

# Item 4.1 Minutes

## Edinburgh Integration Joint Board

9.30 am, Friday 20 January 2017

Waverley Gate, Edinburgh

### Present:

**Board Members:** George Walker (Chair), Councillor Elaine Aitken, Colin Beck, Carl Bickler, Sandra Blake, Andrew Coull, Wanda Fairgrieve, Christine Farquhar, Councillor Joan Griffiths, Councillor Ricky Henderson, Kirsten Hey, Councillor Sandy Howat, Alex Joyce, Angus McCann, Rob McCulloch-Graham, Maria McLgorm, Moira Pringle, Ella Simpson, Richard Williams, and Councillor Norman Work.

**Officers:** Eleanor Cunningham, Wendy Dale, Marna Green, Gavin King, Tim Montgomery, Allan McCartney, Katie McWilliam, Ross Murray and David White.

**Apologies:** Ian McKay and Michelle Miller.

### 1. Chair's Comments

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George Walker noted this would be his last meeting as chair, following his term as a non-executive director of NHS Lothian concluding. He thanked members and officers for their support during this period as Chair, paying particular tribute to the strong teamwork and good working relationships shown by all the Joint Board members.

### 2. Minutes

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#### Decision

To approve the minute of the Edinburgh Integration Joint Board of 18 November 2016 as a correct record.

### 3. Sub-Group Minutes

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#### Decision

- 1) To note that the matter of audit capacity would be raised with NHS Lothian and CEC Chief Executives
- 2) To otherwise note the Sub-Group minutes.

### 4. Rolling Actions Log

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The Rolling Actions Log for 20 January 2017 was presented.

#### Decision

- 1) To approve the closure of actions 4, 5, 6, 8, 9, 10, 11, 14, 15 and 16.
- 2) To note that the programme of visits (item 2) would be reviewed at the Joint Board Development Session on 17 February 2017.
- 3) To otherwise note the outstanding actions.

(Reference – Rolling Actions Log – 20 January 2017, submitted.)

## **5. Standing Orders – Annual Review**

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The current version of the Joint Board's Standing Orders was approved in July 2015, with further amendments approved in January 2016 and May 2016. An initial annual review of Standing Orders was submitted which sought approval of amendments to the Standing Orders to ensure that substitutes on the Joint Board were aware of their duties with regard to the Code of Conduct, to establish urgency provisions and to incorporate the pre-existing deputations process.

### **Decision**

- 1) To repeal the existing Standing Orders of the Joint Board and approve in its place appendix 1 to the report by the IJB Chief Officer, such repeal and approval to take effect from 21 January 2017.
- 2) To note that the next annual review of Standing Orders would be presented to the Joint Board in January 2018.

(References – minutes of the Integration Joint Board 13 May 2016 (item 3) and 18 November 2016 (item 10); report by the IJB Chief Officer, submitted.)

## **6. Whole System Delays – Recent Trends**

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An overview was provided of performance in managing hospital discharge against Scottish Government targets. Key reasons for delay were explained, and a number of workstreams aimed at reducing delays were outlined.

It was advised that work was underway to develop a whole-system overview on a phased basis to assist with identifying the causes of delayed discharge. A target to reduce the number of individuals awaiting discharge to 50 by the April 2017 census was stated.

### **Decision**

- 1) To note that there had been a significant increase in delayed discharge since June 2016 with the increase only partly explained by the changes in reporting which were introduced across Scotland in July 2016.
- 2) To note that given the complexity of the issue, a self assessment of the current approach in Edinburgh to tackling delays in transfer of care was carried out utilising the best practice guidance contained within the Joint Improvement Team "Self Assessment Tool for Partnerships" (updated 2015) and The National Institute for Health and Care Excellence guidelines (December 2015) for "Transition between inpatient hospital settings and community or care home settings for adults with social care needs".

- 3) To note that a comprehensive range of actions was in place to secure a reduction in the number of people delayed. These focussed on: admission avoidance, rehabilitation and recovery and supporting discharge.
- 4) That in future update reports include more specific detail about the acute sites.

(References – minute of the Integration Joint Board 18 November 2016 (item 6); report by the IJB Chief Officer, submitted.)

