

# East Lothian H&SCP



## MINUTES OF SHADOW BOARD

18 June 2015

1030 - 1200

Council Chamber, Town House, Haddington

<b>Present:</b>	Mike Ash, Chairman (MA) Donald Grant, Vice Chairman (DG) Maureen Allan (MAL) Fiona Duncan (FD) Alex Joyce (AJ) David King (DK) Angela Leitch (AL) Alison MacDonald (AMac) Keith Maloney (KM) Joanne McCabe (JM) Margaret McKay (MMcK) Thomas Miller (TM) David Small (DAS) Eliot Stark (ES) Jon Turvill (JT)
<b>Apologies:</b>	Shamin Akhtar (SA) Alastair Clubb (AC) Stuart Currie (SC) Jim Goodfellow (JG) John Iredale (JI) Carol Lumsden (CL) Alison Meiklejohn (AM) Graeme Warner (GW)
<b>Scribe:</b>	Miriam Anderson

1. **Welcome and Apologies** – MA welcomed everybody to the meeting and highlighted to all that this is the last meeting of the Shadow Board. He thanked all personally for their contributions to date. The Integrated Joint Board meets formally for the first time on 1<sup>st</sup> July 2015.

MA noted that this meeting was not quorate and any decisions would require to be homologated at the IJB meeting.

2. **Minutes of Previous Meeting**  
Agreed as accurate record.

3. **Matters Arising**

DS reported that the Organisational Arrangements in Health and Social Care proposals were agreed by NHS Board and Council. The first stage would be complete by end June 2015. Second stage proposals to be developed by autumn 2015 but avoiding inspection activity periods.

DS reported that the integrated Care Fund proposals for April to June 2015 had been agreed by CMT. A further report would be considered by the end of June. MA requested that the ICF to should be monitored by the IJB albeit the CMT will retain the delegated authority.

4. **Standing Items**

**4.1 Chair's Report** – MA reported this is his last report to the Shadow Board. He indicated that there had been much progress made to get to the current position and thanked all members for their work.

MA indicated he had some concerns regarding clarity in the NHS budget for the IJB. The ELC budget position was clearer. MA acknowledged that the NHS budget process was more complex.

MA reported that he had met with ELC Section 95 Officer and NHS Director of Finance who had recommended treating the second half of 2015/16 as a development period. This would involve the IJB going live on 1<sup>st</sup> July 2015 but setting a start date for the plan of 1<sup>st</sup> April 2016. MA suggested that the meeting discuss the implications of going live on 1<sup>st</sup> July 2015 but not having delegated functions and budgets till April 2016.

DK suggested that the IJB would have the opportunity to influence the budget setting process for 2016/17 in this proposal and therefore should work together as a Board to do so.

AL noted she would have liked to have been in a position to set the start date

for 1<sup>st</sup> July, however a further year to resolve financial issues by April 2016 would be useful.

KM asked is this the case for all IJB's. DS replied that the Ayrshire IJBs had adopted their plans in April 2015 since they had a full year ahead of them. East Lothian would be the first in Scotland to go live mid year. DS had canvassed Joint Directors across Scotland and most were aiming for April 2016 to have the delegated functions.

MA requested that proposals for how the IJB would monitor and be involved in financial performance and planning during 2015/16 be brought to the second meeting of the IJB in August 2015. This was agreed.

**Action: DK**

#### **4.2 Director's Report**

Delayed discharges have shown an improvement in May 2015 and overall a significant improvement over the last six months. The Task Group has prioritised the £530,000 Scottish Government allocation to Hospital to Home, Additional Domiciliary Care Capacity, Care Home Support, Additional Assessment Capacity and Support for Business Processes.

Public consultation on East Lothian Community Hospital has been very positive. The Initial Agreement should come forward in September 2015. Bed requirement modelling in respect of Hospitals, Care Homes and Housing has been reworked. This has shown that hospital and care home bed numbers planned are reasonable, but are dependent on assumptions such as no delayed discharges, 35% of new care home demand being met by housing and no loss of care home capacity.

