

# Item 4.1 Minutes

## Edinburgh Integration Joint Board

9.30 am, Friday 13 May 2016

Waverley Gate, Edinburgh

### Present:

**Board Members:** George Walker (Chair), Councillor Elaine Aitken, Shulah Allan, Carl Bickler, Kay Blair, Sandra Blake, Andrew Coull, Wanda Fairgrieve, Christine Farquhar, Councillor Joan Griffiths, Councillor Ricky Henderson, Kirsten Hey, Angus McCann, Rob McCulloch-Graham, Michelle Miller, Moira Pringle, Gordon Scott, Richard Williams, Maria Wilson and Councillor Norman Work.

**Officers:** Lynne Barclay, Nikki Conway, Eleanor Cunningham, Wendy Dale, Ann Duff, Gohar Khan, Ian McKay, Katie McWilliam and Gavin King.

**Apologies:** Alex Joyce and Ella Simpson.

## 1. Minutes

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### Decision

To approve the minute of the meeting of the Edinburgh Integration Joint Board of 11 March 2016 subject to the inclusion of notified apologies.

## 2. Rolling Actions Log

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The Rolling Actions Log for 13 May 2016 was presented.

### Decision

- 1) To approve the closure of actions 1, 4, 5.1, 5.2, 7.1, 7.2, 8, 10.1, 10.3, 10.4, 11 and 12.
- 2) To otherwise note the Rolling Actions Log.

(Reference – Rolling Actions Log – 13 May 2016, submitted.)

### 3. Code of Conduct and Standing Orders – May 2016

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The Scottish Government had advised Joint Board (IJBs) Chairs that a template code of conduct for members had been prepared and requested that a draft version be approved by the Joint Board and submitted to the Scottish Government by 21 June 2016. The draft Code of Conduct for Edinburgh was submitted.

Many of the Joint Board's Standing Orders applied to Committees as well as the Joint Board, but did not apply to working groups. Approval was sought to amend the Standing Orders so that they no longer applied to Committees.

#### **Decision**

- 1) To agree to submit the draft Code of Conduct, as detailed at appendix one to the report by the Chief Officer, to the Scottish Government for approval.
- 2) To delete Standing Order 14.5. (application of the standing orders to Committees)

(References – minute of the Edinburgh Integration Joint Board 15 January 2016 (item 4); report by the IJB Chief Officer, submitted.)

### 4. Communications and Engagement Strategy 2016 to 2019

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A high level plan setting out principles and protocols for the Joint Board's communication and stakeholder engagement activity was submitted. The following comments were raised during discussion:

- It would be important to implement a 'two-way' communications plan that listened and engaged in order to take on board views and ideas.
- The existing stakeholder network should be used as a delivery tool for the Joint Board's communication strategy.
- The use of multiple delivery methods and vehicles, including available technologies, would be vital in delivering the strategy.
- Effective resourcing would be key to ensuring that there was capacity to deliver the plan.
- The plan should address terminology issues surrounding unpaid carers and members of the public.
- Proactive engagement with the media would be desirable.

#### **Decision**

- 1) To support a proactive communication approach for the Joint Board and Edinburgh Health and Social Care Partnership's wide range of partners and stakeholders.
- 2) To agree the draft Communication and Engagement Plan for 2016 to 2019.
- 3) To present an implementation plan to the Joint Board once resources had been identified.

(References – minute of the Edinburgh Integration Joint Board 15 January 2016 (item 8); report by the IJB Chief Officer, submitted.)

## 5. Programme of Visits 2015/16

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As previously requested by the Joint Board, a programme of visits to acute and non-acute facilities was submitted.

### Decision

- 1) To note the Joint Board's Visit Programme for 2016.
- 2) To ask the Chief Officer to report to the Joint Board on how best to capture comments raised during visits.
- 3) To send a letter of thanks to operational managers who had facilitated Joint Board visits.
- 4) To share any presentation from Joint Board visits with Board Members.
- 5) To note that General Practice visits had been scheduled and would be circulated to the Joint Board.

