

Minute

IJB Performance and Delivery Committee

10.00am, Wednesday 31 May 2023

Microsoft Teams

Voting Members:

Councillor Max Mitchell (Chair), Councillor Euan Davidson, George Gordon and Peter Knight.

Non-Voting Members: None in attendance.

In Attendance:

Ian Brooke (EVOG)

Philip Brown (Data Performance and Business Planning)

Helen Elder (Executive Management Support, EHSCP)

Rachel Gentlemen (Committee Services)

Carla Haughey (Senior Information Analyst)

Andrew Henderson (Clerk)

Eleanora Ho (Assistant Finance Manager)

Deborah Mackle (EHSCP Locality Manager, South West)

Moira Pringle (Chief Finance Officer, IJB)

Rhianon Virgo (Senior Change & Delivery Officer, CEC)

David Walker (Principal Accountant, CEC)

Apologies:

Helen Fitzgerald, Emma Reynish,

1. Minutes

The minute of the Performance and Delivery Committee from 26 April 2023 was presented for approval as a correct record, and any matters arising.

Decision:

To approve the minute as a correct record.

2. Annual Cycle of Business

The Annual Cycle of Business updated to May 2023 was presented to the Committee.

Decision:

To agree the updated annual cycle of business attached as an appendix.

(Reference – Annual Cycle of Business, submitted).

3. Outstanding Actions

The Outstanding Actions updated to May 2023 was submitted.

Decision:

To agree to the closure of the following actions:

- Action 1: Scottish Government Legislation – Annual Performance Reports
- Action 3: Savings and Recovery

(Reference – Outstanding Actions, submitted).

4. Finance update

The Finance Update Report confirming the outturn position for 2022/23 was presented.

Members enquired into the additional funding for set aside services used to break even and the risk that this may be required in the future. Officers acknowledged that this was being explored as part of the EIJB's financial plan and that overspends on set aside services are still predicted going forward, in addition to predictions that NHS Lothian would not break even in 23/24.

Questions were raised in relation to officers' ability to quantify the number of vacancies attributed to underspends and the subsequent impact on services. It was highlighted that whilst a calculation of underspends could be provided for NHS staff, Council staff would need to be calculated at the average rate of pay. Further

discussion ensued in relation to recruitment and acknowledgement was given to the efforts to monitor the use of agency staff.

The Performance and Delivery Committee took the opportunity to thank officers for their work in balancing the budget in 2022/23 with acknowledgement being given to the difficult circumstances.

Decision:

- 1) To commend officers for their work in balancing the budget for 2022/23; and
- 2) To note that, subject to audit, a break-even position has been reported for the financial year 2022/23.

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

5. Savings and Recovery Programme (SRP) Update

The Savings and Recovery Programme (SRP) Update was presented.

The Performance and Delivery Committee welcomed the update and noted the future submission of the Saving Programme Report.

Decision:

To note the end of year position and agree to the closure of the 2022/23 Savings and Recovery Programme.

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

6. 2022/23 Annual Assurance Statement

The 2022/23 Annual Assurance Statement was presented to members for consideration and agreement.

Members commented on the poor level of feedback received and highlighted issues regarding the circulation of questionnaires. Questions were raised regarding the lack of inclusion of non-voting members in the survey. It was agreed that the report would be continued until the next meeting of the Performance and Delivery Committee scheduled for 2 August 2023 to allow for the recirculation of surveys to voting and non-voting members of the Performance and Delivery Committee.

Decision:

To continue the item until the next scheduled meeting of the Performance and Delivery Committee on the 2 August 2023 to allow for the recirculation of surveys to voting and non-voting members of the Performance and Delivery Committee.

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

7. Review of reserves policy

An overview of the outcomes following the review of the Integration Joint Board's reserves policy was presented.

There was discussion in relation to the recommended level of reserves for the IJB. Officers clarified that the level of reserves are based on CIPFA guidance and that there is not a set figure. It was also confirmed that underspends are added to the general reserve and used to support the following year's financial position.

Decision:

- 1) To agree the updated policy; and
- 2) To agree to review the policy every two years.

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

8. Financial Regulations

The outcome of the review of the Financial Regulations was presented to Committee with reference being made to the responsibilities of the Integration Joint Board for its own financial affairs and the respective responsibilities of the Chief Officer and Chief Finance Officer.

Decision:

To note the outcome of the review of the Financial Regulations.

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

9. AOB

Deep Dives

Officers asked that members consider topics for deep dives to be submitted to future meetings of the Performance and Delivery Committee.

It was agreed that deep dive sessions would be scheduled for every 6 months and that the first would be scheduled for the next meeting of the Performance and Delivery Committee on Wednesday 2 August 2023 and that the Chair would discuss and agree an appropriate topic with officers. Officers then requested that members

submit requests for topics for future deep dives to the Chief Finance Officer and the Service Director Strategic Planning.

Decision:

- 1) To agree that deep dive sessions take place on a six monthly basis at meetings of the Performance and Delivery Committee with topics being agreed by the Chair;
- 2) To agree that the first deep dive session would be scheduled for the meeting of the 2 August 2023 and that the Chair and Officers will discuss and agree an appropriate topic; and
- 3) To agree that members submit any suggestions for deep dives to either the Service Director, Strategic Planning or Chief Finance Officer.

10. Date of Next Meeting

Wednesday, 2 August 2023.