



Minute

Edinburgh Integration Joint Board

Thursday 16 November 2023

Virtual Meeting via Microsoft Teams

Present

Board Members

Katharina Kasper (Chair), Councillor Tim Pogson (Vice-Chair), Ian Brooke (Substitute for Bridie Ashrowan) Martin Connor (Substitute for Elizabeth Gordon) Councillor Euan Davidson, Christine Farquhar, Helen Fitzgerald, George Gordon, Kirsten Hey, Rose Howley, Peter Knight, Jacqui Macrae, Allister McKillop, Peter Murray, Councillor Claire Miller, Councillor Max Mitchell, Councillor Vicky Nicolson, Moira Pringle, Emma Reynish, Pat Togher

Officers

Angela Brydon, Claire Borthwick, Jacqueline Boyle, Hannah Cairns, Gemma Campos, Sabrina Commons, Andrew Henderson, Pauline Macmillan, Mike Massaro-Mallinson and Brickchand Ramruttun.

Apologies

Dr Robin Balfour and Elizabeth Gordon

1. Minutes

The minute of the Edinburgh Integration Joint Board of 21 September 2023 was submitted for approval as a correct record.

Decision

To approve the minute as a correct record.

2. Rolling Actions Log

The Rolling Actions Log updated to November 2023 was presented.

Decision:

The report is provided the outcome of the investigation undertaken by the City of Edinburgh Council Chief Executive into changes made regarding the care home consultation agreed by EIJB in December 2022.

Decision:

- 1) To agree to close the following actions:
 - To Action 1 – System Pressures Update
 - Action 3(a) – Bed Base Review Update
 - Action 3(b) – Bed Base Review Update
 - Action 4 – Committees Annual Assurance Report – Referral from the Audit and Assurance
- 2) To otherwise note the remaining outstanding actions.
(Reference – Rolling Actions Log November 2023, submitted)

3. Annual Cycle of Business

The annual cycle of business was presented.

Decision

To note the annual cycle of business.

(Reference – Annual Cycle of Business, submitted)

4. Preparations for Winter 2023/24

The report provided an update on preparations that have been made for Winter 2023/24 including plans for enhancing service capacity. In August 2023 the NHS, Scottish Government and COSLA set out the Winter Resilience priorities to guide local partnership and systems planning and preparation.

Winter planning seeks to address specific operational pressures experienced through winter. The Partnership will maximise system capacity and flow through their change management programme. The Partnership has completed a Winter Preparedness Self Assessment as part of the planning process undertaken each

year within the Lothian Health and Care system which was approved by NHS Lothian Corporate Management Team in September.

Decision

- 1) To note the progress with the planning and preparations for winter 2023/24;
- 2) To note the major risks highlighted from the Whole System Winter Self-Assessment and winter planning paper; and
- 3) To note the allocation of winter funding.

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

5. Finance Update

An update on the financial performance of delegated services was provided. It was noted that following the additional support being agreed by the City of Edinburgh Council and NHS Lothian reiterating their financial commitment, the level of assurance provided of a break-even position for 2023/24 has improved to moderate.

Decision

- 1) To note the financial position for delegated services to 30th September 2023 and associated year end forecast;
- 2) To note the moderate assurance provided by the Chief Finance Officer;
- 3) To agree that reports related to the scrutiny of the savings and recovery plan and the delivery on budget of existing services that are being submitted to Performance and Delivery Committee are circulated to all board members when available; and
- 4) To agree that officers will submit a report to the EIJB that takes cognisance of the issues raised in the all-party motion approved by Council on the 2 November 2023 and that this will include information on how the EIJB can better align its budgeting processes with partners and acknowledges the adaptations and variances in current practice from what is written in governance documentation and how this can be addressed.

(Reference – Report by Chief Finance Officer)

6. Edinburgh Integration Joint Board Revised Governance Handbook

Members were asked to endorse the revised version of the governance handbook. Members were also asked to agree the revised terms of reference for all EIJB committees, appoint Helen Firzgerald and Kirsten Hey to the IJB strategic Planning Group as CEC and NHS staff side representatives, endorse the risk appetites, to agree the publication of all papers where appropriate and to agree that the handbook be reviewed annually.

Members agreed the new EIJB Committee terms of reference with subject to the existing membership as previously agreed by the Edinburgh Integration Joint board and requested that officers consider alternative solutions for the problems that have resulted in the request for increased membership. Members also asked that that the evolution of governance arrangements within the EIJB and its partners continue to be reviewed throughout the year.

Decision

- 1) To agree the revised EIJB Governance handbook included at Appendix 1;
- 2) To agree the revised terms of reference for all the EIJB committees contained within Appendix 3 of the Governance handbook. These have all been approved by their respective committees between March and June 2023 subject to the existing membership as previously agreed by the Edinburgh Integration Joint board;
- 3) To agree that officers consider alternative solutions for the problems that have resulted in the request for increased membership;
- 4) To agree to appoint Helen Fitzgerald and Kirsten Hey as NHS & CEC Staff side Representatives to the Strategic Planning Group as per the membership contained within the Terms of Reference;
- 5) To note the EIJB risk appetite statement which was approved by the Audit and Assurance Committee on 13 September 2023; and
- 6) To agree that the handbook is reviewed annually and that the evolution of governance arrangements within the EIJB and its partners is reviewed throughout the year in time for the next review of the EIJB Governance Handbook.

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

7. Edinburgh Integration Joint Board Risk Register

Officers presented the latest iteration of the Edinburgh Integration Joint Board risk register for endorsement. It referenced the updated risk appetite statement included within the governance handbook and the work undertaken to articulate the likelihood and consequences of risks.

Decision

- 1) To note that the risk cards, updated risk appetite statements and definitions of likelihood and consequences of risks were discussed and endorsed by the Audit and Assurance Committee on 13 September 2023;
- 2) To agree the risk cards;
- 3) To agree the risk overview, assurance levels and risk; and
- 4) To note progress to date in relation to the recruitment of the Chief Risk Officer.

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

8. Previous consultation on the future of care homes in Edinburgh

The report provided the outcome of the investigation undertaken by the City of Edinburgh Council Chief Executive into changes made regarding the care home consultation agreed by EIJB in December 2022.

Decision

- 1) To note the findings from the Council Chief Executive's investigation; and
- 2) To note actions taken that will ensure a similar situation does not reoccur.

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

9. Committee Update Report

An update on the business of the Committees covering August - October 2023 was provided.

Decision:

- 1) To note the work of the Committees.

(Reference – report by Chief Officer, Edinburgh Integration Joint Board, submitted)

10. Draft minute of the Strategic Planning Group of 11 October 2023

Decision:

To note the Draft minute of the Strategic Planning Group of 11 October 2023

(Reference - Draft minute of the Strategic Planning Group of 11 October 2023 ,submitted)

11. Draft minute of the Clinical and Care Governance Committee of 20 September 2023

Decision:

To note the Draft minute of the Clinical and Care Governance Committee of 20 September 2023

(Reference - Draft minute of the Clinical and Care Governance Committee of 20 September 2023,submitted)

12. Draft minute of the Performance and Delivery Committee of 6 September 2023

Decision:

To note the Draft minute of the Performance and Delivery Committee of 6 September 2023

(Reference - Draft minute of the Performance and Delivery Committee of 6 September 2023, submitted)

13. Draft minute of the Audit and Assurance Committee of 13 September 2023

Decision:

To note the Draft minute of the Audit and Assurance Committee of 13 September 2023

(Reference - Draft minute of the Audit and Assurance Committee of 13 September 2023, submitted)