

East Lothian  
Integration Joint Board



**MINUTES OF THE MEETING OF THE  
EAST LOTHIAN INTEGRATION JOINT BOARD**

**THURSDAY 24<sup>th</sup> JUNE 2021  
VIA DIGITAL MEETINGS SYSTEM**

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**Voting Members Present:**

Mr P Murray (Chair)  
Councillor S Akhtar  
Dr P Donald  
Councillor N Gilbert  
Ms F Ireland  
Councillor S Kempson  
Councillor F O'Donnell  
Dr R Williams

**Non-voting Members Present:**

Mr D Binnie	Ms L Cowan
Ms C Flanagan	Ms A MacDonald
Ms M McNeill	Mr P White

**Officers Present from NHS Lothian/East Lothian Council:**

Ms T Carlyle	Mr P Currie
Mr B Dickie	Ms C Goodwin
Ms C Johnston	Ms L Kerr
Ms S Leslie	Mr A Main
Ms G Neil	

**Clerk:**

Ms F Currie

**Apologies:**

Mr I Gorman  
Mr T Miller  
Ms J Tait  
Dr J Turvill

**Declarations of Interest:**

None

**1. MINUTES OF THE MEETINGS OF THE EAST LoTHIAN IJB ON 25<sup>TH</sup> FEBRUARY 2021 AND 22<sup>ND</sup> APRIL 2021 (FOR APPROVAL)**

The minutes of the meetings on 25<sup>th</sup> February 2021 and 22<sup>nd</sup> April 2021 were approved.

**2. MATTERS ARISING FROM THE MINUTES OF 25<sup>TH</sup> FEBRUARY AND 22<sup>ND</sup> APRIL 2021**

There were no matters arising from either of the minutes.

**3. CHAIR'S REPORT**

Peter Murray advised members that he had received a letter from the Chair of the NHS Lothian Board requiring a response on behalf of the IJB. The letter related to delegated functions and the services the IJB would be seeking to commission from NHS Lothian going forward, such as mental health and LD in-patient services. Mr Murray confirmed that he would work with Alison MacDonald to prepare a response which would be shared with the IJB in due course.

Ms MacDonald provided further background to the request and indicated that the Strategic Planning Group and relevant Change Boards should also be involved in developing the IJB's response. NHS Lothian had set a deadline of end August but this would be felt to be unrealistic given the amount of work involved and the need to consult further with IJB members. Ms MacDonald said she had instead committed to providing NHS Lothian with a plan by end August on how the IJB would respond to the request.

Mr Murray and Ms MacDonald replied to questions from members about how the request was brought forward, the possible reasons for the change in approach and the implications for the IJB's Directions going forward.

**4. COMMUNITY TRANSFORMATION PROGRAMME, ADULTS WITH COMPLEX NEEDS UNDER 65**

The Chief Officer had submitted a report informing the IJB of the principles and strategy to deliver the recommendations of the Community Transformation programme encompassing day opportunities for adults with complex needs.

Gillian Neil presented the report outlining the background and the proposed strategy to deliver the new service model which would include a review of existing assets to facilitate investment in new community models. She also highlighted the engagement work which had already taken place involving a wide range of stakeholders and which would continue to be supported and guided by the Communication and Engagement Group.

Ms Neil responded to a question from Patricia Donald confirming that the Third Sector had been very much at the forefront of the engagement work taking place since 2019.

The vote was taken by roll call and all of the recommendations were approved unanimously.

## **Decision**

The IJB agreed:

- i. The principles as set out in the report; and
- ii. The Strategy as set out in the report; noting that the proposals would be brought to the IJB in September 2021.

## **5. COMMUNITY TRANSFORMATION PROGRAMME, ADULTS WITH COMPLEX NEEDS OVER 65**

The Chief Officer had submitted a report informing the IJB of the principles and strategy to deliver the recommendations of the Community Transformation programme for older adults with complex needs.

Ms Johnston presented the report outlining the background and proposed key principles underpinning future day services for older people from April 2022. She also detailed the strategy to deliver the service model which included a review of existing assets to facilitate investment in new blended model from April 2022. She emphasised that this would represent a significant investment of public money and it would be important to execute due diligence. She also provided further information on the commissioning of a Dementia Meeting Centre in Musselburgh.

Ms Johnston responded to questions from members on issues such as journey of care, recognising existing outreach projects and evaluating options and learning from good practice. She confirmed that the team was currently mapping community assets across the county – both Council and other community assets- and that the process of asset transfer, in conjunction with social enterprise partnerships, would be part of the discussions around developing community assets.

Replying to further questions, Ms Johnston acknowledged the importance of community engagement and ensuring that the process was as explicit and transparent and that it involved a broad range of fora. She also provided information on services that could be accessed via day centres and the potential impact of any proposed changes to charging for personal care.

