

Midlothian Integration Joint Board

Midlothian Integration Joint Board
Thursday 25 August 2022
Item No: 4.1



Meeting	Date	Time	Venue
Midlothian Integration Joint Board	Thursday 16 June 2022	1.00pm	Virtual Meeting held using Microsoft Teams.

Present (voting members):

Carolyn Hirst (Chair)	Cllr Colin Cassidy (Vice Chair)	Tricia Donald
Jock Encombe	Cllr Derek Milligan	Cllr Kelly Parry
Val de Souza (Substitute for Angus McCann)	Cllr Pauline Winchester	

Present (non-voting members):

Morag Barrow (Chief Officer)	Hannah Cairns (Allied Health Professional)	Keith Chapman (User/Carer)
Wanda Fairgrieve (Staff side representative)	Claire Flanagan (Chief Finance Officer)	Miriam Leighton (Volunteer Midlothian)
Fiona Stratton (Chief Nurse)		

In attendance:

Nadin Akta (NHS Lothian Board Member)	Nick Clater (Head of Adult Services)	Grace Cowan (Head of Primary Care and Older Peoples Services)
Annette Lang	Cllr Willie McEwan	Cllr Stuart McKenzie
Jim Sherval (Public Health Practitioner)	Johanne Simpson (Medical Practitioner)	Jill Stacey (Chief Internal Auditor)
Elouise Johnstone (Programme Manager)	Roxanne Watson (Executive Business Manager)	Tom Welsh (Integration Manager)
Andrew Henderson (Clerk)		

Apologies:

Angus McCann	Grace Chalmers (Staff side representative)	Joan Tranent (Chief Officer Children's Services, Partnerships and Communities)
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1. Welcome and Introductions

The Chair, Carolyn Hirst, in welcoming everyone to the virtual Meeting of the Midlothian Integration Joint Board, extended an additional welcome to new and returning Councillors who had been appointed to the Board. Carolyn Hirst further highlighted that this was the final board meeting of Tricia Donald and extended thanks on behalf of the board for her service and contributions. Tricia Donald then took the opportunity to thank her fellow Board members for their support.

2. Order of Business

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

3. Declarations of interest

Keith Chapman outlined that for the sake of transparency he was a trustee for Alzheimer's Scotland.

4. Minute of Previous Meetings

4.1 Minutes of the MIJB held on 14 April 2022

The minutes of the meeting of the MIJB of the 22 of March were approved as correct record subject to the addition to item 5.8, in which it was highlighted that a discussion had taken place in relation to the visibility of performance areas and that Morag Barrow had agreed to look into this. Morag Barrow highlighted that the re-establishing of the integrated care forum had been considered and acknowledged the need to find a solution and agreed to keep board members updated.

Matters arising:

Item 5.1, Carolyn Hirst updated that a paper was being formulated on community pharmacies which would be circulated in due course.

Item 5.5, Carolyn Hirst advised that the draft revised IJB Board Member Code of Conduct had been submitted to the Scottish Government and the board's proposed amendment looked likely to be accepted, although it had not yet received formal approval.

Item 5.10, Carolyn Hirst advised that the consultation period was now complete and that the Scheme of Integration would be submitted for approval to the NHS Lothian board on the 22nd of June and Midlothian Council on the 27th of June.

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4.2 Minutes of the Strategic Planning Group held on 16 March 2022

The minutes of the meeting of the Strategic Planning Group were noted.

5. Public Reports

Report Title/Summary	Decision	Action Owner	Date to be Completed/Comments
<p>5.1 Chief Officer Report – Morag Barrow, Chief Officer</p> <p>Morag Barrow provided an overview of the Chief Officer report making reference to the key strategic updates for the MIJB. Grace Cowan also took the opportunity highlight the figures in relation to discharge delays, recruitment issues, and opened to questions from board members.</p> <p>In relation to the increase in fuel allowance for NHS staff and the possibility for this to be extended to Midlothian Council staff, Morag Barrow confirmed that NHS staff are covered as part of a national agreement and that fuel allowances for council employees would be discussed at the next meeting of Midlothian Council.</p> <p>. Reference was also made to the value of the 3rd sector reference group and Morag Barrow welcomed the opportunity for the strategic planning group to have a discussion with 3rd sector representatives.</p> <p>Morag Barrow advised that to help support staff a</p>	Noted the Chief Officers Report	All members	

