



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

**THURSDAY 22 MAY 2025
VIA DIGITAL MEETINGS SYSTEM**

Voting Members Present:

Councillor S Akhtar
Mr J Blazeby
Mr A Cogan (Chair)
Councillor J Findlay
Ms E Gordon
Councillor L Jardine
Prof A Khan (*substitute)
Councillor C McFarlane

Non-voting Members Present:

Mr D Bradley	Ms L Byrne
Ms S Gossner	Mr D Hood
Dr K Kasengele	Mr L Kerr
Dr C Mackintosh	Mr M Porteous

Officers Present from NHS Lothian/East Lothian Council:

Ms L Berry	Ms N Donald
Ms C Johnston	Ms L Kerr
Ms G Neil	Mr J Megaw
Ms R Miller	Mr N Munro
Mr G Whitehead	

Clerk:

Ms F Currie

Apologies:

Dr P Cantley*
Mr D Binnie
Ms M McNeill
Ms F Wilson

Declarations of Interest:

None

The Chair welcomed everyone to the meeting. He advised that the meeting was being recorded and would be made available as a webcast in order to allow the public access to the democratic process in East Lothian. East Lothian Council and NHS Lothian were the data controllers under the Data Protection Act 2018. Data collected as part of the recording would be retained in accordance with the Council and Health Board's policies on record retention.

The IJB agreed to consider Item 11 in private session as it contained exempt information by virtue of Paragraph 5.9.1 of its Standing Orders (the Integration Joint Board is still in the process of developing proposals or its position on certain matters and needs time for private deliberation).

1. MINUTES OF THE EAST LOTHIAN IJB MEETING ON 20 MARCH 2025 (FOR APPROVAL)

The minutes of the IJB meeting on 20 March were approved.

2. MATTERS ARISING FROM THE MINUTES OF 20 MARCH AND ROLLING ACTIONS LOG

The following matters arising from the minutes on 20 March were discussed:

Item 4 (page 3) – Councillor Akhtar asked if the issue of improving engagement levels, raised by Maureen Allan, could be added to the Action Log to be passed to the Strategic Planning Group (SPG) for action. Laura Kerr advised that work on this was already being taken forward by the SPG and did not need to be added to the Action Log. The Chair said he was satisfied with that response.

Review of Actions Log:

The Chair noted that the Action Log had been introduced following a request from Jonathan Blazeby and asked if he had any comments. Mr Blazeby said he was content with the format of the Log.

Members reviewed each of the actions within the Log and agreed that actions 1, 2, 4, 5 and 6 had been completed and could be removed from the Log. They agreed that the 'owner' for action 3 should be Neil Munro and that the action should be completed during session 2025/26.

The members also noted that any actions from today's meeting would be added to the Log, with an updated version being presented to the next meeting.

3. CHAIR'S REPORT

The Chair reported on his attendance at the IJB Chairs/Vice Chair's network meeting, and at a recent workshop on health and social care reforms. He outlined the three key outputs from the ongoing programme of work and said he would circulate to members a link to the health and social care recovery plan. He suggested that it may be worth reviewing the document from this work at a future meeting or development session.

Councillor Akhtar agreed with this proposal and also suggested that the recent letter from the Cabinet Secretary should be circulated to members.

Following a request from Councillor Jardine, the Chair agreed to consider providing a written Chair's report for future meetings.

He also drew attention to the National Care Service interim board noting that while no chair had yet been appointed there was an IJB representation within the membership.

4. REAPPOINTMENT OF IJB VOTING MEMBER

A report was submitted by the Chief Officer informing the Integration Joint Board (IJB) of the reappointment of a voting member representing NHS Lothian.

David Hood presented the report highlighting the salient points.

There were no questions or comments from members.

Decision

The IJB agreed to note the reappointment of Elizabeth Gordon as a voting member of the IJB for the maximum term of office.

