

# Minute of Meeting



## Midlothian Integration Joint Board

Date	Time	Venue
Thursday 24 August 2017	2pm	Conference Room, Melville Housing, The Corn Exchange, 200 High Street, Dalkeith, EH22 1AZ.

### Present (voting members):

Cllr Derek Milligan (Vice-Chair)	John Oates (Chair)
Cllr Catherine Johnstone	Tracey Gillies
Cllr Jim Muirhead	
Cllr Pauline Winchester	

### Present (non voting members):

Eibhlin McHugh (Chief Officer)	Alison White (Chief Social Work Officer)
David King (Chief Finance Officer)	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:

Allister Short (Head of Primary Care & Older People's Services)	Jamie Megaw (Strategic Programme Manager)
Mike Broadway (Clerk)	

### Apologies:

Alex Joyce	Alison McCallum
Hamish Reid (GP/Clinical Director)	Dave Caesar (Medical Practitioner)
Fiona Huffer (NHS Lothian)	

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## **1. Welcome and introductions**

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The Chair, John Oates, welcoming everyone to this meeting of the Midlothian Integration Joint Board.

## **2. Order of Business**

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

Agenda Item 5.4 - Annual Performance Report would be taken as the third item of business immediately after the Measuring Performance Under Integration – Item 5.2.

## **3. Declarations of interest**

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No declarations of interest were received.

## **4. Minutes of Previous Meetings**

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- 4.1 The Minutes of (i) Meeting held on Thursday 15 June 2017 and (ii) Special Meeting held on Thursday 12 July 2017 were submitted and approved as correct records.
- 4.2 Matter Arising from the Minutes of Meeting held on 15 June 2017:

With reference to paragraph 5.1, the Board agreed that the following Members be appointed to the three vacant positions on the IJB Audit and Risk Committee – Councillor Jim Muirhead, Councillor Pauline Winchester, and Alex Joyce. In addition, it was also agreed that Councillor Jim Muirhead be appointed as Chair.

### **Action: Chief Finance Officer/Clerk**

- 4.2 Matter Arising from the Minutes of Special Meeting held on 12 July 2017:

With reference to paragraph 4.1, the Chair, John Oates provided the Board with an update on the recruitment of the new Chief Officer for the Midlothian Integration Joint Board. He highlighted that following the recruitment process, which had been as reported to the Special IJB meeting, the unanimous recommendation of the Recruitment Panel was that Allister Short be appointed as Chief Officer.

The Board unanimous agreed to ratified the appointment of Allister Short as Chief Officer.

### **Action: Chief Executive**

## **Sederent**

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Allister Short and Alison White joined the meeting at the start of the public reports (2.16pm).

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## 5. Public Reports

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

### Executive Summary of Report

The purpose of this report was to provide:-

- An update on the year to date (to June 2017) financial position for the IJB
- A proposition to review the health budgeting setting model for the IJB
- A proposition around the financial planning model for 2018/19
- Proposals to develop a multi-year financial plan to support the IJB's Strategic Plan.

### Summary of discussion

The Chief Finance Officer, reminded the Board that the IJB was required to break-even in 2017/18. Financial information from the partners for the first three months of the current financial year was now available and the position for the IJB suggest that the IJB was likely be overspent by c £2.3m unless recovery plans were put in place. Recovery plans were being implemented by the partners.

In the longer term the IJB needed to:-

- Review the financial model that was used to set its budgets to ensure that the system that generates the IJB's budget doesn't in any way disadvantage the IJB. Consider the budget setting mechanism for 2018/19 and reflect on the issues that the IJB must now address for next year.
- Prepare a multi-year financial plan that would support the delivery of the IJB's Strategic Plan and support the partners in transforming the services they provide to the IJB.

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 these challenges. The means by which the Board and partner organisations, particularly those in the voluntary sector, could input to this process was discussed and it was agreed that this could perhaps best be done by way of a workshop. Whilst it was acknowledged that the redesign of the delivery of services was likely to be a fundamental part of the process, the importance of any new models being robustly tested to ensure that they were fit for purpose and didn't simply shift pressures on to other services was emphasised. It was also highlighted that the budget pressures and the pressures from efficiency and recovery plans required to be reflected in the IJB's Risk Register.

### Decision

**The Board:**

- Noted the outline financial position for the first three months of the current financial year;

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- Supported the proposal to review the health budget setting model;
- Supported the proposal to redesign the financial planning model in 2018/19; and
- Supported the development of a multi-year financial plan.

## Action

Chief Finance Officer

Report No.	Report Title	Presented by:
5.2	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 progress towards achieving the Local Improvement Goals.

## Decision

**Having heard from the Strategic Programme Manager, who responded to Members' questions, the Board:**

- Noted the performance against the Local Improvement Goals.
- Noted that the IJB would receive an update on progress every three months. The next update would be in November 2017

## Action

Strategic Programme Manager

Report No.	Report Title	Presented by:
5.4	Annual Performance Report	Jamie Megaw

## Executive Summary of Report

This report introduced the 2016-17 Annual Performance Report and sought the IJB's approval of its content.

