



Midlothian Integration Joint Board

Date	Time	Venue
Thursday 9 February 2017	2pm	Conference Room, Melville Housing, The Corn Exchange, 200 High Street, Dalkeith, EH22 1AZ.

Present (voting members):

Cllr Bob Constable	Peter Johnston (Vice Chair)
Cllr Bryan Pottinger	John Oates

Present (non voting members):

Eibhlin McHugh (Chief Officer)	Alison White (Chief Social Work Officer)
David King (Chief Finance Officer)	Dave Caesar (Medical Practitioner)
Patsy Eccles (Staff side representative)	Margaret Kane (User/Carer)
Keith Chapman (User/Carer)	Ruth McCabe (Third Sector)

In attendance:

Ewan Aitken (Cyrenians)	Suzanne McShane (Chief Officers Network)
Chris Lawson (Risk Manager)	Mike Broadway (Clerk)

Apologies:

Cllr Catherine Johnstone (Chair)	Cllr Derek Milligan
Cllr Andrew Coventry (substitute for Cllr Catherine Johnstone)	Alex Joyce
Alison McCallum	Hamish Reid (GP/Clinical Director)
Caroline Myles (Chief Nurse)	Aileen Currie (Staff side representative)

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1. Welcome and introductions

The Vice-Chair, Peter Johnston, welcomed everyone to this meeting of the Midlothian Integration Joint Board, in particular Ewan Aitken (Cyrenians) and Suzanne McShane (Chief Officers Network).

2. Order of Business

The order of business was confirmed as outlined in the agenda that had been previously circulated.

3. Declarations of interest

No declarations of interest were received.

4. Minutes of Previous Meetings

- 4.1 The Minutes of Meeting of the Midlothian Integration Joint Board held on Thursday 1 December 2016 was submitted and approved as a correct record.
- 4.2 The Minutes of Meeting of the Midlothian Integration Joint Board Audit and Risk Committee held on Thursday 8 September 2016 was submitted and noted.

5. Public Reports

Report No.	Report Title	Presented by:
5.1	Appointment of Standards Officer for the Midlothian Integration Joint Board	Eibhlin McHugh

Executive Summary of Report

The purpose of this report was to confirm the recommendation to the Standards Commission for Scotland in relation to the appointment of the Standards Officer to the Midlothian Integration Joint Board.

The report summarised the Standards Officer's key responsibilities and recommended that the Council's Legal Manager, Alan Turpie (who was also the Council's Monitoring Officer) be nominated to the Standards Commission as the Standards Officer for the Midlothian Integration Joint Board.

Decision

The Board agreed:

- To approve the remit of the Standards Officer as outlined in the report;
- To approve that Alan Turpie be recommended for the position of Standards Officer to the Midlothian Integration Joint Board to the Standards Commission for Scotland; and
- To instruct the Chief Officer to communicate the same to the Standards Commission for Scotland.

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Action
Chief Officer

Report No.	Report Title	Presented by:
5.2	Budget Setting, Financial Planning and Financial Management 2017/18 – Outline and Approach	David King

Executive Summary of Report
<p>This report provided a preparatory briefing for the finance paper that would be presented to the Special IJB Meeting on 16th March 2017, when agreement would be sought on the 2017/18 Budget and Directions.</p> <p>On 15th December 2016, the Scottish Government had announced its proposed budget settlements for both Local Authorities and the NHS in Scotland for 2017/18. The announcement had also contained further details about the social care fund and laid out the Government's clear ambitions for IJBs.</p> <p>In summary the Council's budget had been reduced and NHS Lothian had a net uplift of 0.4%.</p> <p>Both the Council and NHS Lothian had provided the IJB with estimates of expenditure in 2017/18, these forecasts based on current models of service delivery were considerably in excess of the budgetary resources that would be available.</p>

Summary of discussion
<p>The Chief Finance Officer in presenting the report emphasised that it was clear from the experience of 2016/17 that the IJB required a detailed financial management agreement with its partners to ensure that financial pressures and the proposed actions to resolve them were reported timeously to the Board. He also updated the Board on the position reached with regards the budgetary offers from the Council and NHS Lothian.</p> <p>The Board, in considering the current financial position and likely financial pressures, discussed the importance of affecting a positive shift in the models of service delivery.</p>

Decision
<p>The Board noted:</p> <ul style="list-style-type: none"> • the projected out-turn position for 2016/17; • the magnitude of the financial challenge facing the IJB in 2017/18; and • the issues surrounding the 2017/18 budget settlement and in particular the implications of Scottish Government's clear ambitions for IJBs which would require to be achieved within the financial resources available.

