

# Minutes

## Edinburgh Integration Joint Board

9.30 am, Friday 15 January 2016

Waverley Gate, Edinburgh

### Present:

**Board Members:** George Walker (Chair), Councillor Elaine Aitken, Shulah Allan, Carl Bickler, Kay Blair, Andrew Coull, Christine Farquhar, Councillor Joan Griffiths, Councillor Ricky Henderson, Kirsten Hey, Councillor Sandy Howat, Angus McCann, Moira Pringle, Gordon Scott, Ella Simpson, Richard Williams and Councillor Norman Work.

**Officers:** Nikki Conway, Wendy Dale, Carol Harris, Susanne Harrison, Ian McKay, Lesley McPherson, Gavin King, Michelle Miller and Katie McWilliam.

## 1. Previous Minutes

---

### Decision

To approve the minute of the meeting of the Edinburgh Integration Joint Board of 20 November 2015.

## 2. Matters Arising

---

### 2.1 Progress with Locality Hubs

Katie McWilliam provided an update on progress with the implementation of Locality Hubs across Edinburgh. A South East Locality Hub, including implementation of referral mechanisms and pathways, had been established as a pilot. Next steps were detailed, including a roll out to other localities.

### Decision

- 1) To include as a standing item for future Joint Board meetings.
- 2) To note that information on the following would be included in the next update:
  - a) Case studies.
  - b) Confirmation of consultation arrangements with partners.

- c) Information sharing.

## **2.2 NHS/Council Financial Proposals**

Moira Pringle tabled an update report on the potential financial settlement for the Edinburgh Integration Joint Board. This took into account the December 2015 Scottish Government budget announcement on the resources available to both the City of Edinburgh Council (CEC) and NHS Lothian. Further work would be required to quantify the full impact on the financial settlement for the Joint Board; however, it was advised that from the information currently available, significant financial challenges were expected in 2016/17 and beyond.

### **Decision**

To include as a standing agenda item for future Joint Board meetings.

(Reference – report by the Interim Chief Finance Officer, submitted.)

## **3. Rolling Actions Log**

---

The Rolling Actions Log for 15 January 2016 was presented.

### **Decision**

To note the Rolling Actions Log and to approve the closure of items 1, 4, 5, 7, 8, 9, 11, 14, 17.1 and 17.2.

(Reference – Rolling Actions Log – 15 January 2016, submitted.)

## **4. Standing Orders and Code of Conduct**

---

The Joint Board was advised that an amendment had been made by Scottish Ministers in December 2015 to the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014. This amendment, which related to the determination if a member, who had declared an interest, should take part in a discussion, required the alteration of the Joint Board's Standing Orders and Code of Conduct. The amended governance documentation was presented for approval.

### **Decision**

To repeal the existing Standing Orders and Code of Conduct of the Integration Joint Board and approve in their place appendices 1-2 of the report by the Chief Officer, such repeal and approval to take effect from 1 February 2016.

(References – minute of the Integration Joint Board 17 July 2015 (item 4); report by the IJB Chief Officer, submitted.)

## 5. Review of Edinburgh Professional Advisory Committee

---

As previously requested by the Joint Board the findings of a review of the Professional Advisory Committee (PAC) was submitted. The process had included wide consultation with key stakeholders and the outcome was a recommendation that the role of the PAC was enhanced, improving and formalising the relationship with the Strategic Planning Group, and ensuring adequate resourcing of the committee.

### Decision

- 1) To note the review of the Professional Advisory Committee (PAC) and wide consultation with key stakeholders across Health and Local Authority.
- 2) To agree to provide professional advice and opinion to the Edinburgh Integration Joint Board via the PAC.
- 3) To note the membership of the PAC.
- 4) To agree that the PAC should be consulted upon before any significant service redesign was implemented.
- 5) To agree that there would be two co-chairs, one from each of the parent professional organisations (NHS Lothian and City of Edinburgh Council) and that they should serve their three-year terms in an overlapping manner, to allow for continuity.
- 6) To agree that the co-chairs should have a seat on the Strategic Planning Group.
- 7) To acknowledge that the PAC and its office bearers would require appropriate administrative and secretarial support.
- 8) That the PAC would be represented on the Joint Board's Performance Group.
- 9) That the general issue of Joint Board support be discussed at the next meeting of pan-Lothian IJB Chairs.

