4. appoint such members to the committee, and to appoint a Chair and Vice-Chair, as the Board deemed appropriate.

Decision

1. To agree to establish an Appointment Committee of the Board to deal with appointments to the posts of Director (Chief Officer), Finance Officer, Internal Auditor and Standards Officer.
2. To approve the proposed remit for the committee as set out in Appendix 1 to the report, but with an amendment as set out in paragraph 5 below.
3. To note the requirement under legislation for a committee of an IJB to be drawn from its own members (voting and non-voting), and to have equal numbers of voting members from council and health board.
4. To agree:-
 - that all eight voting members of the Board would be eligible to sit on the Appointment Committee as its members.
 - that the Appointment Committee would be attended by four of the eight eligible members and for each meeting two members from the council and two members from the health board would be invited to attend.
 - that, prior to a meeting being formally called, the Chair and Vice-Chair would be asked by the Clerk to nominate two members from the council and the health board respectively.
5. To agree that decisions made by the Appointments Committee would require ratification by the West Lothian IJB, and that the remit would be amended accordingly.

6. DRAFT STRATEGIC PLAN CONSULTATION UPDATE

A report had been circulated by the Director informing the Board of progress of the consultation on the draft Strategic Plan.

The report explained that, as set out in the regulations to the Public Bodies Joint Working (Scotland) Act, the 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.

A draft Strategic Plan had been prepared in conjunction with the Strategic Planning Group and presented to the IJB at its meeting of 20 October 2015. The IJB had agreed that consultation should thereafter commence in respect of the draft plan.

The Board was informed that consultation was being carried out between 13 November and 31 December 2015. The consultation included a wide range of stakeholders as well as users of the services commissioned by the Integration Joint Board. Copies of the draft plan had been distributed at a range of locations throughout West Lothian and the plan was also available online with an online feedback facility.

Following the consultation, a revised version of the strategic plan would be prepared in conjunction with the Strategic Planning Group and presented to the Board at its meeting on 16 February 2016 for approval.

The Board was asked to note the progress of the consultation on the draft Strategic Plan.

During discussion, the Board was asked to consider whether there was a need for an additional meeting given the tight timescale for completion of the Strategic Plan, and the need for the Board to consider budget matters.

Decision

1. To note the terms of the report;
2. To agree a suggestion that the Board's February meeting should be retained, to note that an additional meeting of the Board may be required in March 2016, and that if that were the case then a detailed presentation on budget matters would be made at the next IJB meeting on 16 February 2016; and
3. To delegate to the Director, in consultation with the Chair, to make arrangements for an additional meeting if required, the timing of which would take account of budget setting meetings for both WLC and NHS Lothian.

7. CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT

A report had been circulated by the Chief Social Work Officer providing the Board with the opportunity to comment on the Chief Social Work Officer's Annual Report. The report provided an overview of the statutory work undertaken during the period 2014-2015.

The Annual Report provided an overview of the role and responsibilities of the Chief Social Work Officer and outlined the governance arrangements that were in place in West Lothian. The report highlighted Council's statutory duties, the decisions that were delegated to the Chief Social Work Officer and gave a summary of service performance.

The Chief Social Work Officer amplified aspects of the report and

responded to questions raised by IJB members.

It was recommended that the IJB:-

- Note the contents of the Chief Social Work Officer's annual report for 2014-2015;
- Note the submission of the report to the Scottish Government Chief Social Work Advisor
- Note that the report had also been submitted to the Social Policy PDSP and the Health and Care PDSP.

Decision

To note the terms of the report.

8. PERFORMANCE/OUTCOMES

A report had been circulated by the Head of Health providing a baseline performance report to the Integration Joint Board on the indicators supporting the National Health and Well Being Outcomes.

The report explained that the core suite of indicators developed to support integration of health and social care had been designed to allow comparison between areas and to look at improvement over time. They were based on both administrative data and survey feedback. Table 1 within the report detailed the National Health and Wellbeing Outcomes and the core indicators. The indicators would not be subject to targets although improvement aims could be set at a local level where appropriate.

