

Minute of Meeting



Midlothian Integration Joint Board

Date	Time	Venue
Thursday 15 June 2017	2pm	Committee Room, Midlothian House, Buccleuch Street, Dalkeith EH22 1DN.

Present (voting members):

Cllr Catherine Johnstone	Tracey Gillies
Cllr Jim Muirhead	Alex Joyce
Cllr Pauline Winchester	Alison McCallum
	John Oates

Present (non voting members):

Eibhlin McHugh (Chief Officer)	Alison White (Chief Social Work Officer)
David King (Chief Finance Officer)	Hamish Reid (GP/Clinical Director)
Dave Caesar (Medical Practitioner)	Caroline Myles (Chief Nurse)
Patsy Eccles (Staff side representative)	Aileen Currie (Staff side representative)
Keith Chapman (User/Carer)	Rosie McLoughlin (User/Carer)
Ewan Aitken (Third Sector)	

In attendance:

Fiona Huffer (NHS Lothian)	John Boyd (EY, External Auditors)
Mike Porteous	Jamie Megaw (Strategic Programme Manager)
Mike Broadway (Clerk)	

Apologies:

Cllr Derek Milligan	

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1. Welcome and introductions

The Chief Officer, Eibhlin McHugh, in welcoming everyone to this Meeting of the Midlothian Integration Joint Board, suggested that in light of the number of membership changes, the Board take Agenda Item 5.1 first, which was agreed.

Report No.	Report Title	Presented by:
5.1	Membership of Integration Joint Board	Eibhlin McHugh

Executive Summary of Report

This report provides information about the proposed Council nominations for membership of the Midlothian IJB following the Local Government Elections in May 2017, and proposed changes within the NHS membership of the Midlothian IJB. Further the report also sought nominations from the Board in relation to the vacant positions within the Audit and Risk Committee.

Summary of discussion

Having heard from the Chief Officer, who advised that in addition, Margaret Kane had stepping down as one of the two user/carer representatives, and that Rosie McLoughlin would be taking over until such time as a permanent replacement could be found, the Board welcomed everyone to the MIJB, particularly those newly appointed members.

Decision

The Board:

- **Endorsed the Council nominations for voting members of the Midlothian Integration Joint Board including the nomination of Derek Milligan to the position of Chair until August 2017;**
- **Endorsed the proposed changes within the NHS voting membership of the Midlothian Integration Joint Board including the nomination of John Oates to the position of Vice-Chair until August 2017;**
- **Noted and endorsed that in August 2017, the Chair of the Midlothian Integration Joint Board confirmed at today's meeting would become the Vice Chair of the Midlothian Integration Joint Board and the Vice-Chair of the Midlothian Integration Joint Board confirmed at today's meeting would become the Chair of the Midlothian Integration Joint Board;**
- **Note that under paragraph 3.2 of the Midlothian Integration Scheme the above appointments of Chair and Vice-Chair would be for two years from August 2017;**

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- **Expressed their thanks to Margaret Kane for her contributions to the work of the MIJB and endorse the appointment of Rosie McLoughlin until such time as a permanent replacement could be found; and**
- **Agreed to continue consideration of the nomination of members to fill the three vacant positions within the Audit and Risk Committee including the appointment of the Chair of the Committee to the August Board meeting.**

Action

Chief Officer/Chief Finance Officer/Clerk

Thereafter, in the absence of the Chair, Derek Milligan, the Vice-Chair, John Oates assumed the Chair for the remainder of the meeting, following which there was a round of introductions.

2. Order of Business

The order of business was confirmed as outlined in the agenda that had been circulated with the following amendments:

- (a) an updated 'final' copy of the Draft Annual Accounts 2016/17, which replaces the version previously circulated as Appendix 3 to the 'Draft Annual Accounts - 2016/17' report – Item No 5.8 refers - had been circulated electronically under separate cover;
- (b) an additional item of business had also been circulated electronically under separate cover (copies were also tabled), namely a report by the Chief Officer, entitled 'Midlothian IJB Complaints Handling Procedure' which would be considered as Agenda Item 5.9; and
- (c) Agenda Item 5.6 - Measuring Performance Under Integration would be taken as the second item of business immediately after the Directions Paper – Item 5.2.

3. Declarations of interest

No declarations of interest were received.

4. Minutes of Previous Meetings

- 4.1 The Minutes of Meeting of the Midlothian Integration Joint Board held on Thursday 20 April 2017 were submitted and approved as a correct record.
- 4.2 Matters Arising from previous Minutes:

With reference to paragraph 4.2, the Chief Officer confirmed that an update on any issues arising from the 2017/18 Directions that had been issued to both Midlothian Council and NHS Lothian would be fed back into the August Board meeting.

Action: Chief Officer

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With reference to paragraph 5.6, the Strategic Programme Manager provided the Board with an update on the work being undertaken in developing primary care services in Midlothian. He highlighted the current position with regards GP provision and made reference to the need to better manage people's expectations and communicate changes in the ways in which services were provided.