## **7. Financial Planning Update**

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An update on the financial process for 2017/18 was detailed.

### **Decision**

- 1) To note the impact of the 2017/18 draft Scottish Budget on the financial plans for the City of Edinburgh Council, NHS Lothian and the Integration Joint Board.
- 2) To note the current status of the financial plans for the City of Edinburgh Council and NHS Lothian and the impact on delegated budgets for the Integration Joint Board.
- 3) To agree to receive a financial plan for the Joint Board for 2017/18 in March 2017.
- 4) To refer the proposed social care fund investments to the Strategic Planning Group for prioritisation.

(References – minute of the Integration Joint Board 18 November 2016 (item 8); report by the IJB Chief Officer, submitted.)

## **8. Financial Position to November 2016**

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The forecast year end position for the Joint Board and an overview of the financial position for the eight months to November 2016 was detailed. This showed an eight-month overspend at £5.4m, equivalent to a year-end overspend of £12.3m.

The forecast of a breakeven position was reliant on reaching an agreed position with NHS Lothian.

### **Decision**

- 1) To note the financial position at the end of November 2016 – a cumulative overspend of £5.4m.
- 2) To note that a combination of social care fund monies identified by the Joint Board and provisions made by the City of Edinburgh Council reduced the forecast overspend in the Council element of the Joint Board's budget to £0.9m.
- 3) To note that NHS Lothian would underwrite the projected overspend in the health element of the Joint Board's budgets on the basis that NHS Lothian could break-even in 16/17.

- 4) To request that NHS Lothian undertake a detailed review of prescribing in Edinburgh at a locality level.

(References – minute of the Integration Joint Board 18 November 2016 (item 7); report by the IJB Chief Officer, submitted.)

## 9. Workforce Update: District Nursing

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An update on the pressures and challenges facing District Nursing across the area covered by the Edinburgh and three Lothian Joint Boards was submitted. The service was experiencing a vacancy rate of 20% amongst band six employees. 57% of band six and seven employees were aged over 50, with the option to retire on full pension aged 55. Additional succession planning measures had been implemented to help deal with the ageing workforce and high level of existing vacancy.

### Decision

- 1) To accept the report as assurance that the Edinburgh Health & Social Care Partnership (EHSCP) was taking a whole system approach to ensure the pressures within district nursing in Edinburgh were being addressed, and that a Lothian-wide approach was being taken to deal with current and future service needs. This was being overseen by the Executive Nurse Director and the NHS Lothian Board.
- 2) To acknowledge current and future District Nurse supply and demand issues and the need to urgently train additional District Nurses as well as attempt to recruit nationally to vacant posts.
- 3) In conjunction with the three Lothian Joint Board's, to support the recommendations from the Lothian Review of District Nursing 2016 and to support a collective Lothian-wide approach to taking forward the recommendations and key priorities within this report as detailed in Appendix 1 of the Chief Officer's report.
- 4) To support the current actions being taken to address the pressures within the District Nursing service in Edinburgh and across all four Joint Board's, and to receive regular updates from the Partnership in relation to progress against the actions.

(References – minute of the Integration Joint Board 18 November 2016 (item 9); report by the IJB Chief Officer, submitted.)

## 10. Joint Inspection of Older People

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An update on the joint inspection of services for older people by the Care Inspectorate and Healthcare Improvement Scotland, which occurred between August and December 2016, was provided.

### Decision

- 1) To note the key areas associated with early consideration for improvement from the professional discussion with Inspectors, the staff survey and file reading processes.

- 2) To accept the report as assurance that the Edinburgh Health & Social Care partnership (EHSCP) was taking a whole system approach to improve on the significant elements identified throughout the year, and during the inspection itself.
- 3) To support the EHSCP outline Action Plan, which had provided a strong foundation for improvement moving forward.
- 4) That the assurance statement be discussed at a future development session.

(References – minute of the Integration Joint Board 16 September 2016 (item 11); report by the IJB Chief Officer, submitted.)

## **11. Mental Health and Wellbeing in Edinburgh**

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An update was provided on the actions being taken to ensure that on opening in January 2017, Phase 1 of the Royal Edinburgh Hospital (REH) re-provision was able to manage admissions and discharges in equilibrium with the reduced bed capacity and for this to be sustained.

