

Minutes

Edinburgh Integration Joint Board

9:30 am, Friday 18 May 2018

Dean of Guild Court Room, City Chambers, Edinburgh

Present:

Board Members:

Councillor Ricky Henderson (Chair), Carolyn Hirst (Vice Chair), Councillor Robert Aldridge, Colin Beck, Carl Bickler, Sandra Blake, Councillor Ian Campbell, Andrew Coull, Christine Farquhar, Helen Fitzgerald, Martin Hill, Alex Joyce, Councillor Melanie Main, Ella Simpson, Councillor Susan Webber and Pat Wynne.

Officers: Judith Proctor (Chief Officer), Colin Briggs (Interim Chief Strategy & Performance Manager), Michelle Miller and Moira Pringle (Chief Finance Officer).

Apologies: Michael Ash, Angus McCann, Lynne Douglas and Alistair Gaw (Interim Chief Social Work Officer).

1. Welcome to Chief Officer

Decision

The Chair and Members welcomed Judith Proctor, newly appointed Chief Officer to her first meeting of the Edinburgh Integration Joint Board.

2. Minutes

Decision

- 1) To approve the minute of the Edinburgh Integration Joint Board of 2 March 2018 as a correct record.
- 2) To agree that the cross cutting themes aligned to the Outline Strategic Commissioning Plans would be shared with the Reference Boards.



3. 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 27 April 2018 and to reinforce to the Joint Board the Group's concerns regarding reporting against overdue internal audit recommendations and to note that the Chief Officer intended to report back with an action plan to address these in due course.
- 2) To note the minute of meeting of the Performance and Quality Sub-Group of 7 March 2018.
- 3) To note the minute of meeting of the Performance and Quality Sub-Group of 25 April 2018.
- 4) To note the minute of meeting of the Strategic Planning Group of 9 March 2018.
- 5) To note the minute of meeting of the Strategic Planning Group of 13 April 2018.

4. Rolling Actions Log

The Rolling Actions Log for 18 May 2018 was presented.

Decision

- 1) To agree to close Action 1 – Programme of Development Sessions and Visits.
- 2) To agree to close Action 8 – Business Resilience Arrangements and Planning
- 3) To agree to close Action 11 – Outline Strategic Commissioning Plans for Learning Disability, Mental Health and Older People
- 4) To include expected completion dates to outstanding actions where possible.
- 5) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log 18 May 2018, submitted)

5. Business Resilience Arrangements and Planning – Spring Update

An update was provided on the Edinburgh Health and Social Care Partnership's integrated business resilience arrangements. The Partnership's resilience management strategy set out a framework for maintaining essential services and functions during an incident.

The Tactical Resilience Plan was part of the overall management system that established, implemented, operated, monitored, reviewed, maintained and improved business continuity.

It was proposed to undertake a series of resilience training workshops to develop service areas' individual operational resilience plans.

The following points were discussed by members:

- breakdown of information on operational activity
- helpful to have clear guidelines for managers and staff when Met Office “do not travel” warnings were issued during severe weather
- implications for Directions
- important to set out how the Partnership worked with voluntary and third sector partners in terms of building resilience in communities and through locality structures

Decision

- 1) To note the progress made on the Joint Board's integrated resilience management strategy.
- 2) To endorse the Tactical Resilience Plan set out in Appendix 1 of the report by the Chief Officer.
- 3) To agree that an update report be submitted to the Joint Board by the end of 2018.

(References – Edinburgh Integration Joint Board 15 December 2017 (item 5); report by the Chief Officer, submitted)

6. Financial Outturn 2017/18

An overview of the financial position for 2017/18 was provided together with a summary of the reserves to be carried forward into 2018/19.

Additional one off contributions had been agreed by the City of Edinburgh Council and NHS Lothian to mitigate the overspend which would allow the Integration Joint Board to break even in 2017/18.

Decision

- 1) To note that the City of Edinburgh Council and NHS Lothian had increased their budgets delegated to the Integration Joint Board by £7.5m and £4.9m respectively, subject to noting that the City of Edinburgh Council required to approve the additional non-recurring contribution of £0.4m for 2017/18 as part of their consideration of the unaudited accounts at the full Council meeting on 28 June 2018.
- 2) To note that, subject to external review, the Integration Joint Board had achieved a breakeven position for 2017/18.
- 3) To agree that the Integration Joint Board would carry reserves totalling £8.4m (of which £6.5m were committed) into 2018/19.

(References – Edinburgh Integration Joint Board 2 March 2018 (item 9); report by the Chief Finance Officer, submitted)

7. 2018/19 Financial Plan

Decision

- 1) To note the offers received from the City of Edinburgh Council and NHS Lothian.
- 2) To note that, whilst the process of due diligence on these offers had concluded, the £4m contribution from NHS Lothian remained outstanding.
- 3) To remit the Chief Officer to continue the positive dialogue with NHS Lothian and the Council to secure this funding.
- 4) To note the resultant financial plan based on the budget offers.
- 5) To agree the draft savings and recovery programme for 2018/19 as set out in Appendix 3 of the report and to agree that additional scrutiny of delivery of this programme was required.
- 6) To remit the Chief Officer to carry out a review of committed reserve funding with a view to reallocating if appropriate.
- 7) To note that the Chief Officer intended to arrange a workshop on the overall programme delivery.
- 8) To agree that the Chief Officer would submit a report to the next meeting of the Joint Board providing an interim update on progress against savings targets.

