

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 16 FEBRUARY 2016.

Present –

Voting Members - Councillors Frank Toner (Chair), Alex Joyce, Danny Logue, John McGinty, Anne McMillan, Alison Meiklejohn (substitute for Julie McDowell), Martin Haill, David Farquharson.

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

In Attendance – Jim Forrest (Director), Rhona Anderson (CHCP Development, West Lothian Council), Carol Bebbington (Primary Care Manager, NHS Lothian), Alan Bell (Senior Manager, Communities and Information, West Lothian Council), Marion Barton (Head of Health Services), James Millar (Governance Manager, West Lothian Council), Patrick Welsh (Group Accountant, West Lothian Council), Carol Mitchell (Business Partner), Alister Perston and Inire Evong (Audit Scotland).

1. ORDER OF BUSINESS, INCLUDING NOTICE OF URGENT BUSINESS

The Chair ruled that an item of business concerning Blackburn Partnership Centre be taken as Urgent Business later in the meeting.

The Chair further ruled that the order of business be changed to allow the report on 'Appointments Committee – Update' (Agenda Item 10) to be taken at the end of the meeting (following Agenda Item 14).

2. DECLARATIONS OF INTEREST

There were no declarations of interest made.

3. MINUTE – WEST LOTHIAN INTEGRATION JOINT BOARD

The Board approved the minute of meeting of the West Lothian Integration Joint Board held on 8 December 2016.

4. MINUTE – WEST LOTHIAN INTEGRATION STRATEGIC PLANNING GROUP

The Board noted the minute of meeting of West Lothian Integration Strategic Planning Group held on 3 December 2015.

In response to a question raised, and following advice from the Standards

Officer, the Board agreed that the membership of the Strategic Planning Group be reviewed after 6 months of operation and that a paper be brought to the Board at the appropriate time for consideration.

5. ADDITIONAL BOARD MEETING

The Board considered a report (copies of which had been circulated) by the Acting Director seeking approval for an additional meeting of the Board to be held in March to ensure finalisation and approval of the Strategic Plan and related matters prior to 1 April 2016, and to confirm the arrangements for that meeting.

The report recalled that, on 8 December 2015, the Board had considered whether it would be possible or practicable at the meeting on 16 February 2016 to conclude all the statutory decision-making processes required of it.

The report went on to recall the Board's decision concerning an additional meeting, noting that the meeting arrangements, if any, had been delegated to the Acting Director, in consultation with the Chair. A meeting had been arranged to take place on Wednesday 23 March at 2.00 pm and members had been informed of the arrangements by email and asked to keep that date free.

It was recommended that the Board:-

1. Agree that an additional meeting of the Board should take place to ensure compliance with the Board's legal duties prior to delegation of functions on 1 April 2016.
2. Note the arrangements for that meeting which had been made in accordance with the Board's decision on 8 December 2015.

In response to a question raised concerning future meeting dates, the Chair advised that, as far as possible, meeting dates would be agreed amongst members.

Decision

1. To agree that an additional meeting of the Board be held to ensure compliance with the Board's legal duties prior to delegation of functions on 1 April 2016.
2. To agree that the additional meeting be held on Wednesday 23<sup>rd</sup> March 2016 at 2.00 pm in Council Chambers, Civic Centre, Livingston.

6. 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.

7. IJB FINANCE ARRANGEMENTS AND FINANCIAL ASSURANCE UPDATE

Report by Director

The Board considered a report (copies of which had been circulated) by the Director providing information on the proposed financial management and governance arrangements for the Integration Joint Board and providing an update on the financial assurance process for 2016/17 budget contributions to the IJB.

The report recalled that, as detailed in the approved Integration Scheme, there were four main elements of services and resources which would be delegated to the IJB. These were:-

- West Lothian Adult Social Care Services
- West Lothian Delegated Community Health Services
- Share of Pan Lothian Hosted Health Services
- Share of Acute Health Services

In preparation for resources being delegated, significant work had been undertaken to identify the level of relevant 2015/16 budgets that related to functions that would be delegated to the IJB from 1 April 2016. The 2016/17 budgets would be calculated taking account of budget growth and savings approved by the council and NHS Lothian. Members were asked to note that during the course of 2016/17 it was likely that there would be further movements in the approved contributions to the IJB, for example, as a result of additional Scottish Government funding received in year relating to delegated activities.