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<p>wellbeing lead had been recruited for the HSCP, that a new wellbeing assessment tool was being set up and that wellbeing hubs were being established at main sites.</p> <p>Nick Clater also confirmed the intention to establish Naloxone training for staff, and subsequent availability of kits across a wider area.</p>			
<p>5.2 Chair's Update</p> <p>Carolyn Hirst advised that the Board Member self-evaluation survey had now been analysed and that the outcome would be discussed at a future Development session.</p> <p>Carolyn Hirst also advised that work was taking place on possible future venues for IJB Board meetings and on the feasibility of holding meetings which could be both in person and remote access.</p>	Noted the Chairs update		

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<p>5.3 Council Membership of Integration Joint Board Paper prepared by Mike Broadway, Democratic Services and presented by Carolyn Hirst, Chair</p> <p>Carolyn Hirst provided a brief overview of the report and welcomed Councillor Cassidy in to the board in his role a Vice Chair and outlined that per the MIJB scheme of integration, two Councillors would be required to partake in the MIJB's Audit and Risk Committee. After a brief discussion it was agreed that per the previous term, the two administration members would be nominated to sit on the Audit and Risk committee.</p>	<p>a) Members endorsed the Council nominations for voting members of the Midlothian Integration Joint Board including the position of Vice-Chair until August 2023.</p> <p>b) Members nominated Councillors Cassidy and Parry to fill the two vacant positions within the Audit and Risk Committee and appointed Councillor Cassidy as Chair of the Committee.</p>	<p>All members</p> <p>All members</p>	
<p>5.4 Approval of MIJB Annual Report on Directions 2021-2022 Paper presented by Elouise Johnstone, Programme Manager for Performance</p> <p>Carolyn Hirst took the opportunity to thank Gill Main, for the significant amount of work that had gone into the report. Elouise Johnstone then provided an overview of the report, outlined the recommendations and responded to board members questions.</p> <p>Regarding Workforce planning, Elouise Johnstone confirmed that due to the report structure that this had been taken into account throughout the report. Morag Barrow further highlighted that this was a retrospective report and that as workforce is one of the spotlight</p>	<p>a) Members reviewed and noted the full year report on Directions 2021-22</p> <p>b) Members agreed that bi annual updates be continued with more frequent updates from the finance, performance group and the IJB scrutiny group and that any urgent business be brought to the board's attention.</p>	<p>All members</p> <p>Chief Officer</p>	

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<p>programs and that more detailed reporting would be done in future.</p> <p>In relation to substance misuse, Elouise Johnstone highlighted that a move had been undertaking to a new platform with different measures to minimise the duplication of work and that there would be further information at the next reporting period.</p> <p>With regard to the use of language used for reporting, Elouise Johnstone acknowledged that ‘avoidance’ could be difficult to clarify and that some cases required a proxy or a ‘best guess’ and that the alternative pathways would need to be explored and expanded where useful.</p> <p>In relation to future reporting, Morag Barrow suggested that continuing with the bi annual with updates on finance, performance group and the IJB scrutiny group coming through more frequently Carolyn Hirst acknowledged that anything exceptional would also be brought to the board’s attention out with the typical reporting attention should it occur.</p>			
<p>5.5 Approval of MIJB Directions 2022-2023 Paper presented by Tom Welsh, Programme Manager</p> <p>Tom Welsh provided an overview of the MIJB Directions 2022-2023 and outlined the IJB’s key objectives and the report recommendations.</p>	<p>a) Approved the proposal to issue the attached Directions to Midlothian Council and NHS Lothian.</p> <p>b) Approved the proposal that the HSCP maintains a comprehensive log of Directions to ensure a more systematic and more vigilant review process.</p>	<p>Programme Manager</p> <p>All members</p>	

