

Minute Volume



Presented to the Meeting
of **Midlothian Council**
on **Tuesday, 26 June 2018**

Midlothian Council

Midlothian Council 8 May 2018

5 - 16

Cabinet

Cabinet 10 April 2018

17 - 24

Planning

No Minutes submitted for consideration.

General Purposes

No Minutes submitted for consideration.

Appeals

No Minutes submitted for consideration.

Local Review Body

No Minutes submitted for consideration.

Performance Review and Scrutiny

Performance, Review and Scrutiny Committee 24 April 2018

25 - 28

Audit

No Minutes submitted for consideration.

Standards

No Minutes submitted for consideration.

Petitions

No Minutes submitted for consideration.

Police, Fire and Rescue

Police, Fire and Rescue Board 19 February 2018

29 - 32

Additional Minutes

Appointments Committee 29 May 2018

Appointments Committee 14 June 2018

Education Appointment Committee 30 May 2018

Education Appointment Committee 15 June 2018

Education Appointment Committee 15 June 2018

Education Appointment Committee 15 June 2018

For Information – Approved Minutes of Outside Organisations to which Council appoints representatives

Midlothian Integration Joint Board

Midlothian Integration Joint Board 29 March 2018

33 - 42

Minute of Meeting



Midlothian Council

Date	Time	Venue
8 May 2018	11.00 am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor/Provost Smaill (Chair from Item 8.2)	Depute Provost Russell (Chair to Item No. 8.1)
Councillor Milligan – Council Leader	Councillor Muirhead – Depute Council Leader
Councillor Alexander	Councillor Baird
Councillor Cassidy	Councillor Curran
Councillor Hackett	Councillor Hardie
Councillor Imrie	Councillor Johnstone
Councillor Lay-Douglas	Councillor McCall
Councillor Munro	Councillor Wallace
Councillor Winchester	

Religious Representatives (Non-voting observers for Education items only):

Mr V. Bourne	
--------------	--

In attendance:

Kenneth Lawrie, Chief Executive	John Blair, Director, Resources
Mary Smith, Director, Education, Communities and Economy	Allister Short, Joint Director, Health and Social Care
Gary Fairley, Head of Finance and Integrated Service Support	Garry Sheret, Head of Property and Facilities Management
Grace Vickers, Head of Education	Alan Turpie, Legal Services Manager and Monitoring Officer
William Venters, Principal Solicitor and Depute Monitoring Officer	Verona MacDonald, Democratic Services Team Leader
Mike Broadway, Democratic Services Officer	

1. Apologies

An apology for absence was intimated by Councillor Johnstone on behalf of Councillor Parry.

2. Order of Business

The order of business was confirmed by the Clerk as that which was outlined in the agenda circulated. The Clerk drew attention to the requirement for Standing Orders to be suspended prior to consideration of the reports numbered 8.11 and 8.13 on the agenda.

3. Declarations of interest

No declarations of interest were made.

4. Deputations

No deputations had been received.

5. Minutes of Previous Meetings

5.1 The Minute of the meeting of Midlothian Council which took place on 27 March 2018 was submitted for approval. The Council unanimously approved the Minute as a correct record.

5.2 The following Minutes previously circulated to Members, were noted:

Meeting	Date of Meeting
Cabinet	27 February 2018
Planning Committee	20 February 2018
General Purposes	9 January 2018
Local Review Body	27 February 2018
Performance, Review and Scrutiny	13 March 2018
Audit Committee	13 March 2018
Midlothian Integration Joint Board	11 January 2018

6. Questions to the Leader of the Council

No questions were received for consideration and response by the Council Leader.

7. Notices of Motions

It was noted that no Motions had been received.

8. Reports

Report No.	Report Title	Presented by:
8.1	Appointment of Provost – Report by Director, Resources	John Blair
Outline of report and summary of discussion		
<p>The Council heard from the Director, Resources, who presented a report which invited Council to fill a vacancy in the role of Provost. The Depute Provost then invited nominations to the position.</p> <p>Councillor Winchester, seconded by Councillor Lay-Douglas, nominated Councillor Smaill. Councillor Johnstone, seconded by Councillor Baird, nominated Councillor Wallace. There being no other nominations, a vote was then taken by way of a show of hands. 7 votes were cast for Councillor Smaill and 5 for Councillor Wallace.</p>		
Decision		
<p>Councillor Smaill was elected Provost of Midlothian. The Chief Executive presented him with the chain of office. Councillor Smaill thanked everyone and stated it was a great honour to be elected to the historic position of Provost of Midlothian. He paid tribute to the former Provost the late Councillor Adam Montgomery, remarking that although from very different political backgrounds, he had learned a great deal from the former Provost, and would endeavour to continue to stimulate debate both within and outwith the Chambers as Adam would have done.</p>		
Action		
Chief Executive and Directors		

Report No.	Report Title	Presented by:
8.2	Committee and Related appointments – Report by Director, Resources	John Blair
Outline of report and summary of discussion		
<p>The Director, Resources spoke to the terms of the report which invited the Council to fill the current Committee vacancies and related appointments to outside organisations.</p> <p>The Provost called for nominations to the vacant positions.</p> <p>Councillor Hackett, seconded by Councillor Imrie, moved the following “block” nominations:- Local Review Body – Councillor Curran Appeals Committee – Councillor Milligan All other vacancies which were previously held by the Provost – Provost Smaill</p> <p>Thereafter, as an amendment, Councillor Johnstone, seconded by Councillor Baird, moved that the vacancy in the Appeals Committee be filled by Councillor Alexander.</p> <p>No other nominations were made.</p>		

On a vote being taken by a show of hands, 11 votes were cast for the Motion by Councillor Hackett and 6 votes were cast for the amendment by Councillor Johnstone.

Decision

The following appointments were made to Committees and Outside Organisations:-

(a) Committees –

Local Review Body – Councillor Curran;

Appeals Committee – Councillor Milligan;

(b) Outside Organisations –

Councillor Smaill as Provost appointed to –

Edinburgh and Lothian Area Tourism Partnership;

Edinburgh, Leith and District Battalion of the Boys' Brigade;

Lothian Mineworkers Convalescent Home Trust;

Lowland Reserve Forces and Cadets Association;

Midlothian Access Forum Core Group;

Midlothian Voluntary Action;

Scout Association (Midlothian area);

Midlothian Council Veterans' Champion;

Scottish Provosts' Association

Action

Director, Resources

Report No.	Report Title	Presented by:
8.3	Post of Chief Executive – Report by Director, Resources	John Blair
Outline of report and summary of discussion		
<p>The Director, Resources spoke to the terms of a report which advised of the formal resignation of Mr Kenneth Lawrie, as Chief Executive of Midlothian Council; sought governance on the steps to be taken to fill the resultant vacancy; and set out proposals for the recruitment process.</p> <p>Councillor Imrie, having congratulated Mr Lawrie on his appointment to Falkirk Council, moved suspension of Standing Orders to allow the Council to consider and if considered appropriate change the membership of the Appointment Panel to one which was more representative of the current political make up of the Council. The Motion was seconded by Councillor Johnstone. On a vote being taken by a show of hands it was unanimously agreed to suspend Standing Orders.</p>		

Councillor Imrie, seconded by Councillor Curran, then moved that instead of the Cabinet being the Appointments Committee that an Appointments Committee to consist of the Leader and Depute Leader of each of the 3 political parties represented on the Council be formed for the purposes of appointing a new Chief Executive and otherwise the recommendations contained within the report be adopted. On a vote being taken by a show of hands, 16 votes were cast for the Motion and one against.