5. REPORTING PROCESS: LOTHIAN STRATEGIC DEVELOPMENT FRAMEWORK (LSDF) & NHS LOTHIAN ANNUAL DELIVERY PLAN

A report was submitted by the Chief Officer seeking IJB approval with regards to a proposed approach whereby the East Lothian Integration Joint Board (IJB) and Strategic Planning Group (SPG) would be regularly updated on: progress within the Lothian Strategic Development Framework (LSDF) pillars pertaining to delegated functions, and; the annual compilation and submission of the NHS Lothian Annual Delivery Plan (ADP).

Rebecca Miller provided a detailed summary of her report outlining the proposed approach for regular updates on the LSDF and the NHS Lothian ADP. She advised that at a recent meeting of the SPG there had been discussion on maintaining the focus on shifting the balance of care and on the value of public engagement.

Ms Miller replied to questions from members. She outlined the links with the children's partnership board and with staff in the Council's children's services, however, she said that further consideration would have to be given to the role of the IJB as this was not a delegated function. She explained the term "implementation books" and their role in considering performance, progress and future direction. She was confident that the proposed approach would pick up issues and encourage appropriate scrutiny, with reporting to all four Lothian IJBs.

Decision

The IJB approved the proposed approach outlined in the body of the report and as discussed and agreed at the May meeting of East Lothian SPG.

6. INTEGRATED MODEL OF DAY CENTRE AND DEMENTIA MEETING CENTRE IN MUSSELBURGH

A report was submitted by the Chief Officer updating the IJB on the proposal to develop an integrated model of the existing Dementia Meeting Centre and a new Older People's Day Centre, agreed by SPG in May 2025.

Christine Johnston presented the report outlining the background to the review and development of the integrated model. She advised that this involved a co-production approach with full engagement and transparency and would help to address the high level of unmet need in Musselburgh for those with complex needs. One of the main barriers to implementation was the lack of designated premises and conversations were ongoing with a number of partners. The expectation was that services would transition to the new model from April 2026, with a move to a specialised space the following year. Funding had previously been approved and a financially sustainable service must be delivered.

Ms Johnston replied to questions from members. She confirmed that the timescales could be brought forward if suitable accommodation was identified earlier but time was required for the necessary Care Inspectorate visit and other approvals. She said that feedback from existing services had highlighted the need for a centre regulated to provide care for those who progress from mild to moderate illness and key partners were engaged and signed up to the process.

Mike Porteous confirmed that there was funding available within the 2025/26 budget for this project. Ms Johnston pointed out that the funding model had been benchmarked on existing day centres. She said that one element of their success was that many were run by small charities and volunteers with the support of local communities.

Councillor Jardine welcomed the report and the well thought out format of the information provided. She was mindful of the longer-term sustainability of this project and ensuring that all of the necessary requirements were in place.

Councillor Akhtar said that the Integrated Impact Assessment demonstrated the clear rationale for the project and its long-term financial sustainability as part of work on early intervention and prevention.

Mr Blazeby commented that if the IJB believed this was the right approach then the project should be prioritised and the timeframe for delivery brought forward, if at all possible.

The Chair was confident that colleagues would do all they could to implement this approach as quickly as possible and he thanked them for the quality of the report.

Decision

The IJB agreed to:

- i. Note the findings in the SBAR which was considered at Strategic Planning Group
- ii. Agree the implementation of an integrated model of Dementia Meeting Centre and Day Centre.
- iii. Acknowledge the challenging financial environment facing the IJB and the need to ensure all developments deliver financially sustainable services.

7. IJB FINANCE REPORT

A report was submitted by the Chief Finance Officer updating members on the final 2024/25 financial position for the IJB and presenting the Final NHS Lothian 2025/26 funding offer for consideration.

Mike Porteous provided a detailed summary of his report highlighting some of the key messages. He outlined the 2024/25 year-end position, the subsequent actions to address the overspend, including the use of reserves, and that both partners had agreed to provide additional funding to allow the IJB to achieve a break-even position. On efficiencies, he confirmed that there would be a review of all schemes that had not delivered in 2024/25 and, if they were still viable, they would be implemented in 2025/26. He drew members attention to the final funding offer from NHS Lothian for 2025/26 which had been received following agreement of their financial plan. The funding was in line with Scottish Government guidance, and he recommended that members accept the offer. Finally, he reported that there were already emerging pressures in this financial year which would require additional in-year efficiencies and would impact on the IJB's longer-term financial plan.