(References – Edinburgh Integration Joint Board 2 March 2018 (item 9); report by the Chief Finance Officer, submitted)

8. Whole System Delays

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 agree that metrics would be incorporated into future reports on whole system delays to provide reassurance to the Joint Board that the actions were appropriately aligned to the expected targets.

(References – Edinburgh Integration Joint Board, 2 March 2018 (item 11); report by the Chief Officer, submitted)

9. Plan for Immediate Pressures and Longer Term Sustainability

The draft Plan developed by the Edinburgh Health and Social Care Partnership to alleviate short term pressures on services and budgets and create the environment to allow longer term sustainable change was presented.

The Plan set out information regarding the current position of numbers of people delayed in hospital, the governance arrangements established to monitor progress against the improvements agreed and the financial context for the work.

Members discussed the following issues arising from their consideration of the draft Plan:

- community planning structures
- relationship between housing and health and social care services
- housing statement workshop
- Community Empowerment Act

Decision

- 1) To note the actions underway as set out in the draft Plan to alleviate immediate pressures and establish the environment for longer term sustainability.
- 2) To endorse the medium and longer term actions proposed.
- 3) To agree that a communications and engagement strategy to complement the Plan would be submitted to a future meeting of the Joint Board.
- 4) To ask the Project Lead Officer to arrange a presentation to Board Members either at a development session or at a formal meeting on the assessment project.

(Reference – report by the Chief Officer, submitted)

Declaration of Interest

Christine Farquhar declared a non-financial interest in the above item as the former Chair of Upward Mobility and the guardian of a person in receipt of a direct payment.

10. Grants Review Interim Report

The Joint Board had previously agreed the scope, methodology and timescale for the review of health and social care grant programmes.

An update was provided on the progress made to date in respect of the review of the grant programmes. The Grants Review Steering Group were focussing on the following four main key areas:

- Analysis of current usage of grants
- Identification of priorities for future funding

- Principles to underpin the operation of future grants programmes
- Engagement with stakeholders.

Next steps in the delivery of the grants review were also presented.

The Strategic Planning Group had endorsed the approach taken.

Decision

- 1) To note the progress made in taking forward the grants review.
- 2) To note that the grants review dovetailed with the development of the strategic commissioning plans and the revised strategic plan.
- 3) To recognise the challenges and risks inherent in carrying out the review.
- 4) To endorse the approach taken.

(References – Strategic Planning Group 13 April 2018 (item 6); report by the IJB Interim Chief Finance Officer, submitted)

Declaration of Interest

Ella Simpson declared a non-financial interest as a Director of an organisation in receipt of a grant.

11. Royal Edinburgh Campus and St Stephen's Court

Information was provided on the development of the business case for the Royal Edinburgh Campus and the related commissioning of capacity at St Stephen's Court. The business case included a total of 8 additional beds for mental health. NHS Lothian had undertaken not to progress with the business case unless it had full approval from the four Edinburgh and Lothian Integration Joint Boards.

Members expressed concerns that the Strategic Planning Group had not had sufficient opportunity to scrutinise or discuss the business case prior to its submission to the Joint Board.

Decision

- 1) To note the progress made in developing the case for the Royal Edinburgh Campus.
- 2) To agree that NHS Lothian could progress to the next stage of development of the case.
- 3) To authorise the Joint Board Chair to write to the Chair of NHS Lothian's Finance and Resources Committee noting the Joint Board's approval with an expectation that outstanding issues were resolved and returned to the Joint Board before final design and financial agreement.

- 4) To approve the commissioning of 16 places in the St Stephen's Court development on the condition that the Strategic Planning Group receives a further business case to their next meeting in June about the further development of the services to be delivered at St Stephen's Court and further engagement with the housing sector.

(Reference – report by the Chief Officer, submitted)

12. The Inclusive Homelessness Service at Panmure St Ann's

The Standard Business Case for the creation of a new operational base for the Inclusive Homelessness Service was presented. The new base would enable the co-location of NHS Lothian, the City of Edinburgh Council and third sector agencies working together to serve the target population.

The Strategic Planning Group had considered the proposed approach.