Decision

The Council agreed that:-

- (a) an Appointments Panel to consist of the Leader and Depute Leader of each of the 3 political parties represented on the Council be formed for the purposes of appointing a new Chief Executive;
- (b) the recruitment process as outlined in the report by the Director, Resources be adopted.

Action

Chief Executive; Director, Resources

Report No.	Report Title	Presented by:
8.4	Governance Framework for Midlothian Community Planning Partnership – Report by Chief Executive	Chief Executive
Outline of report and summary of discussion		
<p>The Chief Executive spoke to the terms of the report which invited Council to approve the proposed new governance arrangements for the Community Planning Partnership Board following the passage of the Community Empowerment (Scotland) Act 2015. He noted that the recommendations set out in the report had been approved by the Board, subject to the agreement of the partners own governance structures.</p> <p>He further advised that following a report to Council in August 2017 on the draft governance arrangements it had been agreed that 3 Elected Members, namely the Leader or Depute Leader and a representative of each of the other political groups would sit on the Board. It was further proposed that the Council nominate an Elected Member to join each of the thematic partnership groups, namely, the Getting it right for every Midlothian Child Board; the Improving Opportunities Midlothian partnership and; the Sustainable Growth Midlothian partnership. He invited nominations to the 3 thematic groups.</p> <p>Thereafter, Councillor Hackett moved that Councillor Muirhead be nominated to the Getting it right for every Midlothian Child Board; Councillor Baird be nominated to the Improving Opportunities Midlothian partnership and Councillor Imrie be nominated to the Sustainable Growth Midlothian partnership. Councillor Baird declined the nomination and Councillor Hackett subsequently withdrew the nomination. Councillor Johnstone then nominated Councillor Cassidy and Councillor Hackett confirmed he was happy to amend his motion to include Councillor Cassidy in place of Councillor Baird. Councillor Wallace seconded Councillor Hackett's amended motion.</p>		

Councillor Winchester, as an amendment, seconded by Councillor Hardie, nominated Councillor Munro to the Improving Opportunities Midlothian partnership whilst supporting the other 2 nominations.

On a vote being taken by a show of hands, 4 votes were cast for the amendment and 11 for the motion which therefore became the decision.

Decision

The Council:-

- (a) agreed to the governance arrangements as set out in the paper attached to the report;
- (b) agreed the representation at the Community Planning Partnership Board, namely the Leader or Depute Leader together with a representative from each of the other 2 political groups and;
- (c) nominated (i) Councillor Muirhead to the Getting it Right for Every Midlothian Child Board; (ii) Councillor Cassidy to the Improving Opportunities Midlothian partnership and; (iii) Councillor Imrie to the Sustainable Growth Midlothian partnership.

Action

Chief Executive

Report No.	Report Title	Presented by:
8.5	Single Midlothian Plan 2018-19 – Report by Chief Executive	Chief Executive
Outline of report and summary of discussion		
The Chief Executive spoke to the terms of the report which sought formal endorsement of the plan attached to the report, outcome and indicators and their adoption as the strategic plan for Midlothian Council under which the Service Plans for Council services would operate. He noted that a report in respect of the Service Plans was a separate item later on the agenda.		
Decision		
The Council:- <ul style="list-style-type: none"> (a) noted the legal requirements of the Community Empowerment Act as set out in Appendix 1 to the report and; (b) approved and endorsed the Single Midlothian Plan 2018-19 (Appendix 2 to the report) as the strategic document for Council service planning. 		
Action		
Chief Executive; Directors; Heads of Service		

Report No.	Report Title	Presented by:
8.6	Service Plans 2018-19 – Report by Chief Executive	Chief Executive

Outline of report and summary of discussion	
<p>The Chief Executive spoke to the terms of the report and reminded Members that the matter had been carried forward from the meeting on 27 March 2018 to allow Members additional time to consider the Plans.</p> <p>He noted that the Council has a statutory duty introduced by the Local Government (Scotland) Act 2003 to make arrangements to secure best value. The legislation states that the Council is obliged to (i) work with its partners to identify a clear set of priorities that respond to the needs of the local community and be organised to deliver those priorities; (ii) meet and clearly demonstrate that it is meeting the community's needs and (iii) operate in a way that drives continuous improvement in all of its activities. The Council delivers its priorities through the Community Planning Partnership and the Single Midlothian Plan, which is separately reported on the Council agenda.</p>	
Decision	
The Council approved the 2018/19 Service Plans	
Action	
Chief Executive; Directors; Heads of Service	

Report No.	Report Title	Presented by:
8.7	Local Scrutiny Plan 2018-19 – Report by Chief Executive	Chief Executive
Outline of report and summary of discussion		
<p>The Chief Executive spoke to the terms of the report which informed Council of the Local Scrutiny Plan 2018-19 produced by Audit Scotland; a copy of which was appended to the report. The Local Scrutiny Plan (LSP) focused on key risks previously identified and also identified potential new risks. The conclusion of the shared risk assessment for 2018/19, was that there were no significant risks for the Council that would require specific scrutiny. However, routine, scheduled audit and inspection work would be carried out through the annual audit process and the ongoing inspection of school and care establishments by Education Scotland and the Care Inspectorate respectively. In addition a Best Value Assurance Report (BVAR) for Midlothian Council was due for publication in 2019.</p> <p>Following comments from a number of Members, specific questions put by Councillors Hardie and Johnstone were answered by the Chief Executive.</p>		
Decision		
Council noted the Local Scrutiny Plan 2018-19.		
Action		
Chief Executive; Directors		

Report No.	Report Title	Presented by:
8.8	Gender Based Violence Policy – Report by Chief Executive	Chief Executive

Outline of report and summary of discussion	
<p>The Chief Executive spoke to the terms of the report which sought approval for the new joint Midlothian and East Lothian Gender Based Violence (GBV) Policy. GBV was an umbrella term that encompassed a wide spectrum of abuse experienced disproportionately by women and perpetrated predominantly by men. This Policy covered all such forms of abuse and eradicating this violence should be seen as a priority for all both within and out with the workplace.</p> <p>Councillors Winchester enquired whether it was possible to change the title of the Policy from Violence to Abuse. The Chief Executive advised that because the Policy had been jointly developed with East Lothian Council, this would need to form part of further discussion with them.</p>	
Decision	
The Council unanimously approved the Gender Based Violence Policy.	
Action	
Chief Executive; Directors	

Report No.	Report Title	Presented by:
8.9	Creating a World-Class Education System through Excellence and Equity – Report by Head of Education	Grace Vickers
Outline of report and summary of discussion		
<p>Grace Vickers, Head of Education spoke to the terms of the report the purpose of which was to provide an overview of the national measures for secondary school examination attainment in session 2016-17 using the senior phase national benchmarking attainment measures, called “Insight”. The report also provided an updated on progress through the Broad General Education (P1-S3) including Curriculum for Excellence levels and Standardised Assessment date. It also celebrated a number of wider achievements across the Council’s Education Service.</p> <p>Councillors Muirhead, Hardie and Baird were then all heard in support of the excellent work that was being undertaken to assist pupils in Midlothian to realise their potential whatever that maybe, and also the importance of the next steps highlighted in the report in maintaining and building on this success.</p> <p>Mr Bourne expressed his agreement and asked about what steps were being taken to encourage pupils into higher/further education. The Head of Education in response made reference to a new partnership with Edinburgh University tied into the new Centre for Digital Excellence, and to the broader measures being taken to better equip pupils to make that transition.</p>		
Decision		
<p>The Council unanimously agreed to:-</p> <ol style="list-style-type: none"> 1. Congratulate Pupils, Staff, Parents, Carers and Guardians on the significant improvements in performance outlined in this report. 2. Note the next steps for improvement. 		