Appendix 1 to the report provided baseline data on outcomes based on administrative data. It was noted that more work was required on the indicators and data collection methods to support development of the overall performance framework and work was underway with NHS Lothian Analytical Services, the four Lothian Health and Social Care Partnerships and Acute services to define an agreed Lothian dataset which would support this.

The CHCP performance framework was based on the Covalent system to facilitate standard reporting. Work was in progress to build the new performance framework for the IJB on the Covalent system which would allow development of standards reports and scorecards for regular reporting of performance to both the IJB and the Strategic Planning Group.

In presenting the report, the Senior Manager, Communities and Information informed the Board that the appendix to the report had been updated and would be circulated to IJB members in due course.

The Board was asked to:-

1. Note the contents of the report
2. Note the baseline performance report for the outcomes based on administrative data.
3. Support the key activities required to develop the performance framework on Covalent Performance Management System.

Decision

To note the terms of the report and to support the key activities as recommended by the Head of Health.

9. BUSINESS CONTINUITY

A report had been circulated by the Director informing the Board of the business continuity and emergency planning arrangements established with the health and council services and outlining the current key activities to ensure robust resilience plans were in place.

The report explained that, under the Civil Contingencies Act 2004, public bodies were required to put in place business continuity arrangements.

A Health and Social Care Resilience Team had been established with membership from NHS and West Lothian. The team's responsibilities were summarised within the report.

The Board noted that, in addition to conducting local exercises at department level to test plan, the team had participated in the following exercises:-

- Silver Swan
- Safe Haven
- Whitehaven

Following on from the terrorist attack in Paris the previous week, Police Scotland had produced a guidance/advice note which had been circulated to all relevant locations across the Division. Although there was no specific threat to Scotland at the current time, the threat from International Terrorism to the United Kingdom remained at SEVERE – an attack was highly likely; this had been since August 2014.

The Board was asked to:-

1. Note the progress made in developing planned responses to disruptive incidents, which would ensure key services were maintained for critical patients and customers, and the organisation's reputation was protected.
2. Support the activities of the Health and Care Resilience Team to facilitate business continuity exercises to ensure integrated response

strategies were developed and preparedness was robust.

Decision

To note the terms of the report and to support the activities of the Health and Care Resilience Team to facilitate business continuity exercises to ensure integrated response strategies were developed and preparedness was robust.

10. WEST LOTHIAN HEALTH AND SOCIAL CARE PARTNERSHIP WINTER PLAN 2015/16

A report had been circulated by the Head of Health informing the Board of the Winter Plan developed for 2015/16 and outlining the activities underway to prepare for the winter period when it was recognised that demand for services was likely to be at its highest level.

The report advised that the responsibilities of the West Lothian Health and Social Care Partnership management team in winter 2015/16 were:-

- To establish clear roles of accountability of services to manage the winter period.
- To ensure proactive engagement with all partner agencies
- To ensure that all local winter planning groups and social care communities had made satisfactory plans.
- To create clear escalation and communication processes.

The winter plan needed to be viewed within the context of the range of interventions already in place within West Lothian to prevent admissions and support early discharge, with additional processes agreed to respond to emerging needs as a result of winter pressures.

The delivery of the Winter Plan required additional resources to support implementation, particularly in relation to increased capacity within Community Nursing and AHP teams and recruitment processes were in progress.

A copy of the Winter Plan 2015/16 was attached as an appendix to the report.

It was recommended that the Board:-

1. note the progress made in developing the Winter Plan, which would ensure key services were maintained for critical patients and customers, and the organisation's reputation was protected.
2. Support the activities and management responsibilities to ensure winter preparedness and effective response to adverse situations.

Decision

To note the terms of the report and to support the activities and management responsibilities to ensure winter preparedness and effective response to adverse situations.

11. CLINICAL NEGLIGENCE AND OTHER RISKS INDEMNITY SCHEME (CNORIS)

A report had been circulated by the Director seeking formal approval for the West Lothian IJB to apply to become a member of the Clinical Negligence and Other Risks Indemnity Scheme (CNORIS).

The Director recalled that, in August 2015, the Shadow Board had agreed in principle to apply to become a member of CNORIS.

