

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 5 APRIL 2016.

Present

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

Non-Voting Members – Ian Buchanan (Stakeholder Representative), Elaine Duncan (Professional Advisor), Jim Forrest (Director), Jane Houston (Staff Representative), Mairead Hughes (Professional Advisor), Pamela Main (substitute for Jane Kellock), Mary-Denise McKernan (Stakeholder Representative), Robin Strang (Stakeholder Representative), Patrick Welsh (Finance Officer)

Apologies – David Farquharson, Alex Joyce, James McCallum and Martin Murray

In Attendance – Marion Barton, Head of Health Services), Alan Bell (Senior Manager, Communities and Information, WLC), James Millar (Standards Officer).

1. DECLARATIONS OF INTEREST

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

2. AUDIT COMMITTEE

The Committee considered a report (copies of which had been circulated) by the Director concerning the establishment of an Audit Committee to assist the Board in compliance with statutory duties and contribute to good governance arrangements for the Board and its committees.

The report recalled that, following a decision on 20 October 2015 that a report should be brought to a future meeting to establish an Audit Committee, the Board had considered the matter on 16 February 2016 when some matters could not be agreed.

The matters still to be agreed related to the remit and name for the proposed Audit Committee, the members of the committee, and the appointment of the Chair and Vice-Chair of the committee.

Appendix 1 to the report was the remit proposed to the Board at its February meeting, and some suggested additions were shown in bold type to make more explicit the committee's role in relation to risk and the wider field of corporate governance.

It was recommended that the Board :-

1. consider and approve the revised remit and change of name for the proposed Audit Committee, as set out in the appendix to the report.
2. agree the remaining members of the committee
3. appoint the chair and Vic-Chair of the committee

#### Decision

1. To note the terms of the report.
2. To approve the revised remit and change of name for the proposed Audit Committee, as set out in the appendix to the report.
3. To agree to appoint the following members to the Committee:-
  - Jane Houston and Martin Murray (non-voting members)
  - Martin Hill and Julie McDowell (voting members appointed by NHS Lothian)
  - Anne McMillan and Danny Logue (voting members appointed by West Lothian Council)
4. To agree that Julie McDowell be appointed as Chair of the Audit Risk and Governance Committee and that Anne McMillan be appointed as Vice Chair.

### 3. SCHEDULE OF MEETINGS 2016/17

The Board considered a report (copies of which had been circulated) by the Director outlining a proposed schedule of meetings for the IJB until June 2017.

It was noted that, under Standing Orders, the IJB was required to approve a timetable of ordinary meetings, which should be held at least six times in each financial year.

The Director explained that dates had been drafted after taking into account available date and time opportunities within NHS Lothian and West Lothian Council meeting calendars. The report provided a list of seven meeting dates. It was proposed that the IJB meetings continued to be held in Strathbrock Partnership Centre, Broxburn, as this building met requirements for accessibility, parking and meeting space.

During discussion, the Board noted concerns relating to the availability of NHS Lothian members and noted, in particular, that David Farquharson was not available on a Tuesday and that Martin Hall was not available on the last Tuesday of each month.

The Director undertook to convey the Board's comments to the Chair, NHS Lothian and to report back to the next meeting.

Decision

To agree to set dates for the next two meetings as undernoted:-

- 31 May 2016 at 2.00 pm
- 23 August 2016 at 2.00 pm.

4. STANDING ORDERS AND CODE OF CONDUCT

The Board considered a report (copies of which had been circulated) by the Director seeking approval to make changes to the Board's Standing Orders.

The Standing Orders adopted by the Board on 20 October 2015 were attached as Appendix 3, and the schedule of definitions and terminology had now been populated.

The report proposed one specific change to Standing Orders, and was an issue which had been flagged up on several occasions. The proposed change was shown in bold type in the copy of Standing Order 9.12 in Appendix 1. This related to members disclosing any direct or indirect pecuniary or other interest in relation to an item of business to be transacted at a meeting of the IJB.

Appendix 2 to the report was an extract of the Code of Conduct adopted by the Board, showing the changes proposed.

It was recommended that the Board:-

1. review the Board's Standing Orders (Appendix 3 to the report) and determine if any changes should be made.
2. approve the change to Standing Order 9.12 in relation to amended legislation affecting members declaring interests and withdrawing from meetings (Appendix 1 to the report).
3. approve the changes to paragraphs 5.6 and 5.7 of the interim Code of Conduct in relation to amended legislation affecting members declaring interests and withdrawing from meetings (Appendix 2 to the report).

Decision

1. To note the terms of the report.
2. To approve the change to Standing Order 9.12 as recommended by the IJB Standards Officer.
3. To approve the changes to paragraphs 5.6 and 5.7 of the interim Code of Conduct as recommended by the IJB Standards Officer.

5. TERMS OF REFERENCE FOR COMMISSIONING PLAN WORKING GROUPS

The Board considered a report (copies of which had been circulated) by the Director seeking approval of the Terms of Reference for Commissioning Plan Working Groups as detailed in Appendix 1 to the report.

Appendix 1 set out the remit of the Working Group and it was noted that the group would report to the Strategic Planning Group in accordance with the overall schedule for the delivery of the commissioning plan. The paper showing the overall schedule would be circulated to Board members following the meeting. Appendix 1 also set out proposed arrangements for membership of the group.

It was recommended that the Board agree the Terms of Reference for Commissioning Plan Working Groups as detailed in Appendix 1.

During discussion, officers provided advice concerning branding. On this matter, it was agreed that the use of West Lothian Health and Social Care Partnership logo (as shown in Appendix 1 to the report) was appropriate and should continue.

Decision

1. To note the Terms of Reference for Commissioning Plan Working Groups as detailed in Appendix 1 to the report.
2. To note advice by officers concerning branding and to agree that the use of West Lothian Health and Social Care Partnership logo (as shown in Appendix 1 to the report) was appropriate and should continue.
3. To note that a paper showing the overall schedule for the delivery of the commissioning plan would be circulated to Board members.

6. IJB MEMBER INDUCTION

The Board considered a report (copies of which had been circulated) by the Director setting out a proposal for further progressing induction for IJB members.

The report recalled that induction sessions had been held on 19<sup>th</sup> August 2015 which provided a broad overview of key themes. A further repeat session was held on 9<sup>th</sup> February 2016 which targeted and enabled new non-voting members and senior managers to participate in a briefing along similar lines. Appendix 1 to the report was an overview of the topics covered.

In addition to these sessions, it had previously been suggested that Board Members undertake a series of visits and to meet a range of teams in order to familiarise themselves with current service provision and

environments.

It was now proposed that the Board be given the opportunity to potentially undertake planned visits to some of the following areas:-

- Fauldhouse Partnership Centre
- Strathbrock Partnership Centre
- Eliburn Day Centre
- Craigmair or Colineshiel
- East Calder Health Centre
- Forrest Walk, Uphall

Appendix 2 to the report provided further details of the proposed visits.

It was also proposed that the Board consider a session where they could meet with Teams who would present an overview of the care they delivered, and suggested teams were:-

- REACT
- Crisis Care
- Reablement
- DASAT and
- ADP

Although specific dates had not been outlined, it was proposed that the visits and meeting of the Teams followed the themes and timing of areas to be covered at the Board.

The Board was asked to endorse the proposed approach and content of Board member induction as outlined in the report.

#### Decision

1. To endorse the proposed approach and content of Board member education as outlined in the report.
2. To agree that plans be developed for two visits, and that a paper would come back to the Board in due course.

## 7. WORKPLAN

A copy of the Workplan had been circulated for information.

#### Decision

To note the Workplan.