Action
Head of Education

Report No.	Report Title	Presented by:
8.10	Voluntary Severance Early Retirement Policy and Update on 2017 VSER Scheme – Report by Head of Finance and Integrated Service Support	Gary Fairley

Outline of report and summary of discussion

Gary Fairley, Head of Finance and Integrated Service Support spoke to the terms of the report which sought approval of a revised Voluntary Severance / Early Retirement (VS/ER) Policy and also provided an update on the VSER scheme approved by Council on 26 September 2017.

In considering the revised Policy, clarification was sought on a number of issues, namely:-

- The impact of the reduction in the payback period from 5 to 2 years:
- The possibility of increasing the restriction on re-employment by the Council from 6 to 12 months:
- The timing of offers:
- The impact of the loss of experienced staff/use of agency staff.

The Head of Finance and Integrated Service Support in response advised that the main impact of the reduced payback period was in terms of pension costs. It was up to the Council to determine if they wished to change the terms of the Policy in this regard, however, any change would require to be discussed with Union colleagues. The issue of the timing of offers would be looked into further and the Workforce Strategy sought to address the issue of any impacts caused by the loss of experienced staff and the use of agency workers. With regards the current scheme the Head of Finance and Integrated Service Support indicated he was happy to bring back a further detailed report once the current scheme concluded. He added that it would also be picked up in the financial statement report that would be going to the June Council meeting.

After further discussion, Councillor Winchester, seconded by Councillor Hardie moved that subject to further consultation with the Unions the restriction on re-employment by the Council be increased from 6 to 12 months.

On a vote being taken by a show of hands, 10 votes were cast for the motion and 6 against.

Decision

The Council agreed:-

- To approve the revised Voluntary Severance / Early Retirement Policy appended to this report;
- To note the update on the operation of the VSER scheme approved on 26 September 2017;
- To note that a further detailed report would be brought forward to Council once the current scheme concluded; and

d)	That, subject to further consultation with the Unions, the restriction on re-employment by the Council be increased from 6 to 12 months.
Action	
Head of Finance and Integrated Service Support	

Report No.	Report Title	Presented by:
8.11	Review of Burial Charges – Report by Director, Resources	John Blair
Outline of report and summary of discussion		
<p>The Council unanimously agreed to suspend Standing Orders in order to allow this matter to be considered.</p> <p>The Director, Resources spoke to the terms of a report which invited Council to consider waiving the burial charges for children aged 17 or below. The proposed waiving of the children's burial fees would have minimal financial impact and would bring the Council into line with the vast majority of other Local Authorities in not charging for children's burials.</p>		
Decision		
After discussion, the Council unanimously agreed that the charges for child burials be waived for all families		
Action		
Director, Resources		

Report No.	Report Title	Presented by:
8.12	Automatic Public Conveniences – Report by Director, Resources	John Blair
Outline of report and summary of discussion		
<p>The Council heard from the Director, Resources who presented a report inviting Council to further consider the options of installing automatic public conveniences across a range of sites in Midlothian following a consultation with Midlothian Residents as agreed by Council at its meeting on 26 September 2017.</p> <p>Councillor Hackett, seconded by Councillor Johnstone, moved no action.</p> <p>As an amendment, Councillor Hardie, seconded by Councillor Winchester, moved recommendations (a), (b) and (c) in the report.</p> <p>On a vote was then taken by way of a show of hands. 13 votes were cast for the motion and 4 votes were cast for the amendment.</p>		
Decision		
The Council agreed to take no action		
Action		
Director, Resources		

Report No.	Report Title	Presented by:
8.13	Review of Rights and Advice Services – Report by Director, Education, Communities and Economy	Mary Smith
Outline of report and summary of discussion		
<p>The Council unanimously agreed to suspend Standing Orders in order to allow this matter to be considered.</p> <p>The Director, Education Communities and Economy spoke to the terms of a report which present the findings of an external review of welfare rights and advice services funded by Midlothian Council and invited the Council to consider the following recommendations as a way forward:-</p> <ul style="list-style-type: none"> • Commission current providers of CAB delivered advice services funded by the Council to deliver through a single contract. • Cease externally commissioning 'specialised client group advice services. • Improve internal referral and joint client centred mechanisms for agencies / staff working with specific service user groups to the Council Welfare Rights Team ('One stop shop' model). • Establish appropriate IT systems support to facilitate internal personal data transfer. <p>The Council in discussing the proposals were in general agreement with the Director that doing nothing was not an option. There was a feeling, however, that the Council was not in a position to dictate to the CABs how to run their services in Midlothian and that they still had an important role to play independent of the Council albeit they should be asked to jointly agree and sign a single service level agreement which sets out targets and outcomes that can be measured and ensure accountability. This could also include an agreed savings target to reflect the current difficult financial position in the public sector.</p> <p>The "one stop shop" approach also drew favourable comments, although it was acknowledged that it would not be appropriate to include the CABs for the reasons outline above. Instead all the other services should be delivered from a "one stop shop" which should ideally be located within one of the 3 priority areas. The possibility of a more flexible approach to locating the service in a fixed location was discussed. It being felt that in order to make the "one stop shop" service more accessible it might be better to offer it through more than one location, utilising local facilities such as libraries, for example.</p>		
Decision		
<p>After further discussion and questions to the Director, the Council:-</p> <ul style="list-style-type: none"> • Noted the recommendations of the external evaluation report. • Agreed the relevant Council staff work together with procurement staff to establish an agreed contract specification to re-commission existing CAB delivered grant aided services. Commencing April 2019 when the extension to current grant aid comes to an end. 		

<ul style="list-style-type: none"> • Cease externally commissioning 'specialised client group advice services', as standalone services or elements of wider external services that include "advice", as each such contract comes up for renewal , noting that housing and revenues elements have already been included in the wider budget proposals as savings. • Create a "one stop shop" including staff working with specific service user groups and the Council Welfare Rights Team. In doing so transfer sufficient resources from the commissioning budgets to support the service. • Establish appropriate IT systems support to facilitate internal personal data transfer between Mosaic (the current welfare rights system is embedded in this social work database to assist referrals) and equivalent data bases across Council. This will require data transfer arrangements compliant with GDPR.
Action
Director, Education Communities and Economy

The meeting concluded at 12.45 pm.

9. Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Council agreed that the public be excluded from the meeting during discussion of the undernoted items, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

- 9.1 New Primary Schools in Dalkeith and Easthouses – Report by Director, Education, Communities and Economy

Minute of Meeting



Cabinet

Date	Time	Venue
10 April 2018	11.00 am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Milligan - Convener	
Councillor Muirhead – Depute Convener	
Councillor Imrie	
Councillor Curran	
Councillor Hackett	

Religious Representatives:

Victor Bourne	

1 Apologies

Apologies were received from Mr Matin Khan.