The report explained that membership of CNORIS included cover in respect of health and social care functions which were delegated to the IJB. CNORIS provided a wide range of covers, similar to traditional insurance packages, in respect of Clinical Negligence, Employers Liability, Public/Product Liability and Professional indemnity type risks. The level of cover provided to IJBs was the same as all other CNORIS members and was at least £5m Public Liability, £10m Employers Liability, and £1m Professional Indemnity. CNORIS also provided cover in relation to Clinical Negligence should this be required at a later date. All claims currently had a deductible level of £25,000, equivalent to an insurance policy excess, which would be met by the IJB. The risks associated with IJBs membership of CNORIS was considered low and therefore an annual contribution of £3,000 payable each financial year had been set, with notification of the contribution being confirmed in December of the preceding year.

It was recommended that the Board:-

1. note that membership of CNORIS would provide cover in respect of any potential claim made against the West Lothian IJB in terms of Officers/Officials Indemnity and other risks.
2. agree to apply to Scottish Ministers to become a member of CNORIS.

Decision

To note the terms of the report and to agree that West Lothian IJB apply to Scottish Ministers to become a member of CNORIS.

12. STRATEGIC PLANNING GROUP - APPOINTMENTS

A report had been circulated by the Director seeking approval to appoint new members to the vacant places on the Strategic Planning Group.

The report recalled that the Strategic Planning Group had been established, its Terms of Reference having been approved at the Board meeting on 20 October 2015. At the same time, the Board had appointed members to the Group as required by statutory rules, but some positions remained to be filled. The Board had also decided that representatives from the staff on each of the constituent authorities should be appointed.

The Board was asked to appoint the following as members of the Strategic Planning Group:-

- Jacquie Campbell, Site Director, St John's Hospital
- Robin Strang, West Lothian Leisure representing third sector bodies engaged in activities related to health care or social care.
- Jane Houston, staff-side representative, NHS Lothian.
- Martin Murray, staff-side representative, West Lothian Council

In addition, the Board was informed by the Director that Ian Buchanan had agreed to sit on the Strategic Planning Group as a representative of users of health and social care.

Decision

To agree to appoint members to the Strategic Planning Group as recommended in the report; and

To appoint Ian Buchanan as recommended by the Director.

13. SCOTTISH GOVERNMENT CONSULTATION - URGENT ACTION TAKEN

A report had been circulated by the Director informing the Board of action taken under Standing Order 16 (urgent business) in responding to a Scottish Government consultation on adding integration joint boards to the remit of the office of the Scottish Public Services Ombudsman.

The report advised that the consultation period had started on 14 October and ran out on 12 November 2015.

Following consultation with the Chair and Vice-Chair, the Board's response had been sent on 11 November 2015, stating that the Board agreed with the proposal that integration joint boards be added to the remit of the office of the Scottish Public Services Ombudsman.

It was recommended that the Board:-

1. Note the action taken on 11 November 2015 in relation to urgent business under Standing Order 16.
2. Note the response sent on behalf of the Board to the Scottish

Government expressing agreement with the proposed addition of integration joint boards to the remit of the office of the Scottish Public Services Ombudsman.

Decision

To note the action taken under Standing Order 16 (urgent business).

14. WORKPLAN

A copy of the Workplan 2015/16 had been circulated for information.

Decision

To note the Workplan.

15. URGENT BUSINESS - SCOTTISH PARLIAMENT HEALTH AND SPORT COMMITTEE - REPORT BY DIRECTOR

A report had been circulated by the Director inviting the Board to consider whether to accept the invitation for a representative to give evidence at the Health and Sport Committee on 15 December 2015, and, if so, to choose a suitable representative to attend.

It was noted that the session would focus on exploring broad themes around integrated joint boards, building on the evidence it had received earlier in 2015 from NHS boards as part of its consideration of the NHS board budgets. As part of its scrutiny of the budget, the Committee had asked a number of questions in the Committee's call for written views and it was expected that these areas would be explored in the oral evidence session.

The Board noted that attendance had to be confirmed by Friday 4 December 2015.

Decision

1. To note the terms of the report and to nominate Jim Forrest to give evidence at the Health and Sport Committee on behalf of the West Lothian IJB.
2. To agree that Board members may send views to the Director for him to consider as part of his evidence to the Parliamentary Committee.