

Item 4.1 Minutes

Edinburgh Integration Joint Board

9:30 am, Friday 2 March 2018

Dean of Guild Court Room, City Chambers, Edinburgh

Present:

Board Members:

Councillor Ricky Henderson (Chair), Carolyn Hirst (Vice Chair), Michael Ash, Carl Bickler, Colin Briggs, Wanda Fairgrieve, Christine Farquhar, Councillor Derek Howie, Ian McKay, Michelle Miller, Moira Pringle, Councillor Alasdair Rankin, Ella Simpson, Councillor Susan Webber, Richard Williams and Pat Wynne.

Officers: Wendy Dale, Gavin King.

Apologies: Colin Beck, Sandra Blake, Andrew Coull, Alistair Gaw, Kirsten Hey and Councillor Melanie Main.

1. Minutes

Decision

To approve the minute of the Edinburgh Integration Joint Board of 26 January 2018 as a correct record.

2. Sub-Group Minutes

Updates were given on Sub-Group and Committee activity.

Decision

- 1) To note the minute of meeting of the Audit and Risk Committee of 9 February 2018.
- 2) To note the minute of meeting of the Professional Advisory Group of 6 February 2018.
- 3) To note the minute of meeting of the Performance and Quality Sub-Group of 31 January 2018.
- 4) To note the minute of meeting of the Strategic Planning Group of 2 February 2018.

3. Rolling Actions Log

The Rolling Actions Log for 26 January 2018 was presented.

Decision

- 1) To agree to close Action 2 – Responsibilities for Data and Information.
- 2) To agree to close Action 5 – Older People’s Inspection Update.
- 3) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log 2 March 2018, submitted)

4. Data Protection Reform

From 25 May 2018, the existing Data Protection Act 1998 would be replaced by new legislation in the form of the EU General Data Protection Regulation (GDPR) and a new Data Protection Act.

Information was provided on the key requirements of the legislation, its likely impact and the current approach being taken to ensure compliance.

Decision

- 1) To note legislative developments concerning the introduction of GDPR and a new Data Protection Act and their significance for integrated services and the Edinburgh Integration Joint Board (IJB).
- 2) To note a Memorandum of Understanding had been signed by NHS Lothian and the Council which provided a framework for promoting compliance with data protection legislation.
- 3) To note the statutory role of Data Protection Officer.
- 4) To delegate authority to the Interim Chief Officer to appoint a Data Protection Officer for the Joint Board.
- 5) To note that the Edinburgh Health and Social Care Partnership would maintain a register of all delegated function processing activities.

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

5. IJB Complaints Handling Procedure

A proposed complaints handling procedure for the Joint Board was submitted. The Procedure was compliant with the guidance issued to public authorities by the Scottish Public Services Ombudsman and was designed to promote a standardised approach to handling complaints across integration authorities.

As far as possible, the Procedure aligned with those of NHS Lothian and the City of Edinburgh Council to ensure a consistent approach to complaints handling across the Health and Social Care Partnership.

Decision

- 1) To note that the Scottish Public Services Ombudsman had confirmed that the proposed IJB Complaints Handling Procedure was fully compliant with the requirements of the Scottish Government and Associated Public Authorities Model.
- 2) To approve the Complaints Handling Procedure for immediate implementation to deal with complaints about the decisions and activities of the Integration Joint Board.
- 3) To agree that any minor changes may be incorporated into the procedure with the approval of the Chief Officer.
- 4) To agree that the approved procedure be published on the IJB website and that the information would make clear the distinction between the Partnership Complaints Handling Procedure and the IJB Complaints Handling Procedure.
- 5) To request that a customer facing leaflet was also produced on the website to supplement the procedure.
- 6) To delegate authority to the Interim Chief Officer to determine the appropriate language to use instead of “customers” in consultation with the Chair and Vice-Chair.

(Reference - report by the IJB Interim Chief Officer, submitted)

6. Mainstreaming the Equality Duty and Equality Outcomes Progress Report

In April 2016, the Joint Board approved and published its Mainstreaming Equality and Outcomes Report in accordance with the Equality Act 2010 and associated regulations. To continue to meet the obligations of the Act, the Joint Board was required to publish, by 30 April 2018, a report setting out the progress made in mainstreaming the equality duty and the progress achieved in meeting its equality outcomes.

A summary was provided of progress made in mainstreaming equality and achieving equality outcomes over the last 2 years.