2 Order of Business

The Order of Business was as outlined in the Agenda.

3 Declarations of interest

No declarations of interest were received.

4 Minutes of Previous Meetings

The Minutes of Meeting of the Cabinet held on 27 February 2018 were submitted and approved as a correct record.

5. Reports

Agenda No	Report Title	Submitted by:
5.1	School Session Dates for the Academic Year 2019/20	Head of Education
Outline of report and summary of discussion		
<p>There was submitted report by the Head of Education highlighting that the authority was required to set school session dates each year with regard to statutory attendance.</p> <p>The report highlighted that consultation had been undertaken with the appropriate teaching unions, schools and Parent Councils to draw up a scheme of session dates for Midlothian schools for the academic year 2019/20. The proposed scheme for 2019/20 was attached as an Appendix to the report.</p> <p>It was also highlighted that officers from Edinburgh, East Lothian and Midlothian Councils endeavoured to synchronise session dates wherever possible bearing in mind some differences in local holidays. Grace Vickers was heard in amplification of the report.</p>		
Decision		
<p>Agreed the school session dates for 2019/20 as set out in the appendix attached to the report.</p>		

Agenda No	Report Title	Submitted by:
5.2	Pupil Equity Fund	Head of Education
Outline of report and summary of discussion		
<p>There was a report dated 1 March 2018 by the Head of Education highlighting that the Pupil Equity Funding was additional funding from the Scottish Government's £750m Attainment Scotland Fund, allocated directly to schools and targeted at</p>		

closing the poverty related attainment gap. This funding was to be spent at the discretion of Head Teachers working in partnership with each other and their local authority. In 2017/18, Scotland's schools received a share of over £120 million, and in 2018/19 this had been increased to over £122 million. Grace Vickers was heard in amplification of the report.

Decision

Cabinet:

- (a) Noted the Pupil Equity Fund allocation for Midlothian.
- (b) Recognised the valuable work done by the Newbattle Learning Community for their high quality presentation at the national PEF event.
- (c) Noted that, as stated in the national guidance, the Head Teacher would be accountable to their local authority for the use of Pupil Equity Funding within their school. To ensure transparency, schools would be expected to incorporate details of their Pupil Equity Funding plans into existing reporting processes to their Parent Council and Forum, including in their School Improvement Plans and Standards and Quality Reports. These reports should be publicly available so that parents can understand what was happening in their school.
- (d) Noted that ongoing progress would be reported through the quarterly reporting cycle and the attainment reports which are presented to Council each year in May and December.

Agenda No	Report Title	Submitted by:								
6.1	Inspection of Newbyres Village Care Home	Head of Adult Services								
Outline of report and summary of discussion										
<p>There was a report presented by the Joint Director of Health and Social Care which outlined the outcome of the inspection of Newbyres Village Care Home as carried out by the Care Inspectorate on 19 January 2018. The report had previously been distributed to all Elected Members and Church Representatives on the Cabinet for their information.</p> <p>The evaluations noted below were highlighted to the Committee and it was reported that this is the first time since opening that Newbyres had achieved grade 5's.</p> <table><tr><td>Quality of Care and Support</td><td>5 – Very Good</td></tr><tr><td>Quality of Staffing</td><td>5 – Very Good</td></tr><tr><td>Quality of Management and Leadership</td><td>5 – Very Good</td></tr><tr><td>Quality of Environment</td><td>5 – Very Good</td></tr></table> <p>Also highlighted was the particular strengths as indicated by the Inspection Team and there were no areas for improvement identified. The Joint Director of Health and Social Care was heard in amplification of the report after which Several Members commented on the excellent work undertaken by the Director and his staff which had resulted in such a positive report.</p>			Quality of Care and Support	5 – Very Good	Quality of Staffing	5 – Very Good	Quality of Management and Leadership	5 – Very Good	Quality of Environment	5 – Very Good
Quality of Care and Support	5 – Very Good									
Quality of Staffing	5 – Very Good									
Quality of Management and Leadership	5 – Very Good									
Quality of Environment	5 – Very Good									

Decision
<p>Cabinet:</p> <ul style="list-style-type: none"> (a) Considered and noted the content of the inspection report. (b) Congratulated the carers and staff connected with Newbyres Care Village on the key strengths highlighted in the report and noted the significant improvement journey that had been made. (c) Passed the report to the Performance, Review and Scrutiny Committee for consideration.

Agenda No	Report Title	Presented by:
6.2	Inspection of Housing Support Services in Polton Centre and Pentland House HMO	Head of Customer and Housing Services

Outline of report and summary of discussion

There was a report presented by the Joint Director of Health and Social Care which outlined the outcome of the inspection carried out by the Care Inspectorate at the Council's temporary accommodation for homeless Households on 13 November 2017. The Polton Centre opened early in 2017 to re-use the former Midfield Young Peoples accommodation as this re-provisioning provided a direct alternative to Bed & Breakfast accommodation for homeless households. Pentland House was opened in Penicuik in the Summer, 2017 to also re-use of that building as an alternative to Bed & Breakfast accommodation, which significantly reduced the need for Midlothian Council to use B&Bs and these facilities also provide localised services for homeless households and support into education, training or employment. The report had been distributed to all Elected Members and Church Representatives on the Cabinet for their information.

The evaluations for Polton Centre and Pentland House HMO noted below were highlighted to the Committee:

Quality of Care and Support	4 – Good
Quality of Staffing	4 – Good
Quality of Management and Leadership	4 – Good

A recommendation from the Care Inspectorate was that the service should continue to review the staffing levels at both locations as the service becomes more established, to ensure people's needs are met.

Decision
<p>Cabinet:</p> <ul style="list-style-type: none"> (a) Noted the content and recommendation in the inspection report. (b) Referred the report to the Performance, Review and Scrutiny Committee.

Agenda No	Report Title	Submitted by:						
6.3	Inspection of Shared Lives Midlothian	Head of Adult Services						
Outline of report and summary of discussion								
<p>There was a report presented by the Joint Director of Health and Social Care which outlined the outcome of the inspection of Shared Lives (Midlothian) as carried out by the Care Inspectorate on 29 November 2017. Shared Lives (Midlothian) provides Adult Placement services to a number of adults with mild to moderate learning disabilities within Midlothian. The report had been distributed to all Elected Members and Church Representatives on the Cabinet for their information.</p> <p>The evaluations for Shared Lives noted below were highlighted to the Committee:</p> <table><tr><td>Quality of Care and Support</td><td>5 – Very Good</td></tr><tr><td>Quality of Staffing</td><td>Not assessed</td></tr><tr><td>Quality of Management and Leadership</td><td>5 – Very Good</td></tr></table> <p>Also highlighted was the particular strengths indicated by the inspection team and the areas for improvement agreed between Shared Lives and the Care Inspectorate as detailed in the report.</p> <p>Thereafter the Joint Director of Health and Social Care was heard in amplification of the report.</p>			Quality of Care and Support	5 – Very Good	Quality of Staffing	Not assessed	Quality of Management and Leadership	5 – Very Good
Quality of Care and Support	5 – Very Good							
Quality of Staffing	Not assessed							
Quality of Management and Leadership	5 – Very Good							
Decision								
<p>Cabinet:</p> <p>(a) Noted the content of the inspection report;</p> <p>(b) Congratulated the carers and staff connected with Shared Lives Midlothian on the key strengths and areas for improvement highlighted in the report.</p> <p>(c) Passed the report on to the Performance, Review and Scrutiny Committee for consideration.</p>								