In response to concerns regarding provisions for more vulnerable clients/groups and also provision of clear signposting as to how to access services, the Strategic Programme Manager advised that they were aware of both issues and were actively working to address them. The Chief Officer also offered reassurance on these points and advised there would be an opportunity to discuss matters in greater detail at the Development Session in November, which would focus on Primary Care.

Action: Chief Officer/Strategic Programme Manager

5. Public Reports

Report No.	Report Title	Presented by:
5.2	Directions - Summary of progress to implement 2016-17 Directions	Jamie Megaw

Executive Summary of Report

With reference to paragraph 5.6 of the Meeting of 27 October 2016, there was submitted an update summarising the progress made by Midlothian Council and NHS Lothian in delivering the Directions set by the MIJB for 2016-17. The Directions were intended to provide further clarity about the key changes which need to be made in the delivery of health and care services in Midlothian as laid out in the Strategic Plan.

Summary of discussion

Having heard from the Strategic Programme Manager, the Board discussed ways in which the impact of public education programmes could best be assessed; the involvement of the voluntary sector, other agencies and joint working in general; and the impact, and awareness, of new services such as MERRIT.

Decision

After further discussion, the Board:

- **Noted the progress made in achieving the Directions as outlined in the report.**

Action

Strategic Programme Manager

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Report No.	Report Title	Presented by:
5.6	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 IJB on progress towards achieving the Local Improvement Goals.

Decision

Having heard from the Strategic Programme Manager, the Board:

- **Noted the baselines that would be used to measure performance against the Local Improvement Goals.**
- **Noted that at this time it was not possible to draw meaningful conclusions on progress towards the goals.**
- **Noted that the IJB would receive an update on progress every three months. The next update would be in September 2017**

Action

Strategic Programme Manager

Report No.	Report Title	Presented by:
5.3	Sustainable and Affordable Social Care Services	Eibhlin McHugh

Executive Summary of Report

This report summarised the work being undertaken to reshape services in social care in response to the growing budget pressures on Midlothian Council. In particular the report drew attention to two specific policies intended to ensure a more robust approach to the equitable provision of social care.

Summary of discussion

The Chief Officer reminded the Board of the demographic pressures not simply just in terms of population growth, but also the increasing number of people with long term health conditions and complex care needs who were living longer, which when considered against a backdrop of Adult Social Care being required to make a significant contribution to the Council's savings programme and a growing problem of recruitment and retention, particularly in the field of care at home, made reducing expenditure in care services a major challenge. It also highlighted the vital importance of the drive towards creating sustainable and affordable social care services.

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Having heard from the Chief Officer, the Board, in considering the Report, discussed in particular the management of expectations and also the increasing use of new technology. Consideration was also given to the 'Fair Allocation of Care' and 'Transport' policies, copies of which were appended to the report.

Decision

The Board:

- **Noted the continuing severe pressures on Midlothian Council which required a significant programme of savings within Adult Social Care; and**
- **Noted the proposed new policy intended to ensure a more equitable and affordable allocation of resources in relation to:-**
 - (a) **people with complex needs;**
 - (b) **transport for social care users.**

Action

Chief Officer

Report No.	Report Title	Presented by:
5.4	National Mental Health Strategy 2017-27	Alison White

Executive Summary of Report

This report provided a summary of the objectives and key actions outlined in the new national 10 year mental health strategy published by the Scottish Government on 30 March 2017. The strategy highlighted how common it was for people to experience mental health problems during their lifetime. Considerable emphasis was placed on both prevention and recovery from periods of mental ill-health. The report also provided some commentary on the current situation in Midlothian in relation to the key recommendations of the Strategy, highlighting some of the actions already being undertaken.

Summary of discussion

Having heard from the Chief Social Work Officer who emphasised that the Strategy had implications for a range of agencies beyond health and social care, the Board discussed the implications of the growing incidence of mental health issues and the potential impacts on both quality of life and demands for services.

Decision

The Board:

- **Noted the new national strategy on Mental Health; and**
- **Agreed that the implementation of the strategy in Midlothian would be through the local Strategic Planning Group for Mental Health reporting to the IJB Strategic Planning Group.**

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Action

Chief Officer

Report No.

Report Title

Presented by:

5.5

Carers (Scotland) Act 2016

Alison White

Executive Summary of Report

The purpose of this report was to provide the IJB with information about the Carers (Scotland) Act (2016) and new duties under the legislation.

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' (Scot Gov.) 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.). The legislation had implications for Adult Health and Social Care Services and both Education and Children's Services.

Summary of discussion

The Chief Social Work Officer in presenting the report highlighted that the Scottish Government had invited Midlothian Health and Social Care Partnership to be one of eight integrated authorities to participate in pilot work based on tests of change in relation to different provisions in the Carers Act. The focus of the pilot work in Midlothian had yet to be finalised but was likely to focus upon the preparation of Adult Carer Support Plans; the pilot work would take place between April and October 2017 and financial support would be receive of £10,000 (allocated to the relevant NHS Board in the first instance for onward transmission to the Integration Authority).

