

Minute

IJB Performance and Delivery Committee

10.00am, Wednesday 9 June 2021

Microsoft Teams

Voting Members:

Councillor Phil Doggart, Nancy McKenzie and Richard Williams (Acting Chair).

Non-Voting Members:

Colin Beck, Helen Fitzgerald and Ruth Hendery

In Attendance:

Matthew Brass (Clerk)

Ian Brooke (EVOG)

Philip Brown (CEC Strategy & Communications)

Tom Cowan (Head of Operations, EHSCP)

Tony Duncan (Head of Strategic Planning, EHSCP)

Helen Elder (Executive Management Support, EHSCP)

Graeme McGuire (NHS Lothian – Assistant Finance Manager)

Susan McMillan (Performance and Evaluation Manager, EHSCP)

Moira Pringle (Chief Finance Officer, IJB)

Kellie Smith (Programme Manager, EHSCP)

David Walker (CEC Senior Accountant)

Apologies:

Councillor Melanie Main and Angus McCann.

1. Minute

The minute of the Performance and Delivery Committee from 14 April 2021 was presented for approval and any matters arising.

Decision

- 1) To approve the minute as a correct record.
- 2) To record Ruth Hendery's comments on the Transitions Briefing Note which included the inclusion of education throughout the report as well as the potential for Integrated Impact Assessments to include Special School Staff.

2. Work Programme

The Work Programme for April 2021 was presented to Committee.

Decision

- 1) To note the Work Programme.
- 2) To note that, going forward, any amendments to the Work Programme would be presented to Committee in an appropriate manner.

(Reference – Work Programme, submitted).

3. Outstanding Actions

The Outstanding Actions updated for this meeting were submitted.

Decision

- 1) To agree to close the following outstanding actions:
 - a. Action 4 – Mental Health Services – Planning and Operational Arrangements.
 - b. Action 5 (1) (2) – Savings and Recovery Programme 2020-2021 Update.
 - c. Action 6 (2) – Performance Report.
- 2) To note the remaining outstanding actions.

(Reference – Outstanding Actions, submitted).

4. Finance Update – 2020/21 Outturn

The Chief Finance Officer presented to Committee the year end financial position for 2020/2021. The report gave an updated version from previous Committee reports now that both NHS Lothian and the City of Edinburgh Council had closed their books for the year.

Members noted the year end position and expressed concerns over specific aspects of the report, namely;

1. The large variance between the budget and actual expenditure on community equipment, with the report stating a 57% difference in this figure, and;
2. Staff vacancies.

Officers noted concerns over the spending on community equipment, and recognised that this had been a trend over the last few years as efforts increased to support an aging population from home rather than in hospital. The equipment provided was also noted to range in price significantly, whether it be walking sticks or specialist beds, it was noted that a potential significant variance between costs and budget may be incurred over only a small number of pieces. Members were encouraged that, moving forward into the 2021/22 financial year, that revisions were to take place on equipment spending.

Although the potential surplus of £1m was reported for the year end (subject to audit) members noted that this should not necessarily be seen as a positive when money had been saved through staff vacancies. Both members and officers agreed that the necessity to relieve existing staff of additional pressures by recruiting was paramount to the performance of services.

Decision

- 1) To note that, subject to audit, a surplus of £1.0m is reported for the 2020/21 financial year.
- 2) To note the Integration Joint Board will carry reserves totaling £25.3m into 2021/2, £24.4m of these reserves will be earmarked for specific purposes and the final £1.0m will be general reserve.

(Reference – Report by the Chief Finance Officer, Edinburgh Integration Joint Board, submitted)

5. Savings and Recovery Programme Update

Committee were presented with an update on the year end position for the 2020/21 Savings and Recovery Programme. The reported progress across all projects since the last committee update in January was presented, with 11 having fully achieved their savings, close reports for 4 have been submitted and logged with the Savings Governance Board, and the delivery of the remaining projects and their savings had been impacted to varying degrees by the pandemic.

Members expressed concerns over the closed project plans that had been closed as a result of a slippage rather than the original plan completed in full. The example used from the report was the Carers Investment, which was noted to have realised it's full savings but only after the slippage as a result of the pandemic. Officers were in agreement that, moving forward, they'd welcome more scrutiny of the closure process.

Members also questioned the positioning of the paper in regard to the Performance and Delivery Committee, and how the paper – which appeared to only focus on financial review – incorporated the performance of services. Officers addressed concerns and suggested that it is dependent on what lens you viewed the information through. The example of staff vacancy figures was cited – although the

report detailed the financial savings of having staff vacancies, members viewed the financial savings as a potential problem on the delivery of services.

Decision

- 1) To note the end of year position and agree the closure of the 2020/21 Savings and Recovery Programme.
- 2) To note the plans in place to support the delivery of recurring savings as part of the 2021/22 Savings and Recovery Programme.
- 3) To present the 2021/22 Purchasing and Policy Implementation and Development projects to the committee quarterly alongside the Savings and Recovery programme updates (as detailed in the work programme) unless given exceptional circumstances where the projects require urgent attention.

(Reference – Report by the Chief Finance Officer, Edinburgh Integration Joint Board, submitted)

6. Review of Reserves Policy

A review of the Edinburgh Integration Joint Board's reserves policy was presented to Committee, which updated members on the outcome of the review taken annually in line with good practice.

Decision

- 1) To agree the updated policy.

(Reference – Report by the Chief Finance Officer, Edinburgh Integration Joint Board, submitted)

7. Financial Regulations

The outcome of the review of the Financial Regulations was presented to Committee. The Regulations detail the responsibilities of the Integration Joint Board for its own financial affairs. The Regulations also set out the respective responsibilities of the Chief Officer and Chief Finance Officer.

Members were supportive of the proposed transition from a City of Edinburgh Council model approach of having high-level set financial regulations and more detailed financial rules, to a more tailored approach for the EIJB, who – as a service delegator – are not required to have the more detailed directives.

Decision

- 1) To consider the amended financial regulations as laid out in the Appendix.
- 2) To recommend these to the IJB for adoption.

(Reference – Report by the Chief Finance Officer, Edinburgh Integration Joint Board, submitted)

8. Performance and Delivery Committee Annual Assurance Process 2020-21

A summary of member's responses to the Annual Assurance survey for 2020/21 was presented to the committee. The report compiled each member's response to the survey which was designed as a vehicle to assure the Audit and Assurance Committee – and subsequently the Board – of the work undertaken, outputs and any issues arising over the last year of business for the Performance and Delivery Committee.

Members agreed that the survey responses were not the ideal approach to forming a governance assurance statement from the committee and expressed concerns over the personal comments included throughout the responses.

Members also agreed that the layout of the survey response was not a suitable format for a governance statement, and the 'committee objectives', 'work undertaken this year' and 'outputs' sections of the survey should form the majority of this - but were currently displaying the least amount of information.

Despite concerns of using the information gathered in an assurance statement for the committee, members noted there was certainly useful information that could fuel conversations required to address gaps or challenges as the committee progresses over the coming years.

Decision

- 1) To review the process adopted by the committee for developing the Annual Assurance Process, and come up with an approach that better reflects the work undertaken and outputs of the committee over the past year.
- 2) To consider addressing the issues raised through member responses in an appropriate manner.

(Reference – Report by the Chair, Performance and Delivery Committee, submitted)

9. Date of Next Meeting

Wednesday 28th July 2021.