Agenda No	Report Title	Presented by:
6.4	Inspection of Midlothian Council Care at Home Service Housing Support Services in Polton Centre and Pentland House HMO	Joint Director of Health and Social Care
Outline of report and summary of discussion		
<p>There was a report submitted by Joint Director, Health and Social Care dated providing an update on the action plan for the service improvements for Midlothian Council Care at Home Service.</p>		
Decision		
<p>Cabinet noted the content of the report and progress made.</p>		

Exclusion of Members of the Public

In view of the nature of the business to be transacted, the Cabinet agreed that the public be excluded from the meeting during discussion of the undernoted items, as contained in the Addendum hereto, as there might be disclosed exempt information as defined in paragraphs 4, 6 and 11 of Part I of Schedule 7A to the Local Government (Scotland) Act 1973:-

Agenda No	Report Title	Submitted by:
7.1	2020 Vision for Early Years, Early Learning and Childcare Expansion Plan March 2018 Revision	Head of Education
Decision		
Cabinet: <ul style="list-style-type: none"> Noted the content of this report regarding the submission of the revised Financial Template on the expansion of Early Learning and Childcare to 1140 hours to the Scottish Government. Authorised officers to progress with the implementation of the expansion in Early Learning and Childcare and to submit an updated plan to Council when the distribution of the multi-year funding was confirmed and the plan had been revised to align with the funding. 		

Agenda No	Report Title
7.2	Minutes of Meeting of the Midlothian Joint Consultative Group of 6 February 2018
Decision	
Noted	

Agenda No	Report Title
7.3	Minute of Education Appointment Committee of 28 March 2018 – Head Teacher King’s Park Primary School
Decision	
Cabinet approved the recommendations as detailed in the report.	

Agenda No	Report Title
7.4	Minute of Education Appointment Committee of 28 March 2018 – Head Teacher Danderhall Primary School
Decision	
Cabinet approved the recommendations as detailed in the report.	

Agenda No	Report Title	Presented by:
7.5	Minute of Education Appointment Committee of 28 March 2018 – Depute Head Teacher Saltersgate School	
Decision		
Cabinet approved the recommendations as detailed in the report.		

The meeting terminated at 11.43am

Minute of Meeting



Performance, Review and Scrutiny Committee

Date	Time	Venue
24 April 2018	11.00am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Johnstone	Chair
Councillor Alexander	
Councillor Cassidy	
Councillor Hardie	
Councillor Lay-Douglas	
Councillor McCall	
Councillor Munro	
Councillor Russell	
Councillor Smail	
Councillor Winchester	
Councillor Wallace	

Also in Attendance:

Kenneth Lawrie	Chief Executive
Kevin Anderson	Head of Customer and Housing Services
Mike Broadway	Democratic Services Officer

1 Apologies

- 1.1 Apologies were received from Councillor Parry.
- 1.2 In the absence of the Chair, Councillor Johnstone was appointed by the Committee and took the Chair.

2 Order of Business

The order of Business was as set out on the Agenda

3 Declarations of Interest

No declarations of interest were intimated.

4 Minutes of Previous Meetings

- 4.1 The minutes of the meeting of 13 March 2018 were submitted and approved as a correct record.

5 Public Reports

Agenda No	Title	Submitted by:								
5.1	Inspection of Newbyres Village Care Home	Head of Adult Services								
Outline and summary of item										
<p>There was submitted a report by the Head of Adult Services which outlined the outcome of the inspection of Newbyres Village Care Home as carried out by the Care Inspectorate on 19 January 2018. The report had been distributed to all Elected Members and Church Representatives on the Cabinet for their information.</p> <p>The evaluations noted below were highlighted to the Committee and it was reported that this was the first time since opening that Newbyres had achieved grade 5's.</p> <table><tr><td>Quality of Care and Support</td><td>5 – Very Good</td></tr><tr><td>Quality of Staffing</td><td>5 – Very Good</td></tr><tr><td>Quality of Management and Leadership</td><td>5 – Very Good</td></tr><tr><td>Quality of Environment</td><td>5 – Very Good</td></tr></table> <p>Also highlighted was the particular strengths as indicated by the Inspection Team and there were no areas for improvement identified.</p> <p>Thereafter, having heard from the Head of Customer and Housing Services who responded to Members questions and comments, the Committee discussed the inspection report and in particular how the provision of additional resources was only part of reason behind the improvements that had taken place at Newbyres. It being acknowledged that the change in culture was very much part of the process of changes that were going on as part of the integration of health and social care. Whilst it was accepted that the benchmarking of such services was challenging efforts to try and do so were well received.</p>			Quality of Care and Support	5 – Very Good	Quality of Staffing	5 – Very Good	Quality of Management and Leadership	5 – Very Good	Quality of Environment	5 – Very Good
Quality of Care and Support	5 – Very Good									
Quality of Staffing	5 – Very Good									
Quality of Management and Leadership	5 – Very Good									
Quality of Environment	5 – Very Good									

Decision
<p>The Performance Review and Scrutiny Committee:</p> <ul style="list-style-type: none"> Noted the content of the inspection report; and Congratulated the carers and staff connected with Newbyres Village Care Home on the key strengths highlighted in the report and noted the significant improvement journey that had been made.
Action
Head of Adult Services

Agenda No	Title	Submitted by:						
5.2	Inspection of Shared Lives Midlothian	Head of Adult Services						
Outline and summary of item								
<p>There was submitted a report by the Head of Adult Services which outlined the outcome of the inspection of Shared Lives (Midlothian) as carried out by the Care Inspectorate on 29 November 2017. Shared Lives (Midlothian) provides Adult Placement services to a number of adults with mild to moderate learning disabilities within Midlothian. The report had been distributed to all Elected Members and Church Representatives on the Cabinet for their information.</p> <p>The evaluations for Shared Lives noted below were highlighted to the Committee:</p> <table><tr><td>Quality of Care and Support</td><td>5 – Very Good</td></tr><tr><td>Quality of Staffing</td><td>Not assessed</td></tr><tr><td>Quality of Management and Leadership</td><td>5 – Very Good</td></tr></table> <p>Also highlighted was the particular strengths indicated by the inspection team and the areas for improvement agreed between Shared Lives and the Care Inspectorate as detailed in the report.</p> <p>Thereafter the Committee, having heard from the Head of Customer and Housing Services who responded to Members’ questions and comments, discussed the inspection report and in particular the potential to expand the service into other areas, such as chaotic young people or offenders, to compliment the work which was already being done with these groups.</p>			Quality of Care and Support	5 – Very Good	Quality of Staffing	Not assessed	Quality of Management and Leadership	5 – Very Good
Quality of Care and Support	5 – Very Good							
Quality of Staffing	Not assessed							
Quality of Management and Leadership	5 – Very Good							
Decision								
<p>The Performance Review and Scrutiny Committee:</p> <ul style="list-style-type: none">• Noted the content of the inspection report; and• Congratulated the carers and staff connected with Shared Lives Midlothian on the key strengths and areas for improvement highlighted in the report.								
Action								
Head of Adult Services								

Sederunt

Councillor Alexander joined the meeting during discussion of the forgoing item of business at 11.12 am.

