

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 2 MARCH 2017.

Present – Jim Forrest (Chair, West Lothian Council), Marion Barton (Health Professional), Alan Bell (Social Care Professional), Ian Buchanan (User of Social Care), Steve Haigh (Health Professional), Jane Houston (Union Health), James McCallum (Health Professional), Martin Murray (Union WLC), Charles Swan (Social Care Professional), Robert Telfer (Commercial Provider of Social Care) and Patrick Welsh (Chief Finance Officer).

1. DECLARATIONS OF INTEREST

No declarations of interest were made.

2. MINUTE

The Group confirmed the Minute of its meeting held on 19 January 2017. The Minute was thereafter signed by the Chair.

3. IJB ANNUAL PERFORMANCE REPORT 2016-17

The Strategic Planning Group considered a report (copies of which had been circulated) by the Director presenting an outline for the Annual Report 2016-17 seeking examples of good practice that could be incorporated into the report.

The group were advised that the Scottish Government had issued guidance in March 2016 stipulating the requirement to publish performance reports from 2016-17 onwards. During the first year of operation the Integration Joint Board and Strategic Planning Group minutes had been made available on West Lothian Council's website.

The Public Bodies (Joint Working) (Scotland) Act 2014 specified that a performance report must be produced by an integration authority and it also provided details of the specific matters that required to be reported. The guidance also required the publication of performance reports from 2016-17 onward and the publication was to be within four months of the end of the performance reporting period. Therefore for the West Lothian IJB this requirement needed to be fulfilled by 31 July 2017 for 2016-17.

A draft version of the Annual Performance Report for 2016-17 had been prepared and was attached to the report at Appendix 1. This document had been structured in accordance with national outcomes and was to include key performance measures, a performance assessment and practice examples for the reporting period.

Performance measures would be drawn from the Core Suite of Integration Indicators and where appropriate the performance measures would be

RAG-rated using a traffic light system for illustrating progress against expected performance. The Annual Performance Report was also to include sections on governance and decision making, financial performance, Best Value, inspection findings, the annual review of the Strategic Plan and locality arrangements.

The Annual Performance Report would also provide an opportunity to reflect on the year and celebrate achievements delivered by employees and partners. It would also provide a chance to highlight new ways of working within services which focussed on maximum choice and control for individuals, families and carers.

Therefore the Strategic Planning Group was being asked to note the contents of the report, to note the proposed format of the Annual Performance Report and invite the members to submit good examples for inclusion in the performance report.

#### Decision

1. To note the contents of the report;
2. To note the proposed format and content of the Annual Performance Report for the IJB;
3. To agree that the document would be circulated to those members who had been unable to attend the meeting for their comment and input; and
4. To agree that once comments had been received Carol Bebbington would collate responses into one document for presenting to a future meeting of the Strategic Planning Group.

#### 4. STRATEGIC PLAN REVIEW & STRATEGIC HEALTH AND SOCIAL CARE DELIVERY PLAN

The Strategic Planning Group considered a report (copies of which had been circulated) by the Director advising of the first Annual Review of the IJB Strategic Plan 2016-2026, the draft Health and Social Care Delivery Plan and the proposed approach to Directions for 2017-18.

The report recalled that the Strategic Plan was the output of activities involved in assessing and forecasting needs, linking investment to agreed outcomes, planning the nature, range and quality of future services and working in partnership to put these into place.

The Strategic Plan had been reviewed on the basis of consistency with policy, economic and social context and ongoing accordance with values, resources, appropriateness, feasibility and desirability. The first Annual Review of the Strategic Plan, a copy of which was attached to the report at Appendix 1, preserved stability in the plan and did not advocate the need for a replacement plan. It also confirmed progress and reiterated and reinforced the direction set by the 2016-26 plan.

The report continued by providing details of how the Strategic Plan was being resourced

With regards to the Health and Social Care Delivery Plan this reinforced the 2020 Vision of Scotland with high quality integrated services, focused on prevention, early intervention and supported self-management. Also the aim of the delivery plan and the targeted programmes of work detailed within were to drive forward the pace of change in health and social care and to give strategic coherence to previously separate areas of policy, thereby bringing the focus required for transformational change.

Appendix 2 attached to the report set out the draft West Lothian and Social Care Delivery Plan which took account of the Strategic Plan review and the Scottish Government's Health and Social Care Delivery Plan.

Finally the report provided an overview of the approach that would be taken to Directions noting that West Lothian IJB would issue directions to NHSL and WLC in 2017-18 on the same basis as 2016-17. For governance it was important that there was clarity on the IJB delegated functions and that regular review of performance against the Health and Social Care Delivery Plan would be undertaken by partner bodies and reported to the IJB as part of the quarterly updates.

It was recommended that the Strategic Planning Group :-

1. Comment on the draft first Annual Review of the Strategic Plan;
2. Comment on the draft Health and Social Care Delivery Plan;
3. Comment on the approach to Directions for 2017-18; and
4. Remit the draft review, draft Health and Social Care Delivery Plan and proposed approach to Directions to the IJB for approval.