Claire Flanagan replied to a question on how to provide guaranteed funding over a 2-3 year [period when the IJB worked on a year-to-year budget. She agreed that there were potential risks but these would have to be managed through the IJB's longer term Financial Plan and annual budget discussions with partners.

The vote was taken by roll call and all of the recommendations were approved unanimously.

## **Decision**

The IJB agreed:

- iii. The principles as set out in the report; and
- iv. The Strategy as set out in the report; noting that the proposals would be brought to the IJB in September 2021.

## **6. EAST LoTHIAN STRATEGIC PLAN – SBAR UPDATE**

The Chief Officer had submitted a SBAR report asking the IJB to agree an approach to the review of its Strategic Plan.

Paul Currie presented the report outlining the background and reminding members that the current Strategic Plan ran from 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2022. He advised that the review process would usually begin 6 months prior to the end of the current plan but discussion had been taking place nationally on whether the usual 3 year cycle of renewal should be followed, or whether a different timetable should be adopted to take account of continuing uncertainties and pressures associated with the pandemic. He outlined the three options being put forward for members' consideration and asked that the IJB agree its preferred approach.

The Chair noted that the Strategic Planning Group was in favour of option 2 in the report: to delay the Strategic Plan development for 6 months; with the new Plan to run from September 2022. He was in agreement with this proposal subject to the caveat that the IJB had sufficient resource to develop and deliver a new Plan within this timescale.

As there was no support from members for either of the other 2 options, the Chair called for a vote on recommendation 2, as outlined in the report. The vote was taken by roll call and recommendation 2 was approved unanimously.

### **Decision**

The IJB agreed to delay the Strategic Plan development for a 6 month period, with review of the existing 2019-2022 Plan from March 2022, and a new Plan effective from September 2022, running until April 2025.

## **7. REVIEW OF INTEGRATION SCHEMES – SBAR REPORT**

The Chief Officer had submitted a SBAR report providing an update to the IJB on the review of the Integration Scheme.

Mr Currie presented the report outlining the background and reminding members that while the Scheme was due for review every 5 years the most recent review had been delayed due to COVID-19. He advised that a dedicated officer was now in place and review project management arrangements were being developed. He referred members to the timeline and details of the proposed approach which were included with his report.

In response to a question from the Chair, he confirmed that further updates would be provided to the IJB on the progress with the review of the Integration Scheme and, in due course, the development of the new Strategic Plan.

### **Decision**

The IJB agreed to:

- Note the need for the parties to the Integration Scheme (NHS Lothian and East Lothian Council) to take forward a joint 'section 44' review, following delay in 2020;

- Note the review project management arrangements being developed, including engagement with the Local Authority and with IJB voting members, finalisation of review group membership and timescale; and
- Note HSCP officer participation in the review process.

## **8. ESTABLISHMENT OF A COMMUNITY HOSPITALS AND CARE HOMES PROVISION CHANGE BOARD – SBAR UPDATE**

The Chief Officer had submitted a SBAR report updating the IJB on the establishment of a Community Hospitals and Care Homes Provision Change Board.

Bruce Dickie presented the report outlining the background to the setting up of the Change Board, its terms of reference and membership and the outcomes from its initial meeting on 31<sup>st</sup> May 2021. He also highlighted work being undertaken on the Integrated Impact Assessment and proposals for specific work streams, including communication and engagement.

Mr Dickie and Ms MacDonald responded to questions from members providing further information on how the Board would link in with work being done by other Lothian IJBs and proposals for engagement with stakeholders. He agreed to put together a briefing for Elected Members and to meet with them on a one-to-one basis, as required.

Councillor Fiona O'Donnell and Dr Richard Williams put forward suggestions for possible amendments to the membership of the Change Board. Mr Dickie and Ms MacDonald agreed to give these further consideration.

Councillor Shamin Akhtar welcomed the paper and the setting up of the Change Board and urged that the Communication and Engagement Group be as inclusive as possible using both virtual and face-to-face means to engage with stakeholders.

The Chair agreed adding that all members of the IJB had a role to play in helping to communicate clear, factual and accurate messages on this issue.

### **Decision**

The IJB agreed to note:

- The establishment of the Change Board and the Chair and Vice Chair;
- The formation of the Change Board was approved at a meeting of the IJB Strategic Planning Group on 5<sup>th</sup> May 2021;
- The Terms of Reference and membership were agreed at the Board's initial meeting on 31<sup>st</sup> May 2021; and
- That the IJB had requested regular updates on progress and project plan development.