(References – minutes of the Edinburgh Integration Joint Board 17 July 2015 (item 3) and 25 September 2015 (item 4); report by the IJB Chief Officer, submitted.)

## 6. Huddle Test of Change

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Details were provided of the approach and actions around the implementation of the Huddle model, designed to progress improvements on the whole system pathway and discharge from hospital.

### Decision

- 1) To accept the report by the Chief Officer as assurance that the Edinburgh Integration Joint Board was taking a whole system approach to improve the whole system pathway, including discharge from hospital.
- 2) That a project map for the roll out of the localities model, including the hub initiative and a description of the key services be submitted to the Joint Board.

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

## 7. Delayed Discharge – Recent Trends

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An overview of performance in managing hospital discharge, showing the total number of Edinburgh people who were delayed at each monthly census points over the past two years, alongside the target level for 2015-16, was outlined.

The Scottish Government had set a target of 50 delays or less by May 2016 upon which release of additional funding was dependent. Additional workstreams implemented towards this target, following a flow workshop undertaken on 8 March 2016, were detailed.

### Decision

- 1) To note the progress in reducing the number of people waiting to be discharged and that a comprehensive range of actions was in place to secure further improvement.

2) To request that future reports present a broad spread of data including delays attributed to:

- 2.1) Guardianship or capacity issues.
- 2.2) Acute settings.
- 2.3) X Codes.

(References – minute of the Edinburgh Integration Joint Board 11 March 2016 (item 11); report by the IJB Chief Officer, submitted.)

## 8. Initial Set of Directions

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The Public Bodies (Joint Working) (Scotland) Act placed an obligation on Integration Joint Boards to give a direction to the Council and NHS Board in respect of each function delegated to the Joint Board. The initial set of directions issued to the Chief Executives of NHS Lothian and the Council on 31 March 2016, actions that had taken place following this and proposed next steps were detailed.

### Decision

- 1) To note the initial set of directions issued on 31 March 2016 attached at appendix 1 to the report by the Chief Officer.
- 2) To note the work underway to move to a more detailed set of directions.

(References – minute of the Edinburgh Integration Joint Board 15 January 2016 (item 12); report by the IJB Chief Officer, submitted.)

## 9. Mainstreaming Equalities

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In order to meet the obligations placed on public bodies by the Equality Act 2010 and associated regulations, the Joint Board was required to publish a set of equality outcomes. The Joint Board's approval was sought to publish details of how the Public Equality Duty would be mainstreamed into its day-to-day functions.

### Decision

- 1) To approve the proposed Equality Outcomes detailed in section 4.2 of the report by the Chief Officer.
- 2) To approve the equalities mainstreaming report attached as appendix 1 to the report by the Chief Officer.
- 3) To agree that progress in delivering the Equalities Outcomes was overseen by the Strategic Planning Group.

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

## 10. Financial Plan

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A financial update, including proposed investments for the Social Care Fund and details of the Joint Board's expected savings programme for 2016/17 was submitted. Details were provided of updated indicative allocated resources from the Council and NHS Lothian; this represented a marginal (0.4% or £2.5m) increase over the levels reported to the Joint Board in March.

### Decision

- 1) To note the update to the indicative resources to be allocated to the Joint Board by the City of Edinburgh Council and NHS Lothian, subject to:
  - 1.1) The Chief Officer raising with NHS Lothian its intended response to government directions about making good on the reduction in ring fenced funding for the Edinburgh Drugs and Alcohol Project, including an assessment of the rationale for the national funding cut.
  - 1.2) Further details on the implications of the savings programme for Strategic Partnership outcomes.
- 2) To agree the allocation of the Social Care Fund resources, taking account of Scottish Government requirements.
- 3) To agree the issue of updated directions to the City of Edinburgh Council to reflect the proposed Social Care Fund investments.

(References – minute of the Edinburgh Integration Joint Board 11 March 2016 (item 5); report by the IJB Chief Officer, submitted.)