The Board was informed that the budgets delegated to the IJB would relate to the direct service delivery functions and would exclude budgets relating to central support and overhead services (for example Legal, HR, Finance, Facilities Management and Estates) which would continue to be managed under existing arrangements reflecting the nature of these services. For VAT clarity purposes, support in relation to these services would be provided by the Council and NHS Lothian free of charge to the IJB.

The report went on to examine financial management and governance arrangements under the following headings:-

Budget Responsibility  
Chief Finance Office  
Financial Regulations  
Final Accounts  
Strategic Plan

## Financial Monitoring and Reporting

In relation to the financial assurance process in respect of 2016/17 budget resources delegated to the IJB, the proposed approach had been reported to the Board in October 2015. This took account of Scottish Government and Audit Scotland guidance and was set out in the report.

Work continued to progress around financial assurance and the key aspects of this was the 2016/17 budget settlement and planning work progressing by the Council and NHS Lothian. This was considered in section C.5 of the report.

The Board was asked to:-

- Note the proposed financial management and governance arrangements for the IJB budget in 2016/17.
- Note the proposed approach to financial assurance and the progress and proposed timescales for the completion of the financial assurance process.

## Presentation

The Board heard a presentation by Carol Mitchell, Business Manager, providing detailed information in relation to the components of the IJB budget and how the IJB budget amount would be derived. The Board heard how the IJB budget differed from the HSCP budget, together with the reasons for the variations. differences between the IJB and the HSCP

In relation to resource allocation to and from the IJB, it was explained that West Lothian Council and NHS Lothian would advise WL IJB of the value of the budget and the method of deriving those budgets. The WL IJB would, in line with its Strategic Plan, allocate budgets to functions/services to be delivered by the council and the health board. The WL IJB would issue directions to the Chief Executives of the council and health board advising the value of the budget they had been allocated for each function/service and what outcomes they were required to deliver in utilising those funds.

It was noted that, where resources allocated back to each party differed from the resources allocated by each party, a balancing payment would be required to be made between the parties.

The final presentation slides outlined the Budget Management Responsibilities and details of the Operational Budget Management = Delivering Delegated Functions/Services.

## Decision

1. To note the proposed financial management and governance arrangements for the IJB budget in 2016/17 as outlined in the report.
2. To note the proposed approach to financial assurance and the

progress and proposed timescales for the completion of the financial assurances process.

3. To note the terms of the presentation and concerns expressed by Board members in relation to the proposed method of calculating West Lothian's share of Pan Lothian Prescribing budget.
4. To note that, in relation to the concerns around the Prescribing budget, the Board would wish to make challenges as appropriate.

8. WEST LOTHIAN INTEGRATION JOINT BOARD STRATEGIC PLAN 2016-2026 DRAFT 2

The Board considered a report (copies of which had been circulated) by the Director outlining the progress made in revising the Strategic Plan following the public consultation and joint strategic needs assessment.

The Board was informed that consultation on the Draft Strategic Plan had been undertaken between November and December 2015. The plan was currently being revised and would take account of comments received. A summary report of the consultation responses would also be prepared for consideration.

The Board was asked to:-

1. Note the contents of the report.
2. Note the progress made in revising the Draft Strategic Plan.
3. Agree the final draft of the Strategic Plan be brought to the March meeting for approval.

Officers then responded to a number of questions raised. Officers also agreed that the final draft of the Strategic Plan would incorporate the following comments made by Board members:-

In relation to the first paragraph on page 5 of the Plan under the heading 'Strategy Development' the wording be changed to closely reflect the wording in paragraph C of the covering report.

That references to 'CHCP' be replaced by 'IJB'.

