



Midlothian Integration Joint Board

| Date | Time | Venue |
|------------------------|------|--------------------------------------------------------------------------|
| Thursday 14 April 2016 | 2pm | Council Chambers, Midlothian House, Buccleuch Street, Dalkeith EH22 1DN. |

Present (voting members):

| | |
|------------------------------------------------------|-----------------------------|
| Cllr Catherine Johnstone (Chair) | Peter Johnston (Vice Chair) |
| Cllr Derek Milligan | Alex Joyce |
| Cllr Bryan Pottinger | Alison McCallum |
| Cllr Joe Wallace (substitute for Cllr Bob Constable) | John Oates |

Present (non voting members):

| | |
|------------------------------------------|------------------------------------------|
| Eibhlin McHugh (Chief Officer) | Alison White (Chief Social Work Officer) |
| Dave Caesar (Medical Practitioner) | Caroline Myles (Chief Nurse) |
| Patsy Eccles (Staff side representative) | David King (Chief Finance Officer) |
| Margaret Kane (User/Carer) | Jean Foster (User/Carer) |
| Ruth McCabe (Third Sector) | |

In attendance:

| | |
|------------------------------------------------------|-------------------------------------|
| Dr Sian Tucker (Clinical Director, LUCS) | Liz Ribchester (Audit Scotland) |
| Kenneth Lawrie (Chief Executive, Midlothian Council) | Allister Short (Head of Healthcare) |
| Tom Welsh (Integration Manager) | Mike Broadway (Clerk) |

Apologies:

| | |
|--------------------|------------------------------------|
| Cllr Bob Constable | Hamish Reid (GP/Clinical Director) |
| | |

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1. Welcome and introductions

- 1.1 The Chair, Catherine Johnstone, welcomed everyone to the Meeting of the Midlothian Integration Joint Board, in particular Councillor Joe Wallace, who was substituting for Councillor Bob Constable, Dr Sian Tucker, Clinical Director, Lothian Unscheduled Care Service and Liz Ribchester, Audit Scotland.
- 1.2 The order of business was as set out in the agenda papers.

2. Declarations of interest

No declarations of interest were received.

3. Presentation

Following discussion of Sir Lewis Ritchie's report, "Pulling Together: Transforming Urgent Care for the People of Scotland" at the 11 February 2016 Midlothian IJB meeting (paragraph 4.3 refers), Dr Sian Tucker, Clinical Director, Lothian Unscheduled Care Service provided a briefing on the work of the pan-Lothian short-life Working Group tasked with developing proposals to implement the proposals contained in the report.

4. Minutes of Previous Meetings

- 4.1 The following Minutes of Meetings of the Midlothian Integration Joint Board were submitted and approved as correct records:
- Thursday 11 February 2016; and
 - Thursday 17 March 2016
- 4.2 Arising from the Minutes of 11 February 2016, the Board noted that it was hoped to be in a position to provide a baseline report on performance in relation to national outcomes (paragraph 4.4 refers) to the next MIJB meeting; it having taken slightly longer than anticipated to draw all the relevant information together. Also with regards the appointment of the Independent Member to the Audit and Risk Committee (paragraph 4.7 refers), it was agreed to approve the recommendation of the Committee and appoint Jane Cuthbert as the Independent Member.

5. Reports

| Report No. | Report Title | Presented by: |
|------------|-----------------------------------------------------------------------|----------------|
| 5.1 | Code of Conduct for Members of the Midlothian Integration Joint Board | Eibhlin McHugh |

Executive Summary of Report

The purpose of this report was to advise the Board of the outcome of the work that had been undertaken in relation to the development of a Code of Conduct for the Midlothian Integration Joint Board.

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The report confirmed that the Scottish Government had prepared a template code in conjunction with the Commissioner for Ethical Standards and the Standards Commission that could be adopted by all IJBs and had written to all IJB Chairs and Chief Officers advising that their expectation was that the Code would be implemented in full across all IJBs.

The template Code of Conduct had been updated to reflect reference to Midlothian Integration Joint Board and was attached in draft format as an appendix to the report along with a copy of the letter from the Scottish Government.

Summary of discussion

Having heard from Chief Officer, who explained that once approved by the Board, the draft Code of Conduct would require to be submitted to the Scottish Government for approval, the Board discussed possible potential conflicts of interests for some IJB members whose professional roles/duties out with their direct involvement in the IJB placed specific legislative requirements on them, which may place them in conflict with the provisions contained in the Code of Conduct.