## 11. Formal Establishment of the Strategic Planning Group

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Approval was sought to formally establish a Strategic Planning Group, as required under the Public Bodies (Joint Working) (Scotland) Act 2014 for the engagement of stakeholders with regard to the production of a strategic plan and any decisions about significant changes to services to be made without revising this.

### Decision

- 1) To approve the proposed remit for the Strategic Planning Group set out in section 4.5 of the report by the Chief Officer.
- 2) To approve the proposed membership of the Strategic Planning Group set out in section 4.6 of the report by the Chief Officer.
- 3) To approve the proposed frequency of meetings set out in section 4.7 of the report by the Chief Officer.
- 4) To approve the proposed arrangements for the payment of expenses set out in section 4.8 of the report by the Chief Officer.

(Reference – report by the IJB Chief Officer.)

## **12. Sub-Group Updates**

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### **15.1 Audit and Risk Committee**

Angus McCann advised the first meeting of the Audit and Risk Committee had taken place and a minute had been circulated. This had considered the remit and work programme of the group, including a list of documents that would require to be produced. The next meeting would consider the Risk Register and a workshop would be scheduled to allow the full Joint Board to feed into this process.

### **15.2 Professional Advisory Group**

Carl Bickler advised that the first formal meeting of the group would take place on 17 May 2016 and a further schedule of meetings would be arranged in due course.

### **15.3 Performance Sub Group**

Outcomes from the first meeting and an update report on the Performance Sub-Group were tabled. Shulah Allan advised that the first session had been productive and had focussed on an assessment of the suitability of the rubric approach as a scoring guide.

### **15.4 Strategic Planning Group**

Councillor Henderson noted that the Strategic Planning Group had been formally established by the report on the agenda. Meeting frequency would be considered with a view to potentially moving to a bi-monthly cycle.

### **Decision**

To note the updates.

## **13. Resolution to consider in private**

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The Joint Board resolved, in terms of paragraph 5.9 of the Standing Orders for the proceedings and business of the Integration Joint Board, that the public be excluded from the meeting during consideration of the following item of business on the grounds that it involved the disclosure of private information as defined in paragraph 5.9.2 of the Standing Orders: the business related to the commercial interests of any person and confidentiality was required.

## **14. Commissioned Services and the Living Wage**

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The costs arising for the Integration Joint Board in 2016/17, as a result of the need to uplift the contract rates paid in respect of a range of social care services commissioned from independent and third sector providers to facilitate payment by them of the Living Wage to social care workers, were detailed.

## **Decision**

- 1) To approve the uplifts in contract rates paid to independent and third sector providers to facilitate payment of the Living Wage as detailed in the report by the Chief Officer and the allocation of £5,171,000 from the Social Care Fund to meet the associated costs for the period 1 October 2016 to 31 March 2017.
- 2) To agree the basis for consulting and engaging with contracted independent and third sector providers about delivery of the Living Wage in Edinburgh assumed:
  - 2.1) Payment of increases in contract rates to individual provider organisations was conditional upon them voluntarily agreeing to pay their staff the Living Wage Foundation rate of £8.25p per hour for the period 1 October 2016 to 31 March 2017.
  - 2.2) The limit of the Board's responsibility was to facilitate payment of the Living Wage to adult social care workers engaged in the delivery of personal care and support services and that employers would also contribute to the costs of delivering the Living Wage by meeting additional costs arising for them, in terms of increased National Insurance and other employer contributions or those associated with maintaining pay differentials.
  - 2.3) To note that as yet no commitment had been made to continue to allocate the Social Care Fund beyond 31 March 2017 or uplift this to reflect any increase in the Living Wage Foundation rate for 2017/18 and beyond.
- 3) To request further updates to the Joint Board as appropriate.  
(Reference – report by the IJB Chief Officer.)

## **Declaration of Interests**

Christine Farquhar declared a non-financial interest in the foregoing item as a Director and Chair of Upward Mobility and as a welfare and finance guardian of a recipient of a direct payment from City of Edinburgh Council.