AL asked if Herdmanflat site could be an opportunity for care and housing and that the IJB should support and consider this if that were practical. DS replied that this is being considered.

MMcK asked for more information on "care home support". AMacD and FD reported that training and development for Care Home staff is a key element in maintaining care home capacity. The proposal is to increase nursing input from the NHS for this purpose. This included supporting nurses with revalidation and care staff with SSSC registration.

MMcK asked what was happening with supporting 7 day discharge. AMacD indicated that seven day discharge was supported by the Emergency Care Service, but work was underway to provide 7 clinical support for admission avoidance and discharge through ELSIE and District Nursing.

MAL reported that home care capacity is not available at weekends due to process issues with approving packages at weekends. DAS agreed to look

into this.

**Action: DAS**

DAS reported that a start date of 24<sup>th</sup> August 2015 has been received in respect of the Joint Inspection of Adult Services and the team will be on site in East Lothian until September 2015. Preparation work is underway.

DAS highlighted that NHS Lothian has led work with the 4 Councils on Learning Disabilities. There is a proposal for a Lothian service of 12 places in a domestic setting to replace current out of Lothian placements which are very costly. Herdmanflat has been cited as a possibility. DAS proposed that the management team and CMT should consider this as it may require to be hosted by East Lothian. This was agreed and DAS will bring back to IJB for discussion.

**Action: DAS**

## **5. Items for Discussion**

**5.1 Voting and Non Voting Membership of IJB** – DAS talked to the attached paper detailing proposed membership of the Integration Joint Board and highlighted that although many members were appointed it was likely that not all non-voting members would be in place in place at the 1<sup>st</sup> July meeting. The paper to the IJB will propose that some non-voting members places would be held till April 2016 and the IJB should run a process of selection for them during 205/16.

KM suggested that the IJB should consider how it supports patient/client representation possibly through an additional member.

### **5.2 Implementation Plan for IJB**

JM reported on the proposed agenda for the first Integration Joint Board Meeting which will include includes papers on membership, governance arrangements, appointment of Chair/Vice-chair; Chief Officer; members of Strategic Planning Group and an update on the process for appointing a chief finance officer. MA thanked JM for all of her hard work interpreting legislation and guidance and developing proposals.

AL enquired on progress with government performance targets and measures. DAS reported these were still not finalised.

MMcK asked if the first meeting would be public and suggested that there was an opportunity to make the meeting interesting and informative. DG agreed to consider this. AL suggested that the best opportunity would be around the second draft of the strategic plan.

**5.3 Finance Report** – DK reported that the overall financial position at Month 12 for the CHP was an overspend of £1.5m. The biggest element was £1m on e GP Prescribing, some underachievement of the efficiency (LRP) schemes in year and a range of operational pressures largely within Medical Staffing. DK reported that the Adult Wellbeing position would not be reported till August 2015.

DG enquired how quickly the audit committee of the IJB requires to be set up. DK reported that this required further discussion for 2015/16 but a committee would definitely be required early in 2016/17.

#### **5.4 Update on Joint Inspection**

AMacD and FD reported that position statements are being drafted. The Inspection is due to commence on 24<sup>th</sup> August 2015 with file reading. 14 September initial feedback on file reading. Week of 21 September Inspectors will be in East Lothian visiting users, carers and teams. Week of 5<sup>th</sup> October will involve meeting staff. 16 November initial feedback is expected.

#### **6. Any Other Business**

MA thanked everybody for their time and commitment and DG thanked MA for his commitment, capacity, attendance, enthusiasm and leadership qualities over his term as Chair.

MA invited members to stay behind for a buffet lunch.

#### **8. Date of First Meeting of IJB**

1<sup>st</sup> July 2015 – 1400 - 1600

Council Chambers, Town House, Haddington