Agenda No	Title	Submitted by:						
5.3	Inspection of Housing Support Services in Polton Centre and Pentland House HMO	Head of Customer and Housing Services						
Outline and summary of item								
<p>There was a report presented by the Head of Customer and Housing Services which outlined the outcome of the inspection carried out by the Care Inspectorate at the Council's temporary accommodation for homeless Households on 13 November 2017. The Polton Centre opened early in 2017 to re-use the former Midfield Young Peoples accommodation as this re-provisioning provided a direct alternative to Bed & Breakfast accommodation for homeless households. Pentland House was opened in Penicuik in the Summer, 2017 to also re-use of that building as an alternative to Bed & Breakfast accommodation, which significantly reduced the need for Midlothian Council to use B&Bs and these facilities also provide localised services for homeless households and support into education, training or employment. The report had been distributed to all Elected Members and Church Representatives on the Cabinet for their information.</p> <p>The evaluations for Polton Centre and Pentland House HMO noted below were highlighted to the Committee:</p> <table><tr><td>Quality of Care and Support</td><td>4 – Good</td></tr><tr><td>Quality of Staffing</td><td>4 – Good</td></tr><tr><td>Quality of Management and Leadership</td><td>4 – Good</td></tr></table> <p>A recommendation from the Care Inspectorate was that the service should continue to review the staffing levels at both locations as the service becomes more established, to ensure people's needs are met.</p> <p>Thereafter the Head of Customer and Housing Services in responding to the questions and comments raised by the members of the Committee, highlighted the successful track record that the Council had in moving people on from such accommodation, and clarified the current position in respect of welfare reform.</p>			Quality of Care and Support	4 – Good	Quality of Staffing	4 – Good	Quality of Management and Leadership	4 – Good
Quality of Care and Support	4 – Good							
Quality of Staffing	4 – Good							
Quality of Management and Leadership	4 – Good							
Decision								
To note the report.								
Action								
Head of Customer and Housing Services								

The meeting terminated at 11.17am

Minute of Meeting



Police and Fire and Rescue Board

Date	Time	Venue
19 February 2018	11.00am	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith

Present:

Councillor Curran (Chair)	
Councillor McCall	Councillor Muirhead
Councillor Munro	Councillor Smail

In attendance:

Midlothian Council	
Kevin Anderson, Head of Customer and Housing Services	Verona MacDonald, Democratic Services Team Leader
Police Scotland	
Chief Superintendent Lesley Clark	Chief Inspector Kenny Simpson
Scottish Fire and Rescue Service	
Stephen Gourlay, Area Manager	Dean Mack, Group Manager

1. Welcome, Introductions and Apologies

The Chair welcomed all to the meeting. An apology for absence was intimated on behalf of Councillor Parry.

2. Order of Business

The Order of Business was as set out in the Agenda.

3. Declarations of interest

No declarations of interest were intimated.

4. Minute of Previous Meeting

The Minute of Meeting of 13 November 2017 was submitted and approved as a correct record.

5. Public Reports

Agenda No.	Report Title	Presented by:
5.1	Scottish Fire and Rescue Service – Midlothian Local Performance Report – Quarter 3, 1 October to 31 December 2017	Scottish Fire and Rescue Service
Outline of report and summary of discussion		
<p>Stephen Gourlay advised that with the budget settlement now known this gave the Fire and Rescue Service a mandate to proceed with the transformation process as outlined by him at the previous Board meeting. He advised that planning permission had been granted to build an £11m training centre for the East of Scotland at Newbridge and once further details were available he would provide this to the Board. He emphasised the importance to the Service of public engagement in the transformation process.</p> <p>Dean Mack then provided the Board with a summary of the Quarter 3 report highlighting the key elements. He advised that only one of the reported areas was off target, namely, deliberate secondary fires and that Scotland-wide this figure had increased. Thereafter, Stephen Gourlay and Dean Mack responded to comments and questions raised by Elected Members relating to the impact of GDPR on the sharing of information and the risks associated with empty buildings and possible solutions to minimise this risk.</p>		
Decision		
The Board noted the terms of the Quarter 3 report.		

Agenda No.	Report Title	Presented by
5.2	Midlothian Community Fire and Rescue Plan 2018 (for Information)	Scottish Fire and Rescue Service
Outline of report and summary of discussion		
Stephen Gourlay presented the report to the Board advising them that after the public consultation in December minor changes were made and this would be presented to the Council in March for approval.		
Decision		
The Board noted that the Midlothian Community Fire and Rescue Plan 2018 would be presented to Council for approval.		

Agenda No.	Report Title	Presented by
5.3	Transformation Proposal – Stakeholder Briefing Note January 2018 (for information)	Scottish Fire and Rescue Service
Outline of report and summary of discussion		
Stephen Gourlay presented the report to the Board for their information and advised that there had been some changes since the Briefing in October and if any Elected Member would like to discuss further this could be arranged.		
Decision		
The Board noted the Briefing Note.		

Report No.	Report Title	Presented by:
6.1	Police Scotland Midlothian Scrutiny Report 1 April 2017 – 31 December 2017	Police Scotland
Outline of report and summary of discussion		
<p>Chief Superintendent Clark introduced the report. She provided information regarding how the reformatting of areas would impact on Midlothian. She emphasised that the Police continued to focus on a co-ordinated approach to prevention, well-being and engagement.</p> <p>Chief Inspector Simpson highlighted some of the key points from within the report which included missing person incidents, bogus workmen crimes, domestic abuse and anti-social behaviour incidents. Also highlighted was the positive actions by the Police which are detailed under 'What are we doing next' within each section of the report.</p> <p>Thereafter the Chief Superintendent and the Chief Inspector responded to comments and questions raised by Elected Members which included financial harm/scam awareness and the increased public incidents on the A68 road.</p> <p>Elected Members expressed their congratulations on the decrease in Housebreaking and the new housing Welcome Packs.</p>		

Decision
The Board noted the content of the Report.

Agenda No.	Report Title	Presented by:
6.2	Annual Police Plan 2018/19 Engagement	Head of Customer and Housing Services
Outline of report and summary of discussion		
The Head of Customer and Housing Services advised the Board that the closing date for feedback from Elected Members on the Annual Police Plan 2018/19 was 21 February 2018.		
Decision		
The Board agreed that information relating to how to provide comments on the engagement process would be circulated to all Elected Members		

Agenda No.	Report Title	Presented by:
7	Consultation on HMICS Scrutiny Plan 2018-19 – Letter dated 9 January 2018	Head of Customer and Housing Services
Outline of report and summary of discussion		
The Head of Customer and Housing Services advised the Board that due to the lateness in receiving the above letter he had received confirmation that feedback could be lodged after the deadline date.		
Decision		
The Board agreed that the letter would be circulated to all Elected Members with a request that any feedback on the proposals be forwarded to the Head of Customer and Housing Services as soon as possible		

The meeting terminated at 11.55 am.