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<p>In response to comments in regarding the lack of mention of dementia, Morag Barrow agreed to look at the wording going forwards.</p> <p>Morag Barrow clarified that the directions were a result of consultations that had taken place in throughout the previous year and confirmed that anything that required urgent attention would be brought to the board. Morag Barrow further outlined that any of the directions could be amended by the board going forward.</p> <p>Going forward, Morag Barrow confirmed that progress on the directions would be brought to the Board routinely twice a year. Operational oversight is thought the HSCP Finance and Performance group, with overarching performance reviewed by the IJB Strategic Planning Group (SPG). Any deviation from planned trajectory would be highlighted to Board via SPG.</p>	<p>c) Approved the proposal to issue new Directions to make full use of financial reserves.</p> <p>d) Agreed to a review and refresh of the MIJB Directions Policy</p>	<p>Chief Finance Officer</p> <p>Programme Manager</p>	
<p>5.6 Financial Allocation for 2022-2023 Paper presented by Claire Flanagan, Chief Finance Officer</p> <p>Claire Flanagan provided an overview of the report making reference to the IJB reserve position and underspends from the 21/22 financial year, further outlined the 22/23 financial position and provided an initial look at the 23/24 financial position. Claire Flanagan then opened to questions from board members.</p>	<p>a) Noted the final 21/22 out-turn position for the IJB.</p> <p>b) Noted the impact of that position on the IJB's reserves.</p> <p>c) Noted the review of the 22/23 financial position.</p>	<p>All members</p> <p>All members</p> <p>All members</p> <p>All members</p>	

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<p>Claire Flanagan acknowledged that COVID reserves were higher than anticipated as a result of non-recurrent funding and also highlighted some of the difficulties with earmarked reserves including recruitment challenges and inflation impacts. Claire Flanagan also highlighted the requirement to maintain a 2% contingency reserve.</p> <p>A brief discussion followed in relation to the level of reserves. It was suggested that if there was spare capacity that the funding could be used to support the local population and the IJBs strategic plan as long as it was one off expenditure and it was acknowledged that senior officers would need to guide where the money was spent. The board then approved for the use of the financial reserves in line with the IJB directions.</p>	<p>d) Noted the initial look at the 23/24 financial position.</p> <p>e) Approved for the use of the financial reserves in line with the IJB directions.</p>	Chief Finance Officer	
<p>5.7 Approval of 2022-23 IJB Performance Indicators Paper presented by Elouise Johnstone, Programme Manager for Performance</p> <p>Elouise Johnstone provided an overview of the report and outlined the IJB Improvement goals for 2022/23. Elouise Johnstone then offered to respond to points of clarity outwith the meeting. Morag Barrow highlighted that the report rationale was not due to a lack of ambition but was due to this being an unknown area. Board members then approved the IJB improvement goals for 2022/23.</p>	<p>a) Noted the performance against the IJB Improvement Goals for 2021/22.</p> <p>b) Noted the recommendation from the Performance Assurance & Governance Group regarding the proposed Improvement Goals for 2022/23.</p> <p>c) Approved the IJB Improvement Goals for 2022/23.</p>	<p>All members</p> <p>All members</p> <p>Programme Manager for Performance</p>	

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5.8 Clinical Care and Governance Report Paper presented by Fiona Stratton, Chief Nurse Fiona Stratton provided an overview of the report outlining the main concerns. In addition Fiona Stratton outlined that the Clinical Care and Governance Group provides the opportunity to allow members for share stories and experiences as referenced in the report. Carolyn Hirst commended the approach of the report and highlighted that the Chief Social Worker would also submit an annual report.	Board members noted and approved the content of this report.	All members	

6. Any other business

Carolyn Hirst thanked members for attending the meeting and offered further thanks to Tricia Donald for her work with the MIJB.

7. Private Reports

No private reports were submitted for consideration.

8. Date of next meeting

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

- Thursday 29 June 2022 2.00pm MIJB Audit and Risk Committee
- Thursday 25 August 2022 2.00pm MIJB Board

(Action: All Members to Note)

The meeting terminated at 15:12