Mr Porteous responded to questions from members. He advised that additional monies for community services may come from Scottish Government later in the year and the IJB would receive its share. He advised that as the IJB had reported an overspend on its health budget it could not claim back the reserves given to NHS Lothian in 2024/25. He emphasised that the case for claiming back reserves could only be made if the IJB had recorded an underspend in the health budget at the year end. This had not occurred, and the director of NHS Lothian had confirmed that there were no funds to be returned to the IJB.

The Chair suggested that further discussion on this matter could take place following the meeting.

Mr Porteous explained the rationale for agreeing a balanced budget, and how the funding offers from the partners, collaborative working on efficiency savings and the expectation of additional funds from the Scottish Government all contributed to delivering this position. He acknowledged that there would be a significant risk without the additional allocations from government, but he argued that the IJB had a right to expect these as they were recurring allocations. He confirmed that the IJB was expected to deliver a break-even position for 2025/26 based on the elements he had outlined.

Mr Blazeby expressed some concerns about this budgeting approach, but he accepted the assurances provided by Mr Porteous.

The Chair commented that this was, in some ways, a distraction from considering how to make the required transformational change and it was important for the IJB to focus this work, rather than the vagaries of government, health board and local authority funding.

David Hood said that he had confidence in the budgets that had been set and in the figures.

Decision

The IJB agreed to:

- i. Note the final financial position for 2024/25 and the additional funding confirmed by partner bodies to enable the IJB to deliver a break-even position.
- ii. Note the final delivery of efficiencies reported.
- iii. Note the final Reserves position reported.
- iv. Accept the final funding offer for 2025/26 from NHS Lothian.

8. EAST Lothian IJB Equalities Outcomes 2025-2029 and East Lothian IJB Equalities Mainstreaming Report 2023/2025

A report was submitted by the Chief Officer seeking approval from the IJB to finalise the East Lothian IJB Equality Outcomes 2025-2029 and the Equality Mainstreaming Report 2023-2025.

Kate Thornback highlighted the key messages from her report reminding members that the 2025-2029 outcomes were part of the IJB's equalities duties. And that the consultation and engagement process would also support the delivery of strategic objectives.

Ms Thornback responded to questions from members. She provided more detail on the development of the consultation and engagement model to include more lived experience and opinions from a wider base. She explained that the anti-racism outcome reflected the work ongoing in health partnerships and the increase in diversity within the county and what this would mean for delivery of services. Officers were working with NHS Lothian and peers across Scotland to identify and apply good practice. Training would be one part of the action plan and work was still ongoing to consider how best to track and measure progress.

Councillor Jardine welcomed the report and commented that given recent political and social trends the anti-racism outcome may prove to be an important way of tackling this issue.

Replying to further questions, Ms Thornback said that building an inclusive staff culture was a matter for partners organisations rather than the IJB itself. East Lothian Council and NHS Lothian were working on different timelines for producing outcomes and it was likely to be several more months before there was any clarity on future alignment. She confirmed that the plan would be co-designed with the community with particular efforts to target those groups that don't usually engage and to strengthen community links.

Ms Thornback outlined some of the planned work on developing indicators and improving performance around health inequalities, and how to quantify progress by commissioned services and others.

Ms Johnston added that commissioning was now related directly to outcomes and there quite a lot of detailed data available on the difference services were making in this area.

Mr Blazeby commented that all of this work must be measurable, and data driven but it was important not to over politicise when presenting data in this area. He commended the development session for members which took place in April.

The Chair thanked everyone for their contributions, for the report and for the development session which had added to members' understanding.

Decision

The IJB agreed to:

- i. Read the final draft of the Equality Outcomes 2025-2029 and:
 - Consider the suitability of the outcomes.
 - Approve the outcomes.