Minute of Meeting



Midlothian Integration Joint Board

Date	Time	Venue
Thursday 29 th March 2018	2.00pm	Council Chambers, Midlothian House, Buccleuch Street, Dalkeith, EH22 1DN.

Present (voting members):

Cllr Derek Milligan (Vice Chair)	Tracey Gilles
Cllr Catherine Johnstone	Martin Connor (substitute for Alex Joyce/Alison McCallum)
Cllr Jim Muirhead	

Present (non voting members):

Allister Short (Chief Officer)	Alison White (Chief Social Work Officer)
David King (Chief Finance Officer)	Fiona Huffer (Head of Dietetics)
Patsy Eccles (Staff side representative)	Keith Chapman (User/Carer)
Pam Russell (User/Carer)	Ewan Aitken (Third Sector)

In attendance:

Gary Fairley (Head of Finance and Integrated Service Support)	Craig Marriott (Deputy Director of Finance)
Jill Stacey (Chief Internal Auditor)	Jamie Megaw (Strategic Programme Manager)
Wanda Fairgrieve	Mike Broadway (Clerk)

Apologies:

Cllr Pauline Winchester	Alex Joyce
Alison McCallum	Cllr Janet Lay-Douglas (substitute for Cllr Pauline Winchester)
Hamish Reid (GP/Clinical Director)	Aileen Currie (Staff side representative)
Caroline Myles (Chief Nurse)	

Midlothian Integration Joint Board

Thursday 29 March 2018

1. Welcome and introductions

The Chief Officer, Allister Short, welcomed everyone to this Meeting of the Midlothian Integration Joint Board and explained that as John Oates had resigned from the NHS Lothian Board for personal reasons and a replacement had not yet been appointed, the Vice-Chair, Councillor Derek Milligan would Chair today's MIJB meeting.

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 11 January 2018 were submitted and approved subject to the correction of a minor typographical error on page 5, paragraph 5.8, the last bullet point in the decision should read '2018' rather than '2017'.
- 4.2 With reference to paragraph 5.9, the Chief Officer, updated the Board on preparation of the detailed breakdown of the proposed high level transformational changes within Midlothian and explained that the process, together with the proposals for the public engagement, were proving more complex than had originally been envisaged and that whilst good progress was being made they weren't in a position to report back at this time, however he reassured Members that a further report would be brought forward in due course.

5. Public Reports

Report No.	Report Title	Presented by:
5.1	IJB Directions 2018/19	Allister Short

Executive Summary of Report

The purpose of this report was to outline the proposed approach to the Directions to be issued by the MIJB to Midlothian Council and NHS Lothian and the main areas to be addressed in 2018-19.

The report explained that the Directions were intended to provide clarity about the key changes which need to be made in the delivery of health and care services in Midlothian and should be considered alongside the Strategic Plan (2016-19) and the 2018-19 Delivery Plan.

Midlothian Integration Joint Board

Thursday 29 March 2018

Summary of discussion

The Board, having heard from the Chief Officer, who responded to Members questions, discussed the key areas to be addressed in the Directions and the emerging key principles that would underpin the redesign of services, in particular, improved partnership working across all services, adoption of a stronger emphasis on prevention and steps to tackle health inequalities.

Decision

The Board:

- **Approved the more focused approach to the development of the MIJB's Directions as outlined in the report;**
- **Approved the Key Areas to be addressed in the Directions as detailed in the report;**
- **Agreed that the Chief Officer arrange for these Directions to be issued in the appropriate format to the Chief Executives of NHS Lothian and Midlothian Council no later than 31st March 2018.**

Action

Chief Officer

Report No.	Report Title	Presented by:
5.2	Financial Assurance – 2018/19 budget setting	David King

Executive Summary of Report

The purpose of this report was to set out the current position of the financial assurance exercise undertaken on the 2018/19 budgetary settlement and offers made by the MIJB's partners.

The report explained that the MIJB was required to set a budget for 2018/19 and that this budget flowed from the budget offers to the MIJB from Midlothian Council and NHS Lothian. Midlothian Council had set a budget at its meeting on 13th February 2018 which included a proposed budget for the MIJB. NHS Lothian had provided the MIJB with a detailed financial plan although it had not yet set a final budget for 2018/19. The NHS Lothian element of the budget proposition was therefore based on the information provided to NHS Lothian's finance and resource committee at its January 2018 meeting.

The MIJB undertook a process of financial assurance which looked at the budget propositions from the partners and asked two key questions:-

Midlothian Integration Joint Board

Thursday 29 March 2018

- Is it fair – was the proposed budget a ‘fair’ share of the partners overall resources to support the functions that the partners had delegated to the MIJB
- Is it adequate – this raised the issue of the service delivery model. Clearly the budgets were not ‘adequate’ in the absolute sense of the word otherwise there would not be significant efficiency schemes to be delivered. The MIJB had to consider that the efficiency schemes that were required to deliver a balanced financial position were deliverable and did not impact on the MIJB’s ability to deliver its strategic plan.

Summary of discussion

The Chief Finance Officer in presenting the report highlighted that the ‘fair’ element was addressed by examining the allocation proposals laid out in the report and considering if the MIJB had received a fair share of the resources available to the partners, which on the face of it would appear to be the case. The ‘adequacy’ could be tested by looking at the indicative financial pressures that the financial analysis of the partners provides and considering if the efficiency plans would meet the financial pressures and if these plans did not impact on the MIJB’s ability to deliver its Strategic Plan. This did not seem unreasonable at this time with the very clear exception of the Set Aside position for which the MIJB simply did not have adequate assurance.

Having then heard from Gary Fairley, Head of Finance and Integrated Service Support, Midlothian Council and Craig Marriott, Deputy Director of Finance, NHS Lothian, the Board, in discussing the budgetary pressures emphasised that there was a clear need to remain focused on the overall aim of Integration and to deliver new models of care that better supported the population of Midlothian and improved outcomes.

Decision

After further discussion, the Board:

- **Agreed to accept the Midlothian Council’s budget settlement; and**
- **Agreed to accept NHS Lothian’s indicative proposition on the basis that:-**
 - (i). **Any further revision to the NHS Lothian Financial Plan does not impact significantly on the MIJB; and**
 - (ii). **NHS Lothian resolves to the MIJB’s satisfaction the pressures with the Set Aside budget.**

Action

Chief Officer/Chief Finance Officer

Report No.	Report Title	Presented by:
5.3	Financial Strategy and Financial Plan – Update March 2018	David King

Midlothian Integration Joint Board

Thursday 29 March 2018

Executive Summary of Report

With reference to paragraph 5.2 of the Minutes of 11 January 2018, there was submitted a report which provided an update of the MIJB's financial plans taking into account the Scottish Government's financial settlement for 2018/19 for the MIJB's partners (Midlothian Council and NHS Lothian).

The report also laid out the next steps which now needed to be taken to develop the three year plan and allow that plan to provide a clear view of the MIJB's intentions, these included:-

- Further refinement of the IJB Health Budget setting model. This would allow the IJB to consider in detail not only the totality of its resources but also how they were currently being deployed. This would be critical to understanding the use of the Set Aside resources in the Acute Hospitals and therefore the impact of the MIJB's plans to change that resource usage.
- A detailed examination of the programmes with the service delivery management teams to ensure that these were fully understood.
- A consideration by programme e.g. Older People, of how the MIJB's overall resource should be prioritised. This would allow the MIJB to consider how resources invested in these programmes should move over the years reflecting the delivery of the strategic plan.
- The production of detailed delivery plans that were affordable within the overall programme resource. This would be absolutely essential in the delivery of financial sustainability for the MIJB.