(References – minute of the Integration Joint Board 17 July 2015 (item 6); report by the IJB Chief Officer, submitted.)

## 6. Feedback from public consultation on the Draft Strategic Plan

---

Feedback following the three month public consultation process on the Edinburgh Integration Joint Board Draft Strategic Plan; including specific responses, overarching themes and actions that would be taken in response to feedback; was submitted.

A total of 67 responses had been received to the consultation, 47 of which were from groups or organisations and the remaining 20 from individual members of the public.

## **Decision**

- 1) To note analysis of the feedback received through the consultation on the draft strategic plan and Joint Strategic Needs Assessment (JSNA) and the proposed responses to that feedback detailed in the report and Appendix B.
- 2) To approve the use of Appendix B as the basis for communicating the feedback received and the actions to be taken in response to that feedback.
- 3) To note that the next steps were:
  - a) To present a draft to the Strategic Planning Group on 29 January 2016.
  - b) To present a further draft to the Joint Board Development Session on 12 February 2016.
  - c) To present to the Joint Board on 11 March 2016 for sign off.

(References – minute of the Edinburgh Integration Joint Board 17 July 2015 (item 13); report by the IJB Chief Officer, submitted.)

## **7. IJB Structure**

---

### **Decision**

To note that the item had been withdrawn from the agenda.

## **8. Communications Resource and Strategy for Edinburgh and Lothian's Integration Joint Board (IJB)**

---

Key communications and engagement priorities were outlined, including the establishment of a dedicated communications team to support the work of the Joint Board in Edinburgh.

### **Decision**

- 1) To agree the initial communications and engagement priorities outlined in the report and the draft communications plan set out in Appendix 1. These actions would be taken forward jointly by CEC and NHS Lothian in the interim. This would include the development of a communication and engagement strategy for the Joint Board and further programme of activity for 2016/17.
- 2) To agree to the development of a dedicated structure and resourcing budget for a new communications team to support the Edinburgh Integrated Joint Board.

- 3) To ensure that sufficient links with localities existed.
- 4) To request further development of staff communication including:
  - a) Roles and Remits of the Joint Board and Executive Team.
  - b) Scope for newsletters and staff events.

(References – minute of the Edinburgh Integration Joint Board 25 September 2015 (item 12); joint report by the Chief Communications Officer, CEC, and Head of Communications, NHS Lothian, submitted.)

## 9. Development Sessions 2016/17

---

As previously requested by the Joint Board a reworked programme of topics for discussion at development sessions during 2016/17, including suggestions made by Board Members, was submitted.

### Decision

- 1) To note the schedule of Development Sessions for 2016/17.
- 2) To include updates on Joint Board Structure and the Leadership Group to the 12 February 2016 Development Session.
- 3) To add hospital capacity as an additional topic.
- 4) To invite board members to submit issues regarding ICT for consideration as part of the development session scheduled for 15 April 2016.

(References – minute of the Edinburgh Integration Joint Board 20 November 2015 (item 7); report by the IJB Chief Officer, submitted.)

## 10. Community Planning Arrangements

---

Community planning arrangements within Edinburgh, and the changing statutory landscape, including the Public Bodies (Joint Working) (Scotland) Act 2014 and the Community Empowerment Act 2015, were detailed. The Joint Board was presented with options regarding how to approach its role as a statutory community planning partner.

### Decision

- 1) To note the role of the Joint Board as a statutory partner in community planning arrangements.
- 2) To agree to option 2, becoming a formal member of the Edinburgh Partnership, as the way forward for supporting community planning arrangements in the city.