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Action

Chief Finance Officer

Report No.

5.3

Report Title

Chief Officer's Report

Presented by:

Eibhlin McHugh

Executive Summary of Report

This report provided a summary of the key issues which had arisen over the past two months in health and social care, highlighting in particular service pressures as well as some recent service developments.

The report also provided an update on the progress made by the Council in addressing the new Direction issued by the Board at its meeting on 18th August 2016 requiring a review of the current design of care at home services and to develop proposals which address the current risks facing the service.

Summary of discussion

The Board, in considering the Chief Officer's Report, discussed the potential impacts arising from the service pressures and how these were being addressed.

Decision

The Board:

- **Noted the issues raised in the report.**

Report No.

5.4

Report Title

Risk Register

Presented by:

Chris Lawson

Executive Summary of Report

The purpose of this report was to invite comments on the risks and controls contained in the MIJB Risk Register and to seek formal approval of the Register. It also sought agreement that the Register be routinely monitored by the IJB Audit and Risk Committee.

The report explained that the development of the MIJB Risk Register followed on from the approval of initial proposals by the IJB on 20th August 2015 and built upon the consideration and approval of the formal Risk Management Policy at the IJB meeting on 11th February 2016. It also incorporated the high level risks identified at the Risk Management Workshop held on 14th January 2016, which had been further developed and considered initially by the IJB on 14th April 2016 and subsequently by the IJB Audit and Risk Committee on 9th June 2016.

Summary of discussion

The Board, having heard from the Risk Manager, discussed the Risk Register; a copy of which was appended to the report.

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Decision

The Board:

- **Approved the Risk Register;**
- **Agree to remit the responsibility for monitoring the Risk Register to the IJB Audit and Risk Committee;**
- **Agree to receive regular reports on the risks facing the IJB to support informed and effective decision making; and**
- **Confirmed that the risks presented in this report reflect the current risks/opportunities facing the IJB.**

Report No.	Report Title	Presented by:
5.5	MAPPA Annual Report 2015/2016	Alison White

Executive Summary of Report

The purpose of this report was to bring to the IJB's attention the MAPPA Annual Report for 2015 – 2016; the final report of the national MAPPA Joint Thematic Review which had been published in November 2015; and the Lothian and Borders response to the areas for development identified in the Joint Thematic Review report. Copies of which were appended to the report.

Summary of discussion

The Board, having heard from the Chief Social Work Officer discussed the excellent work undertaken by MAPPA in Midlothian.

Decision

The Board:

- **Noted the content of this report and background papers.**

Report No.	Report Title	Presented by:
5.6	East Lothian and Midlothian Public Protection Committee Biennial Report 2014/16	Alison White

Executive Summary of Report

The purpose of this report was to explain the requirement that the Convener of East Lothian and Midlothian Public Protection Committee submit a Biennial Report to Scottish Government on the exercise of the Committee's functions under Section 42 of the Adult Support and Protection (Scotland) Act 2007.

The Biennial Report, a copy of which was appended to the report, reflected the work undertaken by the East Lothian and Midlothian Public Protection Committee during the period 2014 to 2016 thereby informing the IJB of its progress during that period.

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Summary of discussion

Having heard from the Chief Social Work Officer, the Board discussed the excellent work undertaken by the East Lothian and Midlothian Public Protection Committee.

Decision

The Board:

- **Noted the contents of the report; and**
- **Noted the progress made by the East and Midlothian Public Protection Committee during 2014/16.**

Report No.	Report Title	Presented by:
5.7	Reserves Policy	David King

Executive Summary of Report

The purpose of this report was to provide the IJB for consideration and approval, a draft Reserves Policy, which laid out what reserves would be held and how these would be reported.