## **9. 2020/21 DRAFT UNAUDITED ANNUAL ACCOUNTS**

The Chief Finance Officer had submitted a report presenting to the IJB the draft (unaudited) annual accounts for 2020/21.

Ms Flanagan presented the report advising members that the draft accounts had been discussed at the recent Audit & Risk Committee meeting and approved for consideration by the IJB. She summarised key aspects of the accounts including the management commentary, the annual governance statement and the financial

statements for 2020/21. She highlighted the year-end position of a £7.2M underspend, the majority of which related to earmarked monies including additional COVID-19 funding. She added that the Scottish Government had confirmed that this funding could be carried forward to 2021/22 and should be used as a first call for COVID-related expenditure in that financial year. She also advised that the IJB's reserves had increased as a result of the 2020/21 year-end position to £3M general and £6.5M earmarked. Finally, she explained that additional commentary was contained in the Notes section to reflect the complexities of accounting this year as a result of additional COVID-19 related funding and expenditure. Additional national guidance was expected on this and further adjustments would be made as necessary.

Ms Flanagan responded to questions from members on the use of COVID-19 funding carried forward from 2020/21, the likelihood of entering into dialogue with the Scottish Government regarding funding for COVID-related costs. In terms of carrying forward sums to 2022/23, she said that this would be considered nearer to the end of the 2021/22 financial year. She also outlined the complexities around funding of the staff bonus, the accounting of which had been treated differently by NHS Lothian the East Lothian Council. She agreed to provide further information on how the associated administration costs had been funded.

Replying to further questions, Ms Flanagan agreed to follow up the reasons for non-attendance at IJB meetings during 2020/21. She also addressed the IJB's reserves position advising that the earmarked reserves of £6.5M would go towards their earmarked programme of use and COVID-19 related costs in 2021/22. Any proposals for diverting some of this money to other services, such as mental health, would have to be discussed and agreed with the Scottish Government. She added that the general reserve of £3M meant that the IJB was now holding the recommended level of 2% of its total budget and that this would provide a helpful contingency going forward.

Councillor Akhtar thanked Ms Flanagan for her presentation of the draft accounts. She said it was important that they reflect the whole story, particularly given the enormous pressures faced by health and social care services over the past year. She paid tribute to the work of staff across the services with particular thanks to Ms MacDonald and Ms Flanagan.

The Chair also added his praise of Ms Flanagan and the thanks of all members of the IJB for her hard work and dedication to her role as Chief Finance Officer. He added that she would be missed over the coming months and he looked forward to welcoming her back to the IJB in the future.

The vote was taken by roll call and the recommendation was approved unanimously.

## **Decision**

The IJB agreed that the draft accounts could be published and presented for audit.

## **10. INTERIM APPOINTMENT OF CHIEF FINANCE OFFICER**

The Chief Officer had submitted a report updating the IJB on the proposals for the recruitment of the Chief Finance Officer/Section 95 Officer to cover a period of maternity leave.

Ms MacDonald presented the report outlining the background and the arrangement proposed for the appointment of an interim appointment.

Replying to a question from Dr Donald, Ms MacDonald confirmed that the process had already started and that it was hoped that the appointee would be in post for a short handover period before Ms Flanagan departed on maternity leave.

The vote was taken by roll call and all of the recommendations were approved unanimously.

### **Decision**

The IJB agreed:

- i. To the proposal to recruit interim cover for the maternity leave period of the current Chief Finance Officer/Section 95 Officer;
- ii. To delegate authority to the Chief Officer and Chair of the IJB to approve the interim appointment on the IJB's behalf after the recruitment process; and
- iii. To note that an update on the outcome of this process would be provided at a future IJB meeting.

## **11. CHANGE TO MEMBERSHIP OF THE AUDIT & RISK COMMITTEE**

The Chief Officer had submitted a report asking the IJB to approve the appointment of Councillor Shamin Akhtar to the Audit & Risk Committee to replace Councillor Fiona O'Donnell.

The Clerk presented the report outlining the background and purpose. The vote was taken by roll call and the recommendation was approved unanimously.

### **Decision**

The IJB agreed to the appointment of Councillor Akhtar to the Audit & Risk Committee to replace Councillor O'Donnell.

## **12. REPORTS OF RELEVANCE TO THE IJB (FOR NOTING):**

### **A. EAST LoTHIAN HSCP COMMISSIONED COMMUNITY SUPPORT AND GRANT AWARDS 2020-21**

### **B. PROCUREMENT OF CARER SERVICES**

The Chair informed members that these reports were being presented to the IJB for noting.

Councillor O'Donnell welcomed the increase in funding set out in report 12a.

### **Decision**

The IJB agreed to note the contents of both reports.

Signed

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Mr Peter Murray  
Chair of the East Lothian Integration Joint Board