Decision

The Board:

- **Noted the correspondence from the Scottish Government in relation to the Code of Conduct for Midlothian Integration Joint Board Members;**
- **Approved, subject to seeking and trying to provide guidance on the issue of possible potential conflicts of interests, the draft Code of Conduct for Midlothian Integration Joint Board for submission to the Scottish Government for approval; and**
- **Noted that once the Midlothian Integration Joint Board's Code of Conduct is approved by the Scottish Government it must be published as well as a Register of Members' Interests.**

| Report No. | Report Title | Presented by: |
|------------|---------------|---------------|
| 5.2 | Risk Register | Tom Welsh |

Executive Summary of Report

This report introduced a draft Risk Register for the Midlothian Integration Joint Board to consider and a proposed set of risks to form the basis of the Midlothian Integration Joint Board's Risk Register.

The report explained that the work in developing the draft risk register built on the proposals approved at the Midlothian Integration Joint Board meeting held on 20 August 2015 (paragraph 4.6 refers); incorporated the high level strategic risks identified at the Midlothian Integration Joint Board Workshop on 14 January 2016; and also the approval of the Risk Management Policy on 11 February 2016 (paragraph 4.5 refers).

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Summary of discussion

The Board, having heard from the Integration Manager, discussed the draft Risk Register. It was suggested that it would be useful to add a key explaining the notation used in the Register as it was not very clear what the symbols or numbering represented. It was also felt that a possible briefing for Board Members on the CNORRIS Scheme would be beneficial.

Decision

The Board:

- **Approved the draft Risk Register in principle;**
- **Noted that the register would be considered and finalised by the Audit and Risk Committee on 9th June 2016; and**
- **Agreed to receive regular reports on the risks facing the Midlothian Integration Joint Board to support informed and effective decision making.**

| Report No. | Report Title | Presented by: |
|------------|--------------|---------------|
| 5.3 | Directions | Tom Welsh |

Executive Summary of Report

This report explained the development of Directions which had been issued to Midlothian Council and NHS Lothian. The Directions required to be considered in conjunction with the Midlothian Strategic Plan 2016-19, which outlined the direction of travel for the development of health and care services in Midlothian. The Directions were intended to provide greater clarity about the key changes which required to be made during 2016-17 in the delivery of health and care services in Midlothian. A copy of the detailed Directions were appended to the report.

Summary of discussion

Having heard from the Integration Manager, the Board discussed the Directions, welcoming in particular the partnership approach that had been adopted. Consideration was also given to the future role of the Audit and Risk Committee in monitoring the risks associated with the Directions and also the involvement of the third sector in their delivery; in this regard it was acknowledged that whilst headway was being made further work was still required.

Decision

The Board:

- **Noted the Directions as outlined in the Appendix to the report; and**
- **Agreed to receive regular reports on how NHS Lothian and Midlothian Council were putting these Directions into practice.**

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| Report No. | Report Title | Presented by: |
|------------|-----------------------------------------------|---------------|
| 5.4 | Financial Strategy Outline 2017/18 and Beyond | David King |

Executive Summary of Report

The report explained that the Midlothian Integration Joint Board, having agreed its Strategic Plan which also contains its Financial Plan, was facing significant financial pressures and required a financial strategy – which would be used to develop its future financial plans – to manage these pressures. Such a financial strategy would support the achievement of the Strategic Plan by ensuring that the financial resources required to deliver the aims of the Strategic Plan were available. The report also considered the broad options available to the Midlothian Integration Joint Board and laid out the principles which the management team were developing.

Summary of discussion

The Board, in considered the available options and the principles which the management team were developing, heard from the Chief Finance Officer who emphasised the importance of this work in underpinning the MIJB's financial strategy for the next three years. The use of workshop to assist the MIJB in developing its priorities going forward was warmly welcomed and consideration was also given to the process of delegation and to the importance of a clear commitment being given to addressing issue of health inequalities.

Decision

The Board:

- **Noted the contents of the report.**
- **Noted the options being considered and endorsed the approach being developed by the Management Team.**

| Report No. | Report Title | Presented by: |
|------------|----------------------------------------|----------------|
| 5.5 | Pressures in Primary Care - Midlothian | Allister Short |

Executive Summary of Report

This report sets out the current pressures and challenges within primary care in Midlothian, specifically in relation to General Practice and detailed the developments that had been implemented to date as well as outlining future plans.

The report also highlighted the emerging direction of travel as set out by Scottish Government in relation to the new GP contract and detailed a funding proposal submitted to Scottish Government through the Primary Care Transformation Fund; a copy of the outline proposal was appended to the report.

