

## East Lothian Community Hospitals and Care Homes Provision Change Board

### Terms of Reference

#### 1. Remit

The East Lothian Community Hospitals and Care Homes Provision Change Board will have oversight and accountability for the delivery of the following key work streams:

- To revisit and oversee Integration Joint Board (IJB) Direction 12I (previously 12d) in relation to *Community Hospitals, Care Homes and the development of intermediate care services* with a particular focus on the outputs and recommendations presented to the IJB on 13<sup>th</sup> December 2018<sup>1</sup>.
- Further consider the Community Hospitals and Care Homes provision throughout East Lothian and re-focus the project taking in to account current circumstances, including but not limited to the current IJB Strategic Plan, COVID-19, capital funding, East Lothian Local Housing Strategy 2018-23 and the Independent Review of Adult Social Care<sup>2</sup> / National Care Service<sup>3</sup>.
- Present an updated set of outputs and recommendations to the East Lothian IJB in due course in relation to direction 12I: *NHS Lothian and East Lothian Council to transform the service delivery to older people for the provision of Community Hospitals, Care Homes and the development of intermediate care services, involving full engagement and consultation with appropriate parties. This should take into account demographic factors, current use of services, the impacts of COVID-19, funding pressures, service remobilisation and redesign. It must also take note of the emerging outputs from the Independent Review of Adult Social Care and development of a National Care Service* (previously direction 12d).

#### 2. Chairperson

##### Change Board

The Change Board will be chaired by a member of the Integration Joint Board with the support of the Director of East Lothian Health and Social Care Partnership as vice-chair.

##### Short life working groups

Short life working groups will be formed as required by the Change Board. The chair will be identified by the Change Board and will ideally be identified from the core membership of the Board.

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[https://www.eastlothian.gov.uk/download/meetings/id/20310/08\\_reprovision\\_of\\_belhaven\\_and\\_edington\\_community\\_hospitals\\_eskgreen\\_and\\_abbey\\_care\\_homes](https://www.eastlothian.gov.uk/download/meetings/id/20310/08_reprovision_of_belhaven_and_edington_community_hospitals_eskgreen_and_abbey_care_homes)

<sup>2</sup> <https://www.gov.scot/groups/independent-review-of-adult-social-care/>

<sup>3</sup> <https://www.gov.scot/policies/social-care/national-care-service/>

### 3. Membership

#### Change Board

<b>Role</b>	<b>Name</b>
Integration Joint Board member (Chair)	Peter Murray
Director of East Lothian Health and Social Care Partnership (Vice-chair)	Fiona Wilson
Project Manager / Consultant	Bruce Dickie
Project Manager / Strategy Officer	Andrew Main
Head of Operations, ELHSCP	Iain Gorman
Deputy Director of Nursing, NHS Lothian / IJB Member	Fiona Ireland
General Manager (Planning and Performance), ELHSCP	Laura Kerr
Interim General Manager (Strategic Integration), ELHSCP	Paul Currie
Chief Nurse / General Manager (Acute, Ongoing Care and Community Nursing), ELHSCP	Lorraine Cowan
General Manager (Access and Rehabilitation)	Lesley Berry
Primary Care Services Manager, NHS Lothian	Bill Ramsay
Primary Care Clinical Lead	Alastair Clubb
Chief Financial Officer, East Lothian IJB	Claire Flanagan
Councillor	Carol McFarlane
Councillor	Lachlan Bruce
IJB member / carer representative	David Binnie
IJB member / Stakeholder representative	Marilyn McNeill
Volunteer Centre East Lothian Chief Officer	Maureen Allan
UNISON representative	Thomas Miller / David Bourhill
Engagement and Equalities Officer, ELHSCP	Jane Ogden-Smith
Senior Communications Adviser, ELHSCP	Jennifer Jarvis

#### 4. Quorum

Meetings will be quorate when there is 50% attendance. Members should identify a suitable representative with delegated responsibility to attend if they are unable to.

#### 5. Frequency of Meetings

The Change Board will meet approximately every 10-12 weeks.

