

MINUTE of MEETING of the WEST Lothian INTEGRATION JOINT BOARD of WEST Lothian COUNCIL held within COUNCIL CHAMBERS, WEST Lothian CIVIC CENTRE, LIVINGSTON, on 23 MARCH 2016.

Present

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

Non-Voting Members – Jim Forrest (Director), Jane Kellock (Chief Social Work Officer), Patrick Welsh (Chief Finance Officer), Ian Buchanan (Stakeholder Representative), Mairead Hughes (Professional Advisor), Martin Murray (Staff Representative), Mary-Denise McKernan (Stakeholder Representative).

Apologies – Julie McDowell (Voting Member) and Elaine Duncan, Jane Houston and James McCallum (Non-Voting Members)

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 Christie (Head of Health Services), James Millar (Standards Officer), David McConnell and Inire Evong (Audit Scotland).

1. ORDER OF BUSINESS, INCLUDING NOTICE OF URGENT BUSINESS

The Board agreed a suggestion by the Chair that the order of business be changed to allow Audit Scotland to present their report earlier in the meeting, and that the remaining items of business be taken in the following order:-

Items 3, 4, 5 and 6 as per the agenda
Item 11 Audit Scotland Annual Audit Plan
Item 8 – Financial Regulations
Item 9 – IJB Financial Assurance
Item 7 – Strategic Plan
Item 10 – JB Directions
Item 12 - Workplan

2. DECLARATIONS OF INTEREST

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

Councillor Toner declared an interest as a Non Executive Director, NHS Lothian.

3. DRAFT MINUTE OF MEETING OF WEST Lothian INTEGRATION JOINT BOARD HELD ON TUESDAY 16 FEBRUARY 2016

The Board approved the minute of meeting of the West Lothian

Integration Joint Board held on 16 February 2016 subject to amendments as undernoted:-

- Include Mary-Denise McKernan as an attendee.
- “Hail” to read “Hill” in list of attendees.

4. DRAFT MINUTE OF MEETING OF WEST LOTHIAN INTEGRATION STRATEGIC PLANNING GROUP HELD ON TUESDAY 23 FEBRUARY 2016

The Board noted the minute of meeting of West Lothian Integration Strategic Planning Group held on 23 February 2016.

5. 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.

6. AUDIT SCOTLAND ANNUAL AUDIT PLAN

The Board considered a report (copies of which had been circulated) by the Chief Finance Officer informing the IJB of Audit Scotland's 2016/16 annual audit plan.

The Chief Finance Officer presented the report, informing the Board that Audit Scotland's plan summarised the audit issues and risks and appendix 2 of the plan identified significant audit risks, the related sources of assurance, and the proposed audit work to secure additional investment.

The plan outlined the agreed fee which took into account the risk exposure of the IJB, the management assurances in place and the level of reliance they planned to take from the work of internal audit. As part of this, they had assumed receipt of a complete set of unaudited financial statements and comprehensive working papers package by 30 June 2016.

It was noted that the establishment of the IJB Audit Committee would be considered in a report to the April 2016 meeting of the Board and future annual audit plans would be reported to the IJB Audit Committee.

David McConnell, who had been appointed by the Accounts Commission as the external auditor of West Lothian IJB for 2015/16, spoke briefly in relation to his role. Mr McConnell then responded to questions raised by Board members.

Decision

To note the content of Audit Scotland's 2015/16 audit plan.

7. IJB FINANCIAL REGULATIONS

The Board considered a report (copies of which had been circulated) by the Chief Finance Officer seeking approval of the Financial Regulations to be used by the West Lothian IJB

The Chief Finance Officer advised that, as previously reported, the IJB would take on functions and financial responsibilities for delegated NHS Lothian and Council from 1 April 2016. This would align to the IJB Strategic Plan covering the period 2016/17 to 2018/19.

The proposed Financial Regulations were set out in Appendix 1 to the report. They provided the framework for managing the IJB's financial affairs from 1 April 2016. They applied to IJB members, IJB advisory members and all parties acting on behalf of the IJB. The Chief Finance Officer was responsible for maintaining a continuous review of the financial regulations and submitting any changes to the Board for approval. It was proposed that the financial regulations were reviewed at least once every three years.

The Chief Finance Officer was also responsible for issuing procedures, guidance and advice to underpin the financial regulations, and for investigating any breach of the regulations. The Board was asked to note that the IJB did not directly receive or expend cash via a bank account, or employ staff. As a result the Financial Regulations were relatively high level.

The Board was asked to note the content of the report and approve the Financial Regulations as set out in Appendix 1 to the report.

Decision

1. To note the content of the report; and
2. To approve the Financial Regulations as set out in Appendix 1 to the report.