It was advised that without delays to discharge, the planned capacity of the REH would be in line with the accepted business case for Phase 1 which saw a reduction of 10 older people's mental health beds and seven adult mental health beds.

### **Decision**

- 1) To note the decision made by the Strategic Planning Group on 10 January as set out in section 24 of the report by the Chief Officer.
- 2) To delegate authority to the Chief Officer and Chief Finance Officer to progress a one year agreement with the Cyrenians based on an indicative cost of £140k to provide four grade 4 places utilising funding from the Social Care Fund.
- 3) To note the intention to issue a Public Information Notice to develop interest and shape the market for a longer term plan to provide accommodation and support.
- 4) To note that regular, comprehensive, updates would be routinely presented to the Strategic Planning Group. These would be shared with all Joint Board members, with monitoring reports to the Joint Board as appropriate.

(References – minute of the Integration Joint Board 18 November 2016 (item 12); report by the IJB Chief Officer, submitted.)

## **12. Chair**

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Councillor Ricky Henderson took the Chair for item 13 below. George Walker resumed the Chair for the remaining items of business thereafter.

## **13. Joint Board Membership - Appointment**

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Following the resignation of Kay Blair from the Joint Board and the Audit and Risk Committee on 18 November 2016 there had been a vacancy on both bodies. An additional vacancy would be created when George Walker's term as non-executive director on NHS Lothian came to an end on 31 January 2017. As both individuals

were appointed as voting members by NHS Lothian it fell to that body to nominate appropriate replacements. The Joint Board was asked to note NHS Lothian's Board appointments and appoint an individual to the Audit and Risk Committee as required under section 14 of its Standing Orders.

### **Decision**

- 1) To note that NHS Lothian had agreed to appoint Michael Ash to the Edinburgh Integration Joint Board as a voting member in place of Kay Blair.
- 2) To note that NHS Lothian had agreed to appoint Carolyn Hirst to the Edinburgh Integration Joint Board as a voting member in place of George Walker from 1 February 2017.
- 3) To agree that George Walker be appointed to the Edinburgh Integration Joint Board as a non-voting member from 1 February 2017.
- 4) To agree that Michael Ash be appointed to the membership of the Audit and Risk Committee.
- 5) That a short biography of the new Joint Board members be circulated.

(References – minute of the Integration Joint Board 18 November 2016 (items 1 and 10); report by the IJB Chief Officer, submitted.)

### **Declaration of Interests**

George Walker declared a non-financial interest in the foregoing item in relation to a proposed appointment and left the meeting room during consideration.

## **14. Urgent Business**

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### **14.1 Audit and Risk Committee**

It was noted that the Audit and Risk Committee continued to seek to co-opt an individual with financial experience and members were invited to recommend any suitable candidates.

### **14.2 Chief Strategy and Performance Officer**

It was advised that Maria McILgorn had been appointed to the position of Chief Strategy and Performance Officer.

### **14.3 George Walker**

Those present thanked George Walker for his work in chairing and helping to develop the Joint Board from its inception. The Chief Officer in particular paid tribute to his effective chairing, promoting high quality debate, and encouraging partnership working.

### **Decision**

To note the additional items of business.

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

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### **Decision**

The Joint Board resolved that the public be excluded from the meeting during consideration of the following items of business on the grounds that they involved the disclosure of exempt information as defined under standing order 5.9.

## **16. Care at Home Contract**

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One of the Joint Board's partner providers for the delivery of home care to people over 65 in Edinburgh, had been suspended from taking on new packages of care in November 2016 and later served an improvement notice on 6 March 2017. The Chief Officer provided further details on the action taken to address this matter.

### **Decision**

To note the report, and the mitigating actions taken by the Chief Officer, as detailed in the Confidential Schedule, signed by the Chair, with reference to this minute.

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

## **17. Southside Practice Update**

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Proposals for an interim solution for patients currently registered to Southside Practice were submitted.

### **Decision**

- 1) To note the actions taken in response and to support the interim solution proposed, both as detailed in the Confidential Schedule, signed by the Chair, with reference to this minute.
- 2) To agree to receive a further report at the Joint Board's February 2017 meeting.

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