Summary of discussion

Having heard from the Chief Finance Officer, who responded to Members questions and comments, the Board welcomed the ongoing development of the financial planning model and emphasised the importance of the transformation process in changing the way in which services were delivered.

Decision

The Board:

- **Noted the updated 3 year baseline position;**
- **Noted the updated financial strategy; and**
- **Supported the proposed actions detailed in the report.**

Action

Chief Officer/Chief Finance Officer

Midlothian Integration Joint Board

Thursday 29 March 2018

Report No.	Report Title	Presented by:
5.4	Chief Officer's Report	Allister Short

Executive Summary of Report

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

The report also advised that following the joint appointment of Jill Stacey as Chief Internal Auditor across Midlothian and Scottish Borders, Jill would provide this role for Midlothian IJB. Therefore, approval was sought from the MIJB in support of this appointment.

Summary of discussion

Having heard from the Chief Officer, who responded to Members questions, the Board welcomed the planned opening of the new Medical Practice in Newtongrange, emphasised the importance of building on the success of the recent positive Care Inspection at Newbyres and learning the lessons from the less than favourable one received by Springfield Bank.

Decision

The Board:

- **Noted the issues and updates raised in the report; and**
- **Noted and approved the appointment of Jill Stacey as Chief Internal Auditor to Midlothian Integrated Joint Board.**

Action

Chief Officer/Chief Finance Officer

Report No.	Report Title	Presented by:
5.5	Measuring Performance Under Integration	Jamie Megaw

Executive Summary of Report

With reference to paragraph 5.5 of the Meeting of 20 April 2017, there was submitted a report updating the Board on performance and improvement towards achieving the Local Improvement Goals. Appended to the report were (i) technical details of how these goals were measured and how the baselines were calculated and (ii) a copy of the response from Midlothian IJB to the Scottish Government request for an update on performance from all IJBs for the Ministerial Strategic Group.

Midlothian Integration Joint Board

Thursday 29 March 2018

Summary of discussion

Having heard from the Strategic Programme Manager, who responded to Members' questions and comments, the Board discussed the summary of what the data showed in Midlothian, which in terms of the improvement goals set by the MIJB was somewhat mixed. The potential reasons for this were discussed, it being acknowledged that pressures elsewhere in the system appeared to be having a knock on effect. The Board suggested that in order to give greater context to the figures it would be useful if demographical information could be included in future reports.

Decision

After further discussion, the Board:-

- **Noted the performance across the improvement goals;**
- **Noted the ongoing pressures currently being experienced with acute services;**
- **Noted that information on Goals 8 and 9 had changed and improved to more accurately record performance; and**
- **Noted the response from Midlothian to the Scottish Government request for an update on performance from all IJBs for the Ministerial Strategic Group.**

Action

Chief Officer

Report No.	Report Title	Presented by:
5.6	Carers (Scotland) Act 2016	Alison White

Executive Summary of Report

This report set out details of the new Eligibility Criteria for Carers within Midlothian, as required by the Carers (Scotland) Act 2016.

The report explained that the Carers (Scotland) Act 2016 was a key piece of new legislation that promised to 'promote, defend and extend the rights' of adult and young (unpaid) carers across Scotland. The Act aimed to "*ensure better and more consistent support for carers and young carers so that they can continue to care, if they so wish, in better health and to have a life alongside caring*" (Scot Gov.).

This legislation introduced new duties and responsibilities, and had implications for Adult Health & Social Care Services and both Education and Children's Services. The Carers (Scotland) Act 2016 place a duty on Councils and Integrated Authorities to provide support to young and adult carers, where identified needs meet agreed local eligibility criteria.

Midlothian Integration Joint Board

Thursday 29 March 2018

A public consultation process had been undertaken during January 2018, and the Eligibility Criteria for Carers document, which applied to both young and adult carers, has been updated in response to consultation feedback.

Summary of discussion

The Board, having heard from the Chief Social Work Officer, who responded to Members' questions and comments, discussed the ways in which information would be made available, expressing support for the proposed Eligibility Criteria.

Decision

The Board:

- **Noted the requirements under the legislation to produce, consult and publish eligibility criteria for young and adult carers prior to implementation of the Act in April 2018; and**
- **Noted that the proposed Eligibility Criteria had been formally approved by Midlothian Council, at its meeting held on 27 March 2018.**

Action

Chief Officer

Report No.	Report Title	Presented by:
5.7	Delayed Discharge	Allister Short

Executive Summary of Report

The purpose of this report was to highlight the continuing challenges within Midlothian in addressing delayed discharge, setting out the actions that were being taken to ensure patients were discharged at the earliest opportunity in their care pathway and ongoing work on admission avoidance.

The report advised that the Midlothian Partnership had consistently been a good performer in addressing delayed discharge and ensuring that patients were discharged in a timely manner to an appropriate setting. Over the previous 9 months, this performance had deteriorated as a result of a number of factors that were set out in more detail within the paper. The report also set out a range of actions that were either now in place or being implemented to address this performance and ensure safe discharge for patients along with work around admission avoidance.

Summary of discussion

The Board, having heard from the Chief Officer, discussed the series of actions that had been progressed over and above what was already in place to support discharge, and the challenges that had impacted on this work.

Midlothian Integration Joint Board

Thursday 29 March 2018

Decision

After further discussion, the Board:

- **Noted the current admission profile and corresponding delayed discharge performance in Midlothian;**
- **Noted and expressed support for the detailed actions in place to address and reduce the number of patients who were delayed in hospital;**
- **Agreed that there was a need in future reports to identify improvements that related to maximising current processes and what were new developments to support discharge; and**
- **Agreed that Midlothian IJB receive a further report to provide assurance that performance had improved.**

Action

Chief Officer

Report No.	Report Title	Presented by:
5.6	Health Visiting Services in Midlothian	Allister Short

Executive Summary of Report

With reference to paragraph 4.2 of the Minutes of 11 February 2016, there was submitted a report which set out the current position of the health visiting service in Midlothian HSCP, and detailed some of the actions taken to ensure the delivery of a safe and effective health visiting service within Lothian.

The report outlined the actions taken in order to mitigate the risks which had arisen as a result of pressures within the Health Visiting Service in Midlothian as a result of significant vacancies and gave an up-to-date account of the current situation within Midlothian HSCP health visiting service.

Summary of discussion

The Board, having heard from the Chief Officer discussed the excellent work undertaken to address matters and mitigate the impact within Midlothian.

Decision

The Board:

- **Noted the position of Midlothian health visiting services.**
- **Note the actions taken to ensure a safe and effective health visiting service.**

Midlothian Integration Joint Board

Thursday 29 March 2018

- **Note the current position within Midlothian health visiting service and note the need for ongoing collaboration across Lothian.**

Action

Chief Officer

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 April 2018 2pm Development Workshop
- Thursday 3rd May 2018 2pm **Midlothian Integration Joint Board**

The meeting terminated at 4.15 pm.