Decision

- 1) To note the requirements of the Equality Act 2010 outlined in the report.
- 2) To approve the draft Mainstreaming the Equality Duty and Equality Outcomes Progress Report for publication.
- 3) To review the equality outcomes as part of the process of producing the Strategic Plan.
- 4) To amend the Equality and Mainstreaming Progress Report 2016-2018 outlining the specific responsibilities of the Joint Board.

- 5) To ensure that future update reports detail the financial implications of individual projects including examples of potential costs when the report was providing an overview.

(References – Edinburgh Integration Joint Board, 13 May 2016 (item 9); report by the IJB Interim Chief Officer, submitted)

7. Older People's Inspection Update

An update was provided on the Health and Social Care Partnership's progress against the action plan arising from the Older People's Inspection.

Specific information on progress made to date with each of the 17 Care Inspectorate recommendations and the next steps was presented.

Decision

- 1) To note the progress updates.
- 2) That future reports include dates and details of progress with implementation of the recommendations.

(References – Edinburgh Integration Joint Board, 17 November 2017 (item 8); report by the IJB Interim Chief Officer, submitted)

8. Outline Strategic Commissioning Plans

The draft Outline Strategic Commissioning Plans for physical disabilities and primary care were presented. The Plans outlined the headline issues and proposed strategic direction in each area and the key actions to be taken to address these. Covered within all the Plans were prevention, different levels of care for different levels of need, community services and bed-based services. Included were some propositions based on capacity and demand modelling.

The Strategic Planning Group had considered the draft plans at their meeting on 2 February 2018 and, whilst endorsing the content and direction of travel in the plans, requested an opportunity to bring all of the work back for the Joint Board to consider in the round. This would allow for outline financial frameworks to be developed in respect of each of the plans to highlight choices that needed to be made about the use of resources going forward.

Decision

- 1) To note that the draft outline strategic commissioning plans for physical disabilities and primary care were considered by the Strategic Planning Group on 2 February 2018.
- 2) To note that the Strategic Planning Group recognised the good progress that had been made in the development of the plans and was happy with the content of the plans, but believed further work was required before they were presented to the Joint Board and became public documents.

- 3) To approve the summaries of the outline strategic plans for physical disabilities and primary care attached as Appendices 1 and 2 as the means of communicating progress to date and action plans for the next 12 months.
- 4) To agree to use the IJB development session scheduled for 27 April 2018 to consider the draft final outline strategic plans in detail prior to approval at a formal meeting.
- 5) To note the timetable for the ongoing development of the strategic commissioning plans set out in paragraph 13 of the report by the IJB Interim Chief Officer.

(References – Edinburgh Integration Joint Board, 26 January 2018 (item 5); report by the IJB Interim Chief Officer, submitted)

9. Financial Performance and Outlook

An overview was provided of the financial position for the first nine months of 2017/18 and the forecast year end position. An update was also given on the ongoing discussions with NHS Lothian and the City of Edinburgh Council and the consequent impact on the 2018/19 Edinburgh Integration Joint Board financial plan.

Additional funding for local authorities had been announced by the Scottish Government as part of the spending plans for 2018/19 for the following key areas – transformational change, mental health, primary care, social care and alcohol and drug partnerships.

Both organisations recognised the challenges faced by the Joint Board particularly in respect of delayed discharges and the size of waiting lists. Senior management teams were working on savings and recovery programmes to address the significant savings requirements.

Decision

- 1) To note that delegated services were reporting an overspend of £3.7m for the period to the end of December 2017, and that this was projected to rise to £5.8m by the end of the financial year.
- 2) To acknowledge that ongoing actions were being progressed to reduce the predicted in-year deficit to achieve a year end balanced position but that only limited assurance could be given of the achievement of break even at this time.
- 3) To note the progress made with discussions on the financial plan for 2018/19, including the planning assumption that both NHS Lothian and the Council were exploring options to increase the delegated budget to reflect demand led pressures.
- 4) To note that neither the Council nor NHS Lothian's financial planning processes had concluded in advance of the report by the IJB Interim Chief Finance Officer being prepared.
- 5) To agree to receive an update at the Joint Board meeting on 18 May 2018.

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

10. Carers (Scotland) Act 2016

The Joint Board's Strategic Planning Group had considered a report providing an update on the progress made in implementing the requirements of the Carers (Scotland) Act 2016 which would come into effect on 1 April 2018.

