

MINUTE of MEETING of the WEST LOTHIAN INTEGRATION STRATEGIC PLANNING GROUP of WEST LOTHIAN COUNCIL held within STRATHBROCK PARTNERSHIP CENTRE, 189(A) WEST MAIN STREET, BROXBURN EH52 5LH, on 4 FEBRUARY 2016.

Present – Jim Forrest (Chair, Health Professional), Carol Bebbington (Health Professional) Alan Bell (Social Care Professional), Ian Buchanan (user of social care), Marion Christie (Health Professional), Elaine Duncan (Health Professional), Margaret Douglas (Health Professional), Jane Houston (Unison Health), Mairead Hughes (Health Professional), Jane Kellock (Social Care Professional), Pamela Main (Social Care Professional), Mary-Denise McKernan (carer of users of health care), Carol Mitchell (NHS Lothian), Alistair Shaw (Non Commercial provider of social housing), Charles Swan (Social Care Professional) and Robert Telfer (commercial provider of social care)

Apologies – James McCallum, Alex McMahon, Martin Murray and Robert Naysmith

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTE

The Group confirmed the Minute of its meeting held on 3 December 2015. The Minute was thereafter signed by the Chair

3. EQUALITY IMPACT ASSESSMENT

A report had been circulated by the Consultant in Public Health providing details of the Integrated Impact Assessment, a copy of which was attached to report and which had been carried out on the Strategic Plan.

The Integrated Impact Assessment provided a series of recommendations and these were summarised as follows :-

- The Plan should make clear that operational responsibilities for children's and adult services remained combined under the same Director, as now;
- There should be clear strategic links made with corresponding plans and governance structures for children's services;
- The Engagement Plan should include actions to engage with the voluntary sector and with vulnerable groups including, but not only, people with protected characteristics. It should identify ways to engage with people with communications needs;
- The needs assessment for client group and locality plans should include local intelligence to ensure services were best directed to people with the greatest needs;

- There should be training in the use of “teachback” for health and social care staff;
- The relevant needs assessment should consider differing needs of men and women as they age;
- There should be consideration of the needs of refugees; and
- The strategic plan and commissioning plans should continue to focus on prevention and addressing health inequalities.

It was recommended that the Strategic Planning Group :-

1. Approve the recommendations of the Impact Assessment on the Strategic Plan; and
2. Approve the use of the Integrated Impact Assessment for subsequent commissioning and other plans.

#### Decision

Approved the terms of the report.

#### 4. STRATEGIC PLAN UPDATE

A report had been circulated by the Director providing a copy of the Strategic Plan.

The group were advised that over 40 responses had been received during the consultation period on the Strategic Plan and that officers of West Lothian Council were currently reviewing how best to respond to these responses and incorporate any required updates into the Strategic Plan before it was presented to the next meeting of the Integrated Joint Board.

#### Decision

To note the contents of the Strategic Plan.

#### 5. NEEDS ASSESSMENT - PRESENTATION BY CAROL BEBBINGTON, NHS Lothian

The Strategic Planning Group were provided with an overview of the Needs Assessment that had been carried out and which provided a detailed appraisal of the health profile of the residents of West Lothian.

In accordance with the Integration Scheme the West Lothian area had been split into two localities, East and West, and a series of charts and statistics were used to demonstrate the health needs of the two localities including such matters as life expectancy, screening uptake, alcohol related mortality, drug related hospital admissions and suicide rates.

It was noted that there were many challenges ahead in terms of the health needs of the residents of West Lothian some of which could be addressed through health interventions and many which required social interventions and therefore it would be essential for the Integration Joint Board to work towards dealing with these many different aspects of health and social care for the whole of West Lothian.

It was noted that the Needs Assessment would be used to continue to inform the development of the Strategic Plan through the SPG and the IJB.

### Decision

To note the contents of the Needs Assessment presentation.

## 6. IJB DIRECTIONS

A report had been circulated by the Director informing the group of progress in developing directions required for the delivery of functions delegated to the IJB under the Public Bodies (Joint Working) (Scotland) Act 2014.

Under the public Bodies (Joint Working) (Scotland) Act 2014 the IJB was responsible for the strategic planning of the functions delegated to it and for ensuring the delivery of those functions through directions issued by it under section 25 of the Act.

IJB's were required to issue directions to local authorities and health boards in relation to how integration functions were carried out. Each direction from the Board to the parties would take the form of a letter from the Director referring to the arrangements for delivery as set out in the Strategic Plan and would include information on :-

- The delegated function(s) that were to be carried out;
- The outcomes to be delivered for those delegated functions;
- The amount of and method of determining payment to be made, in respect of the carrying out of the delegated functions.

Under the Act the IJB was required to make directions to the Council and NHS Lothian for the carrying out of delegated functions, including those managed within St John's Hospital (funded by set-aside funds) and those managed on a pan Lothian basis (hosted services).

Attached to the report at Appendix 1 was a draft template for Directions, outlining what was legally required and other optional areas.

Attached to the report at Appendix 2 was a list of services which would be delegated in West Lothian.

Attached to the report at Appendix 3 was an example of what a Direction

could look like.

It was recommended that the Strategic Planning Group note progress in developing directions in line with the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014.

### Decision

To note the terms of the report and agreed that the item of business be submitted to the Integrated Joint Board for approval.

## 7. WELFARE ADVICE IN GP PRACTICE

A report had been circulated by the Director updating the Strategic Plan Group on the provision of welfare advice services in West Lothian General Practices funded by the Big Lottery and the attempts to secure alternative funding when the current funding came to an end.

The group were advised that Ashgrove Practice in Blackburn had had the service of a Citizens Advice Bureau advice worker, funded by NHS Lothian, for several years. In October 2013 Big Lottery funding was secured to extend this to further practices. The project had employed two full time workers across five practices until March 2015. At that time the level of funding had reduced and only one part time worker had since been employed.

The report continued to provide details of the outputs and outcomes from those clients that had been assisted during this time noting that many of the cases related to welfare rights and money advice. It was also anticipated that the changes associated with Welfare Reform were also likely to increase the need for this type of support over the next few years.

The Big Lottery funding was due to run out in March 2016. The funding from NHS Lothian would continue to support one session in Ashgrove but the service in other practices would cease without additional funding of £40,000 per year. The manager of the Citizens Advice Bureau West Lothian was actively seeking alternative sources of funding to continue the service.

A number of surveys had been carried out involving both clients and the General Practices and these outcomes were summarised in the report.

The Strategic Planning Group was recommended to :-

1. Note the outcomes gained by the provision of welfare advisers in General Practice settings; and
2. Support attempts by Citizens Advice Bureau to secure alternative funding to sustain the service.

### Decision

1. Noted the contents of the report; and

2. Commended that work being undertaken by Citizens Advice Bureau in partnership with General Practices.

8. WORKPLAN

A workplan had been circulated and which provided details of the work of the Strategic Planning Group over the coming months.

Decision

To note the contents of the workplan