- ii. Read the Equality Mainstreaming Report 2023-2025 and:
 - Consider the content.
 - Approve the report.

9. STRATEGIC WORKFORCE PLAN 2025-2028

A report was submitted by the Chief Officer presenting the ELHSCP Strategic Workforce Plan 2025-28 to the Integration Joint Board.

Nikki Donald presented the report noting that the Scottish Government had not yet asked for the new plan as they were aware that the health and social care sector remained under significant pressure. However, as the previous plan expired in April, this new plan had been prepared in anticipation of the request from government. She confirmed that the majority of plan would be delivered within budget, however, the establishment of a SVQ centre would require additional, one-off funding of £50,000.

Ms Donald and Ms Kerr replied to questions from members. They explained that some care providers do have high levels of overseas staff. While the recently announced visa changes would not affect existing staff, there may be added pressure in future, and this was something that would be monitored and may be brought back to the IJB as an area of concern. They confirmed that the workforce plan was a live document and would be updated to take account of the new Strategic Plan, as well as being reported to the IJB on an annual basis. The workforce plan took account of both NHS Lothian and East Lothian Council as employing partners while providing underlying principles and supporting a sustainable workforce.

Ms Donald provided more detail on health and wellbeing actions and the development and funding of the SVQ.

Sarah Gossner said that work on staff health and wellbeing had produced an encouraging change in culture across teams.

Ms Thornback responded to a question indicating that non-disclosure of ethnicity was a common problem. There has been some progress as a result of providing more detail on how they would use this information, however, not everyone felt that ethnicity information was relevant to their work.

Ms Donald said that she would like ethnicity information to be made mandatory but that was not within her gift. Addressing a point about staff appraisals, she considered them to be an important tool and was encouraging their use across the workforce. She also outlined some of the work being done with schools, including the development of the SVQ, to encourage young people into a career within the health and social care sector.

The Chair replied to a further question about the impact of future visa changes. He said that his understanding was that the partners' employee base exposure was low but for commissioned services it was high. This issue was causing a lot of concern for staff with existing visas and would need careful monitoring.

Mr Blazeby commended the report and workforce plan. He also suggested that careful thought should be given to how best to deal with gaps in data as this was sensitive topic.

Professor Khan commented that although employers wanted accurate data, such requests were often viewed suspiciously by those within ethnic minorities who wanted to be treated the same as everyone else. It was a common problem and needed to be dealt with sensitively. He added that appraisals could be viewed with suspicion too and the

subject should be managed carefully. He agreed that careers in the health and social care sector needed to be promoted with the pay and conditions they deserved. The sector could not continue to rely on overseas staff.

Decision

The IJB agreed to:

- i. Note the Workforce Plan 2025-2028 and its contents.
- ii. Approve Workforce Plan for 2025-2028.

10. APPROVED MINUTES OR UPDATES FROM OTHER COMMITTEES OR GROUPS OF RELEVANT TO THE IJB (FOR NOTING)

a. Minutes of the Audit & Risk Committee meetings on 24 September and 3 December 2024

Councillor Jardine, as Chair of the Committee, provided a summary of the work undertaken since September 2024.

b. Update on the Clinical and Care Governance Committee

Ms Gossner provided an update on the work of the Committee. She reported that the review of governance processes, structure and documentation was ongoing. The Committee's annual report would be presented to the NHS Lothian Board in September, and a summary report could be presented to the IJB thereafter.

The Chair welcomed the update and the presentation of an appropriate report to the IJB to give assurance to members on these matters. He agreed to discuss with officers the form this should take.

SUMMARY OF PROCEEDINGS – EXEMPT INFORMATION

The Integration Joint Board unanimously agreed to exclude the public from the following business containing exempt information by virtue of Paragraph 5.9.1 of its Standing Orders (the Integration Joint Board is still in the process of developing proposals or its position on certain matters, and needs time for private deliberation).

Approved Minutes of the Strategic Planning Group meeting on 27 February 2025 (for noting)

The IJB considered the approved minutes of the Strategic Planning Group meeting on 27 February 2025 and agreed to note their contents.