Decision

1. To note the contents of the report.
2. To note the progress made in revising the Draft Strategic Plan.
3. To agree that the final draft of the Strategic Plan be brought to the March meeting for approval and that the draft would incorporate comments made by Board members.

## 9. AUDIT COMMITTEE

A report had been circulated by the Acting Director seeking approval to establish an Audit Committee to assist the Board in compliance with statutory duties and contribute to good governance arrangements for the Board and its committees.

A draft remit for the Audit Committee was attached as appendix to the report. It was designed to secure compliance with the statutory duties on the Board in relation to financial and audit matters, and provide a mechanism from the Board to be assured that it was operating in accordance with legislation and principles of good governance.

The Board was asked to:-

- Agree to establish an Audit Committee, with the remit set out in the Appendix to the report.
- To delegate to the Director and the Chair of the committee the arrangements for its first meeting, with a schedule of meeting dates to be agreed there by the committee itself.
- To note that the legislation regarding the Board's Standing Orders, and the Board's Standing Orders themselves, applied to committees of the Board as they did to the Board itself.

The Board then made comments and expressed a view in relation to the issues raised in the report.

### Decision

1. To agree to establish an Audit Committee, with the remit set out in the Appendix to the report, but for consideration to be given to expanding the remit slightly to give more focus to governance arrangements.
2. To delegate to the Director and the Chair of the committee the arrangements for its first meeting, with a schedule of meeting dates to be agreed there by the committee itself.
3. To note that the legislation regarding the Board's Standing Orders, and the Board's Standing Orders themselves, applied to committees of the Board as they did to the Board itself.
4. To agree that the Audit Committee comprise six members of the Board as undernoted:-
  - 2 voting members appointed by NHS Lothian
  - 2 voting members appointed by West Lothian Council
  - 2 non-voting members (comprising Jane Houston and 1 other, with non-voting members to be canvassed about their willingness and ability to participate in the committee).

5. To note that, whilst the Board unanimously agreed that the Chair of the IJB should not be appointed to the Audit Committee, a consensus could not be reached by members when asked to determine whether the Vice-Chair of the IJB may, or may not, be appointed to the Audit Committee.
6. To agree that a report would come back to the Board to allow further consideration of these unresolved matters.

10. IJB DIRECTIONS

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

The report explained that IJBs were required to issue directions to local authorities and health boards in relation to how integration functions were to be carried out. Sections 26 and 27 of the Act gave further detail about this.

The West Lothian Integration Scheme stated:-

“Each direction from the Board to the Parties would take the form of a letter from the Director referring to the arrangements for delivery 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 the payment to be made, in respect of the carrying out of the delegated functions.

Once issued, directions could be amended by a subsequent direction by the Board.”

The key legislative requirements concerning directions were outlined in the report and the following appendices were attached the report:-

Template Direction for IJBs

List of Services to be Delegated in West Lothian

Draft Example of a Direction

The Board was asked to note progress in developing directions in line with the requirements of the Public Bodies (Joint Working) (Scotland) Act 2014.

Decision

To note progress in developing directions as outlined in the report.

11. NEW SUPPORTED HOUSING DEVELOPMENT

A report had been circulated by the Head of Social Policy providing an overview of the development of Rosemount Gardens in Bathgate, a new supported housing facility for older people.

The Head of Social Policy informed the Board that Rosemount Gardens was a new build supported housing complex in Mid Street, Bathgate, situated close to the existing sheltered housing complex in Rosemount Court. Upon completion it would offer 30 new tenancies for older people in an ideal location close to Bathgate Town Centre. The building was designed to be fully accessible and dementia friendly offering ideal opportunities to promote independent living.

Although there had been some slippage in the completion date, the building contract had now indicated that Rosemount Gardens would be handed over to the Council during spring of 2016. The existing sheltered housing complex in Rosemount Court required extensive refurbishment and this could only be achieved by decanting tenants while the work was ongoing. Once the new build was complete, it would be available as temporary accommodation while Rosemount Court was refurbished.