The following four workstreams had been established to take forward the implementation of the new legislation:

Workstream 1: Local eligibility criteria

Workstream 2: Adult carer assessment/support plans and young carers' statements

Workstream 3: Communication

Workstream 4: Finance

Work to refine the eligibility criteria was ongoing with carers' organisations. The Joint Board would be asked to approve the criteria once these had been finalised and the necessary changes made to the integration scheme to delegate this function.

The Strategic Planning Group had agreed:

- 1) To note the progress made in the implementation of the Carers (Scotland) Act 2016.
- 2) To endorse the approach taken to the development and testing of the eligibility criteria and Adult Carers Support Plan.
- 3) To request a further report in due course detailing the outcomes of the pilot in the North West locality.
- 4) To refer the report to the Joint Board with a recommendation to endorse the approach taken.

Decision

To endorse the approach taken to the development and testing of the eligibility criteria and Adult Carers Support Plan as the basis for finalising a set of eligibility criteria, which the Board would be asked to approve.

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

11. Whole System Delays – Recent Trends

An overview was provided of performance in managing hospital discharge against Scottish Government targets, trends across the wider system, identified pressures and challenges and improvement activities. It was acknowledged that performance and delays across the whole system continued to be extremely challenging.

Decision

- 1) To note the ongoing pressures and delays across the system, including delayed discharges and people waiting for a package of care.

- 2) To note the range of actions being taken to address these pressures, including securing additional resources in the short term to resolve the current backlog of assessments and people waiting for discharge.
- 3) To note the introduction of monthly performance scrutiny meetings in each locality.

(References – Edinburgh Integration Joint Board, 26 January 2018 (item 12); report by the IJB Interim Chief Officer, submitted)

12. Integration Joint Board Risk Register

An update was provided on the Joint Board risk register and the proposed framework to manage, mitigate and identify risk.

The risk register focused solely on risks related to strategy, scrutiny and performance. The extant risk register was used as the basis for this work and the initial output was discussed at the Audit and Risk Committee meeting on 2 February 2018. The Committee also discussed and supported the methodology to be used to assess risk and the underpinning framework for risk management and escalation.

Decision

- 1) To note the update from the Audit and Risk Committee and agree to receive the Joint Board risk register at its meeting in June 2018.
- 2) To circulate the current risk register to members.

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

13. Ministerial Strategic Group Indicators – Performance and Objectives Update

Performance against each of the six Ministerial Strategic Group indicators was reported together with details of the objectives set for each indicator for 2018/19 and the action plans associated with each target.

Decision

- 1) To agree the targets relating to the Ministerial Strategic Group indicators.
- 2) To agree the direction of travel of the associated action plan.
- 3) To note the progress update for the indicators.

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

14. The General Medical Services Contract in Scotland

A summary was provided of the 2018 General Medical Services contract proposals and timescales together with a proposal for implementation arrangements.

The contract was part of the Scottish Government's plans to transform primary care services in Scotland.

The key principles set out the proposals were as follows:

- A shift in the GP role to Expert Medical Generalist leading a team and away from the responsibilities of managing a team and responsibility for premises.
- A new workload formula for practice funding and income stabilisation for GPs.
- Reducing GP workload through Health and Social Care Partnerships employing additional staff to take on roles currently carried out by GPs.
- Reducing risk to GPs through these measures.

Decision

- 1) To note the key issues in the proposals for the new General Medical Services Contract in Scotland.
- 2) To note there were concerns over the implementation approach and roles and responsibilities and to request further discussions and information be provided before any action was taken forward.

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

15. Appointment of Chief Officer

On 13 October 2017, the Joint Board agreed arrangements for the recruitment and selection of a permanent Chief Officer of the IJB/Director of the Edinburgh Health and Social Care Partnership.

Decision

- 1) To note that in terms of the Public Bodies (Joint Working) (Scotland) Act 2014 – Section 10(6), the City of Edinburgh Council and NHS Lothian have been consulted and have confirmed that they support the appointment
- 2) To approve the appointment of Judith Proctor as the Chief Officer of the Edinburgh Integration Joint Board and Director of the Edinburgh Health and Social Care Partnership.

(References – Edinburgh Integration Joint Board, 13 October 2017 (item 1); report by the IJB Interim Chief Officer, submitted)

16. Appointment of Chief Finance Officer

On 17 July 2015, the Joint Board agreed to appoint an Interim Chief Finance Officer and delegated authority to make the appointment.

Decision

To approve the appointment of Moira Pringle as the Chief Finance Officer of the Edinburgh Integration Joint Board.

(References – Integration Joint Board 17 July 2015 (item 9); report by the IJB Interim Chief Officer, submitted)