#### 6. Key responsibilities

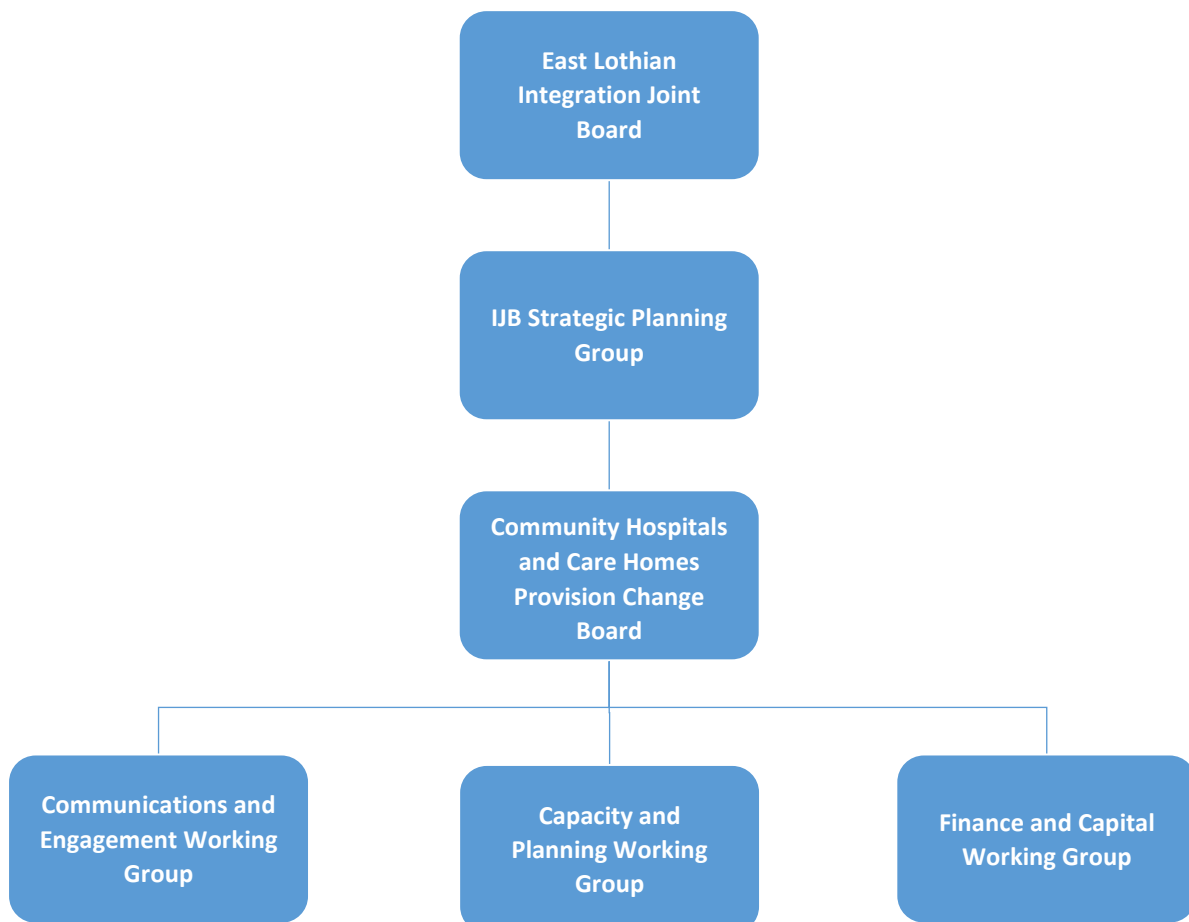
- Provide a structured and accountable approach to delivery of the project and its work streams.
- Ensure a culture of involvement, engagement and appropriate consultation throughout the project and its work streams, using a range of approaches.
- Ensure a clear line of sight to the priorities as set out in the IJB Directions and delivery through the Strategic Plan.
- Report in line with the agreed governance and reporting arrangements.
- Set the tone and direction for partnership working.
- Support the delivery of all relevant national and local targets and performance requirements in respect of health and social care.
- Maintain effective links with other partnerships and Change Boards in areas of joint concern.

## Communication and Engagement

Effective stakeholder communication and engagement is recognised as a key component of this project and as such a Communications and Engagement Working Group has been established and a strategy / plan developed to support the work of the Change Board.

### **7. Governance and reporting arrangements**

The Community Hospitals and Care Homes Provision Change Board will provide updates and briefings to the IJB Strategic Planning Group and IJB, receiving comments, challenge and support. Thereafter reports and briefings will be taken to the IJB for consideration, decision making and sign off from recommendations proposed by the change board. Short life working groups will be tasked with progressing specific work streams.



## Document history

Version	Date of issue	Reason for issue
0.1	23/04/21	Initial draft.
0.2	27/04/21	Update to various sections in relation to working groups.
0.3	30/04/21	Membership updated and other minor alterations.
0.4	05/05/21	Key responsibilities updated.
0.5	07/05/21	Chair and additional member added. Update to section 7.
0.6	13/05/21	Update to membership and change to section 7 text.
0.7	21/05/21	Update to membership.
0.8	01/06/21	Update to membership roles and addition of signed off footer.
1.0	3/06/21	Additional members added and draft removed.
1.1	24/06/21	Membership and Change Board title updated.
1.2	27/07/21	Additional member added to Change Board.
1.3	4/08/21	Membership update.
1.4	22/04/22	Review and redraft including membership update.
2.0	3/08/22	Update to Terms of Reference signed off by Change Board.
2.1	2/09/22	Additional of Councillor details to membership.

Formation of Change Board approved at meeting of IJB Strategic Planning Group on 5/05/21

Terms of Reference (v1) signed off at first meeting of Community Hospitals and Care Homes Provision Change Board on Monday 31<sup>st</sup> June 2021.

Terms of Reference (v2) signed off at Community Hospitals and Care Homes Provision Change Board on Wednesday 3<sup>rd</sup> August 2022.