The Board, in discussing the implications of the new legislation, considered how these challenges could be managed whilst supporting the delivery of better support to carers and how partners in the voluntary and other sectors could contribute to that process.

Decision

The Board:

- **Noted the implications of the new legislation; and**
- **Agreed to request a full report on the planned implementation of the Act in Midlothian**

Action

Chief Officer

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Report No.	Report Title	Presented by:
5.7	Financial Update – 2016-17 and 2017-18	David King

Executive Summary of Report

The purpose of this report was to lay out the IJB's final out-turn position for 2016/17, considers what lessons could be learnt from that position and continue to reflect and refine the financial planning and management for 2017/18. The report advised that it should be noted that the IJB required to break-even in 2017/18

Summary of discussion

Having heard from the Chief Finance Officer, the Board discussed the considerable financial challenges in meeting the requirement to break even, and the ongoing work that was being undertaken in conjunction with the Council and NHS Lothian to address matters in the 2017/18 financial planning process in that the Partnership was considering a fundamental redesign of the delivery of social care services for adults and the budget for GP prescribing had been reset at the closing position for 2016/17 with a more prudent financial model for 2017/18. However, there remained a significant pressure from efficiency and recovery plans and these would be a key issue that the IJB would have to take assurance on during the financial year.

Decision

The Board:

- **Noted the IJB's financial position at the end of 2016/17;**
- **Accepted the final financial budget proposition from NHS Lothian for 2017/18;**
- **Noted the funds carried forward on behalf of the IJB by Midlothian Council from 2016/17 to 2017/18; and**
- **Noted the further financial update on the financial planning and management process for 2017/18 and the expectation that the IJB would break-even.**

Action

Chief Finance Officer

Report No.	Report Title	Presented by:
5.8	Draft Annual Accounts 2016-17	David King

Executive Summary of Report

The purpose of this report was to highlight the requirement for the IJB to prepare a set of annual accounts for the financial year 2016/17. A draft of these accounts must be agreed by the IJB before 30th June whereupon the draft must be published on the IJB's website and presented to the IJB's auditors for review.

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The report brought together the elements required for the IJB to approve the draft annual accounts for the year ending 31st March 2017. This included the presentation of the Chief Internal Auditors opinion on the governance of the IJB and the Annual Governance statement for the IJB which itself formed part of the IJB's annual accounts.

Decision

The Board, having heard from the Chief Finance Officer:

- **Noted the contents of the Internal Audit Annual Assurance Report;**
- **Noted that the weaknesses identified with internal controls in 2016/17 would be followed up in 2017/18 and updates would be provided to the MIJB Audit and Risk Committee;**
- **Approved the Annual Governance Statement; and**
- **Approved the outline draft Annual Accounts for 2016/17.**

Action

Chief Finance Officer

Report No.	Report Title	Presented by:
5.9	Midlothian IJB Complaints Handling Procedure	Eibhlin McHugh

Executive Summary of Report

The purpose of this report was to highlight the requirement for Midlothian IJB to comply with new model Complaints Handling Procedure (CHP) as per the Scottish Public Services Ombudsman (SPSO) instruction.

The report explained that Integration Joint Boards (IJBs) were listed under the SPSO Act 2002, and as such were expected to have a complaints handling procedure, which complied with the principles approved by the Scottish Parliament in January 2011. To this end, the Scottish Public Services Ombudsman had developed a template for IJBs (based on the Model Complaints Handling Procedure (CHP) for Scottish Government, Scottish Parliament and Associated Public Authorities in Scotland). A Midlothian version of this CHP was appended to the report along with a self-assessment compliance form, which the Chief Officer required to complete and sign confirming compliance with the new CHP.

Summary of discussion

Having heard from the Chief Officer, the Board welcomed the opportunity to comment on the CHP, which it was noted required to be submitted to the SPSO by Monday 3rd July 2017.

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Decision

The Board:

- **Noted the requirement for IJBs to conform to a new Complaints Handling Procedure;**
- **Noted the requirement for the Chief Officer to complete and submit the CHP and the self-assessment compliance form to SPSO by Monday 3rd July 2017;**
- **Agreed that any comments on the CHP be fed back to the Chief Officer by no later than Wednesday 28th June 2017**
- **Agreed, subject to the above, the adoption and implementation of the Complaints Handling Procedure; and**
- **Agreed that the Chief Officer arrange appropriate communication of the Complaints Handling Procedure internally and to the wider public.**

Action

Chief Officer

6. Private Reports

No private business to be discussed at this meeting.

7. Any other business

No further additional business had been notified to the Chair in advance

8. Date of next meeting

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

- Thursday 24th August 2017 2pm **Midlothian Integration Joint Board**
- Thursday 14th September 2017 2pm Development Session

The meeting terminated at 4.15 pm.