Decision

- 1) To note that the Edinburgh Access Practice had to vacate its main surgery in the Cowgate in January 2017 and as a result was compelled to take up sub-optimal accommodation in the basement of the Spittal Street Clinic.
- 2) To note that the Lothian Capital Investment Group had agreed in May 2016 that Spittal Street did not offer an acceptable long term solution for this service.
- 3) To note that, to improve outcomes for service users, a new integrated model of complex needs provision in the shape of the Inclusive Homelessness Service had already been approved by the Joint Board.
- 4) To endorse the selection of the Council-owned property that previously served as the Panmure St Ann's School as the preferred operational base for the Inclusive Homelessness Service.
- 5) To endorse the accompanying Business Case which sought capital funding of £2.98m from NHS Lothian for the refit of Panmure St Ann's.
- 6) To endorse the estimated annual running costs of £106,000 arising from the occupancy of Panmure St Ann's of which NHS Lothian had agreed to provide £86,000 and the Council the remaining £20,000.
- 7) To ask the Council and NHS Lothian to develop a framework for the funding of capital projects that were developed in partnership.

(References – Strategic Planning Group 13 April 2018 (item 8); report by the Chief Officer, submitted)

13. Appointments and Review of Sub-Groups

Information was provided of recent changes to the City of Edinburgh Council membership of the Joint Board and the reappointment of an NHS Lothian member.

Approval was also sought to appoint a replacement NHS Lothian staff representative on the Joint Board and a City of Edinburgh Council voting members to the Audit and Risk Committee.

Decision

- 1) To note that the Council at its meeting of 15 March 2018 appointed Councillors Robert Aldridge and Ian Campbell to replace Councillors Alasdair Rankin and Derek Howie as voting members of the Joint Board.
- 2) To note the re-appointment of Alex Joyce by NHS Lothian as a voting member of the Joint Board.
- 3) To approve the reappointment of non-voting members whose term of office was due to expire.
- 4) To approve the appointment of Helen Fitzgerald to replace Wanda Fairgrieve as the non-voting NHS Lothian staff representative on the Joint Board.
- 5) To approve the temporary suspension of the Performance and Quality Sub-Group for a period of six months and to agree that performance monitoring would be brought into the remit of the Strategic Planning Group during this time.
- 6) To instruct the Chief Officer to bring a paper to a future Joint Board meeting on the wider Board assurance processes and structures.
- 7) To note that an update report would be presented to the next meeting in June with the final report to be submitted in two cycles (September 2018).
- 8) To appoint Councillor Aldridge as a members of the Audit and Risk Committee.
- 9) To note that the Chief Officer would hold early discussions about the appointment of a Chair for the Audit and Risk Committee before making a recommendation to the Joint Board.
- 10) To note the progress made in recruiting two service user members.

(Reference – report by the Chief Officer, submitted)

14. Calendar of Meetings

A proposed schedule of meetings for the Joint Board for the period August 2018 to August 2019 was presented.

Decision

To approve the schedule of meetings for the period to August 2018 to August 2019.

(Reference – report by the Chief Officer, submitted)

15. Standing Orders – Annual Review

The Joint Board's Standing Orders had been reviewed to ensure they continued to be fit for purpose and reflected Scottish Ministers' guidance.

Decision

- 1) To note that the Joint Board's Standing Orders remained fit for purpose and to agree that no changes were required.
- 2) To note that the next annual review of Standing Orders would be presented to the Joint Board in June 2019

(Reference – report by the Chief Officer, submitted)

16. Webcasting of Integration Joint Board Meetings

The City of Edinburgh Council had considered a report on the possibility of extending webcasting to a range of public meetings including the Integration Joint Board.

The Joint Board were invited to consider using the webcasting facilities for its future meetings.

Decision

To agree that Joint Board meetings would be webcast live and archived on a pilot basis for a period of one year subject to review.

(References – Act of Council No.9 of 3 May 2018; report by the Chief Officer, submitted)

17. Update on the Recruitment of the Head of Operations

Decision

To note the appointment of Tom Cowan as the Head of Operations, Edinburgh Health and Social Care Partnership with effect from 4 June 2018.

18. Data Protection Officer

Decision

To note the appointment of Kevin Wilbrahim, Data Protection Officer for the City of Edinburgh Council as the Data Protection Officer for the Integration Joint Board.

19. Motion by Councillor Webber – NHS Attend Anywhere

The following motion was submitted by Councillor Webber:

“Integration Joint Board notes:

- 1) The development of the national ‘Attend Anywhere’ programme as part of the Scottish Centre for Telehealth and Telecare’s work around video-enabled health and social care.
- 2) The ‘Attend Anywhere’ platform allows health care providers the ability to offer patients a video consultation as an alternative to face-to-face appointments.
- 3) The ‘Attend Anywhere’ service is utilised by every Health Board in Scotland at this present time except for NHS Lothian.
- 4) Further notes the potential for increased use of telecare to transform service delivery.
- 5) Calls for a short report within 1 cycle on the timescales and feasibility of introducing this service, quantifying the risks of adoption and non-adoption, and the costs and benefits associated with implementation in collaboration with NHS Lothian to support IJB services and priorities including the transformation of primary care services.”

- moved by Councillor Webber, seconded by Councillor Main

Decision

To approve the motion by Councillor Webber.

20. Michelle Miller

Decision

To record the Joint Board’s thanks and appreciation to Michelle Miller for her work and commitment in her role as Interim Chief Officer and to wish her well in her new employment.