The report went on to advise that tenancies would be allocated on the basis of the council's sheltered housing criteria. Tenants who were decanted from Rosemount Court would have the opportunity to apply for tenancies in the new build should they decide not to return to Rosemount Court.

Finally, it was noted that the team responsible for the project would invite all the members of the IJB for an introductory visit prior to the official opening.

The Board was asked to note the investment in supported housing for older people and support the approach to care which aimed to maximise independence and choice.

#### Decision

To note the terms of the report.

### 12. WORKPLAN

A copy of the Workplan had been circulated for information.

#### Decision

To note the Workplan.

### 13. URGENT BUSINESS - BLACKBURN PARTNERSHIP CENTRE: PART OF NHS Lothian Partnership Centre Bundle

A report had been circulated by the Director updating the Board on the status of the Blackburn Partnership Centre, one of three schemes to be



delivered through the Hub NHS Lothian Partnership Centre Bundle.

The report explained that, along with the North West Edinburgh and Firrhill Partnership Centres in Edinburgh, the Blackburn Partnership Centre made up the NHS Lothian Partnership Centre Bundle. The Bundle had been procured through Hub South East, with NHS Lothian as the lead procuring body.

The scheme supported the priority outcomes and stated approach of the draft West Lothian Strategic Plan 2016-26 that had been issued for consultation.

The Full Business Case had been approved and this followed approval by West Lothian Council and NHS Lothian Board in December 2014. However due to uncertainty about the balance sheet categorisation of all revenue funded capital investments, the contract could not be signed at that point.

The report went on to outline hub contract changes. The funding arrangements had been agreed in principle, however formal confirmation would be required once the final numbers were available from the financial model. As a result of the agreed funding package there was no further business case approval required from the Scottish Government Capital Investment Group, although further approval might be necessary if Financial Close was delayed beyond 31<sup>st</sup> March.

The Board was recommended to:

- Support, as commissioner of the services to be provided from the Partnership Centre, the delivery of the project in accordance with the West Lothian IJB Draft Strategic Plan;
- Note the intention to progress to Financial Close by 31<sup>st</sup> March 2016;
- Note the pre-approval of the updated costs by the Scottish Government following changes to the Hub contractual structure; and
- Note the additional revenue cost as a result of the project.

#### Decision

To note the terms of the report and to support the delivery of the project as recommended by the Director.

#### 14. PRIVATE SESSION

The Board agreed, under Standing Order Appendix 2, Category 1, that the remaining item of business be taken in private on the grounds that the item involved the likely disclosure of exempt information.

#### 15. APPOINTMENTS COMMITTEE – UPDATE

A report had been circulated by the Head of Corporate Services, West Lothian Council informing the Board of progress through the Appointments Committee of the appointments to the posts of Chief Officer (Director), Finance Officer (Section 95 Officer), Internal Auditor and Standards Officer, and to seek ratification of the appointments agreed.

The report recalled that on 8 December 2015 an Appointments Committee had been established to deal with appointments to the posts of Chief Officer (Director), Finance Officer (Section 95 Officer), Internal Auditor and Standards Officer.

The Appointments Committee had met on 26 January 2015 and the committee had agreed appointments to the posts of Internal Auditor and Standards Officer.

The Board then heard a verbal update in relation to the meeting of the Appointments Committee held on 9 and 16 February 2016.

It was recommended that the Board:-

1. note that the Appointments Committee had met on 26 January 2016 and had agreed appointments to the posts of Internal Auditor and Standards Officer.
2. ratify the appointment of relevant council officers to those posts.
3. note the verbal update in relation to the posts of Chief Officer (Director) and Finance Officer (Section 95 Officer).

#### Decision

1. To note the terms of the report and the verbal update provided by the Director and the Standards Officer; and
2. To ratify the following appointments, as recommended by the Appointments Committee and verbally reported by the Standards Officer:-
  - the appointment of Kenneth Ribbons to the post of Internal Auditor and James Millar to the post of Standards Officer.
  - the appointment of Jim Forrest to the post of Chief Officer (Director) and Patrick Welsh to the post of Finance Officer (Section 95 Officer).