The report explained that because governance of the IJB was under the local authority regulations, the IJB was permitted to hold a reserve. Put simply a reserve was a mechanism to carry forward from one financial year to another a balance of unused funds. These funds may be specifically earmarked for a particular purpose(s) or just held as a general financial buffer against unforeseen in year events or as part of a longer term financial plan. As the IJB had not the current capacity to build up a reserve there would not be any reserves in the current financial year.

Summary of discussion

The Board, having heard from the Chief Finance Officer discussed the draft Reserves Policy; a copy of which was appended to the report.

Decision

The Board:

- **Noted the content of this report; and**
- **Approved and agreed to adopt the reserves strategy.**

Report No.	Report Title	Presented by:
5.8	Development of IJB Strategic Indicators	Eibhlin McHugh

Executive Summary of Report

The purpose of this report was to make the IJB aware of national and local developments that would change the performance information received by the IJB.

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The report advised that as a result of these developments a more detailed paper would be presented to the IJB meeting in March along with details of the new performance indicators and proposed improvement trajectories.

Summary of discussion

The Board, having heard from the Chief Officer, discussed the shift in the expectation on IJBs to improve system-performance.

Decision

The Board:

- **Noted the national and local developments that would change the performance information received by the IJB;**
- **Noted the plan to update the performance information that the IJB received to reflect the new directions and recent correspondence from Scottish Government; and**
- **Noted that a more detailed report would be presented to the IJB in March.**

Report No.	Report Title	Presented by:
5.9	Proposed Meeting Schedule and Workshop Dates 2017/18	Eibhlin McHugh

Executive Summary of Report

The purpose of this report was to set the dates for the Board meetings and Development Workshops for the Midlothian Integration Joint Board for 2017/18 as prescribed by Midlothian Integration Joint Board Standing Orders 5.2.

Summary of discussion

Having heard from the Chief Officer, the Board considered the proposed dates for 2017/18 it being noted that some fine tuning was required particularly with regards the Development Workshops dates for the latter part of 2017.

Decision

The Board agreed that subject to resolution of the above, to:

- **Approved the schedule of meetings of the Midlothian Integration Joint Board as outlined in the report;**
- **Approved the schedule of meetings of the Midlothian Integration Joint Board Audit and Risk Committee as outlined in the report;**
- **Approved the schedule of Development Workshops for the Midlothian Integration Joint Board as outlined in the report; and**
- **Noted the approach for service visits for the Midlothian Integration Joint Board.**

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6. Private Reports

No private business to be discussed at this meeting.

7. Any other business

No additional business had been notified to the Chair in advance

8. Date of next meeting

The next meeting of the Midlothian Integration Joint Board would be held on:

- Thursday 16th March 2017 * 2pm **Special Midlothian Integration Joint Board**
- Thursday 20th April 2017 2pm **Midlothian Integration Joint Board**
- Thursday 25th May 2017 2pm Development Session

* Please note carefully that this date will now be a formal Board meeting.

The meeting terminated at 3.28 pm.

Appendix

(relative to paragraph 5.9)

Midlothian Integration Joint Board Meeting Schedule and Development Workshops Dates 2017-18

MIJB Meetings

- Thursday 16th March 2017, 2pm - Special
- Thursday 20th April 2017, 2pm
- Thursday 15th June 2017, 2pm
- Thursday 24th August 2017, 2 pm
- Thursday 5th October 2017, 2pm
- Thursday 7th December 2017, 2pm
- Thursday 11th January 2018, 2pm
- Thursday 1st March 2018, 2pm
- Thursday 3rd May 2018, 2pm

Development Workshops

- *Thursday 25th May 2017, 2pm
- *Thursday 14th September 2017, 2pm
- *Thursday 16th November 2017, 2pm
- Thursday 8th February 2018, 2pm
- Thursday 5th April 2018, 2pm
- Thursday 7th June 2018, 2pm

* Please note that the three dates marked with an asterisk have been adjusted as agreed by the Board meeting (paragraph 5.9 refers).

Service Visits

Further service visits will be scheduled as required or at the request of members of the Midlothian Integration Joint Board.

MIJB Audit and Risk Committee Meetings

- Thursday 9th March 2017, 2pm
- Thursday 8th June 2017, 2pm
- Thursday 7th September 2017, 2pm
- Thursday 14th December 2017, 2pm
- Thursday 22nd March 2018, 2pm