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Summary of discussion

Having heard from the Head of Health Care, the Board discussed the current position and the actions being taken or in place to address the pressures in primary care. It was acknowledged that this was another area where the MIJB could not necessarily deal with all the issues in isolation and there were important tie ins to the planning system, for example, to ensure that when new developments were being planned adequate provision was included to ensure health care needs were met, whether that was through the direct provision of new health care facilities or by some other means.

Decision

The Board:

- **Noted the current position and pressures in Midlothian in relation to General Practice;**
- **Noted and endorsed the actions that have been implemented to address these pressures; and**
- **Agreed to receive a future report setting out further proposals in response to the new GP contract and the Transitional Quality Arrangements for general practice.**

| Report No. | Report Title | Presented by: |
|------------|------------------------|----------------|
| 5.6 | Chief Officer's Report | 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 the progress being made on service integration and ongoing service developments.

Following discussion at a recent NHS Healthcare Governance workshop and in recognition of the need to strengthen reporting to the IJBs, the report also detailed proposals to develop the role of the Quality Improvement Team to include it taking on responsibility for direct reporting to the IJB on issues related to both clinical and care governance in the delivery of health and social care services in Midlothian.

Summary of discussion

The Board, in considering the Chief Officer's Report, discussed the potential impacts arising from the introduction of the living wage; the provision of training for staff as part of the transformational activities and the series of reports being produced by Audit Scotland on Health and Social Care integration; it being suggested that this might be a valuable future workshop/briefing session topic.

Decision

The Board:

- **Noted the issues raised in the report.**
- **Agreed to the proposed review of the remit of the Quality Improvement Team and for the Integrated Joint Board to receive regular reports on Clinical and Care Governance from the Quality Improvement Team.**

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| Report No. | Report Title | Presented by: |
|------------|---------------------|----------------|
| 5.7 | Health Inequalities | Eibhlin McHugh |

Executive Summary of Report

This report restated the commitment of the Midlothian Integration Joint Board to addressing health inequalities and provided examples of current and planned work that sought to address and contribute to that work. The report also highlighted that the MIJB could not deal with health inequalities in isolation and that it would require all strands of the Community Planning Partnership to demonstrate a commitment to this priority; a view which had been endorsed by the Community Planning Board at its December 2015 meeting.

Summary of discussion

In discussing the importance of tackling issues of health inequalities, the Board, having heard from the Chief Officer, acknowledged that although challenging there was a real opportunity to identify and address some of the underlying causes leading to health inequalities in Midlothian.

Decision

The Board:

- **Noted the report.**

| Report No. | Report Title | Presented by: |
|------------|---------------------------------------------|----------------|
| 5.8 | Meeting Schedule and Workshop Dates 2016/17 | Eibhlin McHugh |

Executive Summary of Report

The purpose of this report was to set the dates for the meetings and development workshops for the Midlothian Integration Joint Board for 2016/17.

Summary of discussion

Having heard from Chief Officer, the Board considered the arrangements for the Service Visits, it being felt that there may be merit in re-visiting some of the Services for the benefit of the new Board members.

Decision

The Board:

- **Approved the schedule of meetings of the Midlothian Integration Joint Board as set out in the Appendix hereto;**
- **Approved the schedule of development workshops for the Midlothian Integration Joint Board as set out in the Appendix hereto; and**
- **Noted the approach for service visits for Midlothian Integration Joint Board.**

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6. Any other business

No additional business had been notified to the Chair in advance

7. Date of next meeting

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

- Thursday 19th May 2016 2pm Development Workshop on Health and Wellbeing Services
- Thursday 16th June 2016 2pm **Midlothian Integration Joint Board**

The meeting terminated at 4.20 pm.

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Appendix

(relative to paragraph 5.8)

Midlothian Integration Joint Board Meeting Schedule and Development Workshops Dates 2016-17

Meetings

- Thursday 16th June 2016, 2pm
- Thursday 18th August 2016, 2pm
- Thursday 27th October 2016, 2pm
- Thursday 1st December 2016, 2pm
- Thursday 9th February 2017, 2pm
- Thursday 20th April 2017, 2pm
- Thursday 15th June 2017, 2pm

Development Workshops

- Thursday 19th May 2016, 2pm - Health and Wellbeing Services
- Thursday 15th September 2016, 2pm - Primary Care Strategy
- Thursday 17th November 2016, 2pm - Liberton/Midlothian Community Hospital Developments
- Thursday 12th January 2017, 2pm - Dementia Services
- Thursday 16th March 2017, 2pm - Workforce Planning
- Thursday 25th May 2017, 2pm - Frail Elderly (integrated working, anticipatory care planning)

Service Visits

- Thursday 19th May 2016, 11am - Tour of Midlothian (details to be confirmed)

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