8. IJB FINANCIAL ASSURANCE

A report had been circulated by the Chief Finance Officer setting out the outcome of the financial assurance process on the currently proposed resources to be delegated to the IJB for 2016/17.

The report described the approach to financial assurance and outlined the matters to be taken into account as part of the assurance process.

The approach described in the report would form the basis of reviewing the 2016/17 resources identified in the report by West Lothian Council and NHS Lothian, subject to the status of each bodies 2016/17 budget

plans and information available. In addition, the West Lothian IJB approved Integration Scheme would also inform the approach taken on financial assurance.

In relation to West Lothian Council Resources, it was noted that West Lothian Council had approved its 2016/17 budget on 23 February 2016, including the 2016/17 level of resources associated with functions delegated to the IJB of £66.685 million. This took account of Scottish Government funding to IJBs, provided in the first instance to Health Boards, of £250 million specifically for social care. For West Lothian, the share of the funding had been confirmed as £7.130 million.

As part of the council's approved budget, a number of assumptions had been made in terms of the £7.130 million, and these were set out in the report.

The report provided a tabling summarising the 2014/15 outturn, forecast 2015/16 outturn and approved 2016/17 budget associated with council functions delegated to the IJB.

Appendix 1 to the report showed further details on the split of the resources against the various adult social care functions/ services in each year.

The report went on to examine NHS Lothian Resources.

In relation to NHS Lothian Resources, the Director and Chief Finance Officer advised that:-

- There had been incorrect figures provided by NHS Lothian in relation to the budget allocation and that NHS Lothian had stated that the recalculated figures would be provided to the IJB Chief Finance Officer in the course of the coming week.
- The Strategic Plan and Directions reports (Agenda items 7 and 10) also contained the incorrect figures. The Board was asked to note and agree that the absence of this information created significant problems for the Board in considering and making decisions on these report.

The Board then heard from the Standards Officer who advised that, despite practical difficulties, an adjourned meeting should take place before 1 April to let the Board have the best chance possible of complying with its statutory duties in relation to these reports.

Decision

1. To note the terms of the report.
2. To note advice by the Director and the Chief Finance Officer that:-
 - there had been incorrect figures provided by NHS Lothian in relation to the budget allocation and that NHS Lothian had stated that recalculated figures would be provided to the IJB

Chief Finance Officer in the course of the coming week.

- that the Strategic Plan and Directions reports also contained the incorrect figures.
 - that members should note and agree that the absence of this information created significant problems for the Board in considering and making decisions on these reports.
3. To note advice by the Standards Officer that despite practical difficulties, an adjourned meeting should take place before 1 April to let the Board have the best chance possible of complying with its statutory duties in relation to these report.
4. Therefore, having considered the problems and advice offered and the options open to it, the Board:-
- (a) Agreed that a revised report on Financial Assurance be brought to an adjourned meeting to be held on Thursday 31 March 2016 at 2.00 pm.
 - (b) Agreed that as part of the ongoing need for financial assurance, a report would be brought to a subsequent meeting outlining the final resource allocation by NHS Lothian and assessing the impact of the revised figures.

9. WEST LOTHIAN INTEGRATION JOINT BOARD STRATEGIC PLAN 2016-2026

The Board considered a report (copies of which had been circulated) by the Director summarising the progress made in finalising the draft strategic plan, outlining the responses to the consultation on the Strategic Plan and how these had influenced the plan's development.

The Board did not consider the detailed information contained in the report, given that a decision had been taken earlier in the meeting that an adjourned meeting would take place on Thursday 31 March 2016 for consideration of this and other items of business relating to finances.

Decision

To agree to continue the report to the adjourned meeting, given that the figures presented in the report were subject to change.

10. IJB DIRECTIONS

The Board considered a report (copies of which had been circulated) by the Director seeking approval in respect to West Lothian Council and NHS Lothian in respect of the delivery of the functions delegated to the IJB under the Public Bodies (Joint Working) (Scotland) Act 2014.

The Board did not consider the detailed information contained in the

report, given that a decision had been taken earlier in the meeting that an adjourned meeting would take place on Thursday 31 March 2016 for consideration of this and other items of business relating to finances.

Decision

To agree to continue the report to the adjourned meeting, given that the Chief Finance Officer considered that the figures provided by NHS Lothian were not accurate enough to allow the Board to issue Directions.

11. WORKPLAN

A copy of the workplan had been circulated for information.

Decision

1. To note the workplan.
2. To agree that the Chair write on behalf of the IJB to the Chair of NHS Lothian expressing the Board's concerns over the financial information provided by NHS Lothian and seeking his support and assurance in providing revised budget allocation figures prior to the adjourned meeting of the IJB on 31 March 2016.
3. To record the Board's appreciation of the work undertaken by Rhona Anderson for the IJB and the CHCP and to wish her well for the future.