#### Decision

1. To note the contents of the report;
2. To note that pressures continued for the NHS in West Lothian through a number of factors including delayed discharge, increase in spending on Primary Care and pressures in the care home system;
3. To note that work continued on the Change Programme to address some of these pressures areas; and
4. To note that a dialogue continued between the West Lothian IJB and other regional IJB's to work together to collectively resolve some of the identified pressures.

#### 5. TECHNOLOGY ENABLED CARE (TEC) PROGRAMME

The Strategic Planning Group considered a report (copies of which had been circulated) by the Director providing a six monthly progress report on the West Lothian Technology Enabled Care (TEC) Programme.

The report recalled that West Lothian had been awarded funding by the Scottish Government to participate in the 2 year national programme, to build on our original investment in telecare technology and accelerate commitment in line with emerging national and local priorities and technological developments. The TEC programme was firmly located within the overall strategic objectives of the IJB as detailed in the Strategic Plan and associated commissioning plans.

Work was progressing on a number of strands with most projects at the implementation phase. The report then provided a brief summary of each of the 3 main programmes being developed; these being :-

- Expansion of home health monitoring including the use of the Florence App and woundsense machines;
- Expanding the range and extent of Telecare including the testing of activity monitoring equipment, AICO interface with Telecare, wearable technology to monitor emotional state and GPS devices; and
- Expanding the use of video-conferencing between medical/health care staff and their patients.

The group were further advised that the use of technology in healthcare had an important role to play and each strand of the programme followed a rigorous review process with clear outcomes to ensure that any proposals would be fit for purpose.

A discussion ensued with regards to the detail behind some of the programmes noting that a recent demonstration of video conferencing between health care staff and patients had been very well received. It was however noted that in some cases IT equipment in GP offices was somewhat out of date and could prove problematic in supporting new advances in technology such as those detailed in the report.

The group were asked to note the progress on the West Lothian Technology Enabled (TEC) Programme and the contribution this programme was making to the IJB Strategic Plan.

#### Decision

1. To note the contents of the report; and
2. To note that further updates would be provided to the group as the programmes developed.

## 6. FINANCIAL STRATEGY APPROACH

The Strategic Planning Group considered a report (copies of which had been circulated) by the Director setting out an initial high-level approach to medium term financial strategy which would assist the IJB in planning and prioritising future health and social care provision in West Lothian within future available resources.

The report recalled that the IJB had statutory responsibility for delegated health and social care functions in relation to the strategic planning of health and social care delivery. For the IJB to effectively plan into the future it was important that both NHS Lothian and local authorities undertook medium term financial planning over a three to five year period as an annual budgeting process was not conducive to achieving the aims consistent with planning to meet future demand and the resources to achieve this.

Both NHS Lothian and local authorities would identify assumed funding availability for IJB health and social care functions as part of the funding assumptions on their overall budget resources over the financial planning period. This would be done in consultation with the IJB Chief Officer and Finance Officer.

Expenditure pressures linked to inflation, demographics and other demand would be identified at a council social care and NHS business unit level as follows :-

- Core West Lothian Health Services
- Core West Lothian Social Care Services
- Hosted services
- Set aside acute services

Finance staff within local authorities and NHS Lothian would undertake the development of the financial planning process for both organisations in conjunction with the IJB Finance Officer. Ideally joint work on financial planning for 2018-19 and future year health and social functions would be completed before the end of 2017.

For each organisation and constituent part of the delegated budget, the outcome of the first stage of the financial planning process would be the identification of the level of savings assumed to be required to balance the budget each year. Based on the current status of IJB's it was important to note that local authorities and NHS Lothian were responsible for managing within their overall funding resources, only part of which related to IJB functions.

The development of the financial planning process would be undertaken at an officer level until the plans were developed to a point that it was appropriate to publicly report them. Additionally, subject to agreement, there may be a requirement for a public consultation process in advance of financial strategy plans being approved. Consideration was also

required as to whether any separate consultation would be required for IJB delegated functions.

The report concluded that based on current statutory arrangements the annual budget for NHS Lothian and local authorities including IJB contributions would continue to be approved by the Parent Bodies. Again the IJB Chief Officer and Finance Officer would have to be fully involved in the annual budget approval process for the Partner Bodies in terms of health and social care delegated functions.

It was recommended that the Strategic Planning Group consider the approach being proposed to medium term financial planning for IJB delegated functions as detailed in the report.

#### Decision

1. Noted the contents of the report and for the need to have a robust financial strategy for the IJB; and
2. Agreed that members could feedback comments on the proposal to the Chief Finance Officer.

### 7. TIMETABLE OF MEETINGS 2017-18

The group considered a timetable of meetings for the Strategic Planning Group throughout 2017-18.

#### Decision

To agree the timetable of meetings for 2017-18

### 8. WORKPLAN

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

#### Decision

1. To note the contents of the workplan;
2. To note that any suggestions for additions to the workplan were to be submitted to the IJB Director.