- 3) To agree to the proposals for delivery of the Community Plan outcome 'improving health and tackling health inequalities in health' in line with Strategic Plan delivery/ implementation arrangements.
- 4) To note that many of the wider determinants of health and health inequalities were outwith the scope of its functions and would need to be supported by all partnerships and agencies within the city.
- 5) To note the linkages to the wider Edinburgh Partnership local community planning and governance arrangements.
- 6) To request that the management/ support role associated with this work was suitably addressed through the Professional/ Technical and Administrative work stream.

(Reference – report by the IJB Chief Officer, submitted.)

## 11. Delayed Discharge Update

---

Nikki Conway (Locality Manager, South East, CEC) provided an update on Delayed Discharge.

It was advised that the winter period was the most challenging time of year with regard to delayed discharges and capacity. A number of changes had been implemented to assist with the additional pressure; this included key links between locality managers and the Western General, adjustments to support team and line management arrangements, and the placement of Service Matching Unit personnel within acute facility discharge hubs.

Efforts had also focussed on the Gylemuir House Interim Care Facility. This had included; increased Social Care resource, the introduction of a residency agreement to clearly articulate charges and length of stay; and approximately 30 additional beds, due to come online by the end of January 2016. Discussions were ongoing with Bupa regarding the purchase of the building.

Recruitment of staff to the homecare and reablement teams was also ongoing. A tender had been put out for an additional 200-250 hours per week for hospital to home services. It was expected that this would release pressure to allow for capacity reviews in other service areas to be worked through.

### Decision

- 1) To note the update.
- 2) To request regular updates on delayed discharge, including relevant statistics.

## 12. Edinburgh Integration Joint Board (EIJB) Directions - Policy

---

Details were provided on a policy for making 'directions' for the carrying out of the functions delegated to the Joint Board under the Public Bodies (Joint Working) (Scotland) Act. It was advised that the policy had been prepared in the absence of any detailed guidance on the form or content of a direction from the Scottish Government.

### Decision

- 1) To approve the proposed policy for the making of directions for 2016/17.
- 2) To review the approach to making directions in light of Joint Board operations at the end of 16/17 and/or any guidance issued by Scottish Government.

(Reference – report by the Integration Programme Manager, CEC, submitted.)

## 13. Scotland's National Dementia Awards 2015 – Edinburgh Finalists

---

The recent success of several Edinburgh based initiatives recognised at Scotland's National Dementia Awards 2015 was outlined. There had been four finalists from Edinburgh, with two of these being selected as winners of their category.

### Decision

- 1) To note the recent success of Edinburgh in Scotland's Dementia Awards 2015.
- 2) To note the excellent examples of partnership working and significant contribution to improving services for people with dementia and their circles of support.
- 3) To agree that to build on this success for Edinburgh citizens, further dementia related developments be considered through the Edinburgh Integration Joint Board.
- 4) To congratulate the finalists on their success.

(Reference – report by the IJB Chief Officer, submitted.)

## 14. Any Other Business

---

### 14.1 Joint Board Committee and Sub-Groups

The Chair advised that, in addition to the Professional Advisory and Strategic Planning groups, a Performance Sub-group would be established. Shulah Allan would chair this group and it would be operational from 1 April 2016. Two

workshops had been scheduled in advance of this date to progress meeting arrangements.

As previously agreed an Audit and Risk Committee would be established. This would be chaired by Angus McCann and the membership would consist of representatives from the Council, NHS Lothian and key stakeholders. This was also scheduled to be operational from 1 April 2016 onwards. Further information would be shared with Committee members in the coming weeks.

It was not envisaged that any additional groups would be formed and regular meetings between the four sub-group chairs would be organised.

### **Decision**

- 1) To note the update and agree that regular updates would be provided to the Joint Board.
- 2) To note that further discussions would take place regarding the reporting of Quality Assurance.

(Reference – minute of the Edinburgh Integration Joint Board 20 November 2015 (item 9))

## **14.2 Standing items**

### **Decision**

To note that the following would be considered as standing items going forward:

- a) Locality Hubs.
- b) Delayed Discharge – including relevant statistics.
- c) Finance update.
- d) Sub-group/Committee updates.