The report advised that IJBs were required to prepare and publish an Annual Performance Report. The Midlothian Annual Performance Report; a copy of which was appended to the report, provided information on the health and wellbeing of the people of Midlothian. It also described the progress made in redesigning local health and care services; the financial performance of the Partnership; and the quality of health and care services delivered during 2016-17.

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## Summary of discussion

Having heard from the Strategic Programme Manager, who responded to Members' questions, the Board warmly welcomed plans for a user friendly format, noting that partner organisations, particularly those in the voluntary sector, would welcome the opportunity to input into the process of its' production.

## Decision

**The Board:**

- **Approved the content of the Midlothian Annual Performance Report; and**
- **Approved the proposal to lay out the report in a user friendly format to make it easier for the public to understand how the IJB has performed during 2016-17**

## Action

Strategic Programme Manager

Report No.	Report Title	Presented by:
5.3	Addressing Delayed Discharge	Allister Short

## Executive Summary of Report

The purpose of this report was to highlight the current challenges within Midlothian in addressing delayed discharge and to set out the actions that were being taken to ensure patients were discharged at the earliest opportunity in their care pathway.

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 6 months, this performance had deteriorated as a result of a number of factors that were set out in more detail within the report. The report also sets out a range of actions that were either now in place or being implemented to address this performance and ensure safe discharge for patients.

## Decision

**The Board, having heard from the Head of Primary Care & Older People's Services:**

- **Noted the current delayed discharge performance in Midlothian;**
- **Expressed support for the detailed actions in place to address and reduce the number of patients who were delayed in hospital; and**
- **Agreed to receive a further report to provide assurance that performance had improved.**

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Action
Head of Primary Care & Older People's Services

Report No.	Report Title	Presented by:
5.5	Directions – Implementation and Performance	Eibhlin McHugh

Executive Summary of Report
The report provided the IJB with information about how the 2017-18 Directions, issued to NHS Lothian and Midlothian Council on 31 <sup>st</sup> March 2017, were being implemented. The implementation arrangements for each Direction as well as the key performance indicator(s) which should be improved as a result of each Direction were outlined in an appendix to the report

Summary of discussion
Having heard from the Chief Officer, who responded to Members' questions, the Board discussed the implementation arrangements and performance indicators. In terms of future presentation, the possibility of adding, where appropriate, anticipated timescales and a short narrative of current progress would be considered beneficial.

Decision
<b>After further discussion, the Board:</b> <ul style="list-style-type: none"> <li><b>Noted the arrangements now in place to ensure that the IJB Directions were being implemented and how progress would be measured.</b></li> </ul>

Action
Chief Officer/Strategic Programme Manager

Report No.	Report Title	Presented by:
5.6	Risk Register	Chris Lawson

Executive Summary of Report
With reference to paragraph 5.4 of the Meeting of 9 February 2017, there was submitted a report the purpose of which was to introduce the current version of the IJB's Risk Register and to highlight the risks of major concern.  The report explained that although the MIJB Risk Register was scrutinised by the Audit and Risk Committee and any issues of concern would be reported back to the IJB as required, it was important that the IJB itself was kept informed of the key risks and how they were being managed.

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## Summary of discussion

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

## Decision

**The Board:**

- **Approved the Risk Register;**
- **Agree to review the Risk Register to ensure that it adequately reflected the financial challenges facing the IJB; and**
- **Confirmed that the risks otherwise presented in the report reflect the current risks/opportunities facing the IJB.**

## Action

Risk Manager/Chief Finance Officer

Report No.	Report Title	Presented by:
5.7	Day Services Policy	Alison White

## Outline of report and summary of discussion

The purpose of this report was to seek the Board's approval for a Day Services Policy intended to ensure a stronger approach to the equitable provision of Day Services.

The report explained that growing pressures on social care coupled with the continuing budget reductions meant it was essential that there was an overhaul of the approach to the delivery of services. In response to this a Realistic Care Realistic Expectations approach was being taken to social care redesign. Part of this approach included the development of policies to ensure appropriate and equitable access to and allocation of social care resources.

## Summary of discussion

The Board, having heard from the Head of Adult and Social Care, discussed the Day Services Policy; a copy of which was appended to the report. It being noted that there had been good involvement from all stakeholders in relation to the revised policy and whilst some tensions still existed these could be better addressed through the new policy.

## Decision

**After further discussion, the Board agreed to:**

- **Approve the Day Services Policy; and**
- **Note the development and consultation work on the Day Service Strategy.**

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Action
Head of Adult and Social Care

Report No.	Report Title	Presented by:
5.8	Chief Officer's Report	Eibhlin McHugh

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

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

Decision
<b>The Board:</b> <ul style="list-style-type: none"> <li>• Noted the issues raised in the report.</li> </ul>

## 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 14<sup>th</sup> September 2017      2pm      **Special Midlothian Integration Joint Board/Development Session**
- Thursday 5<sup>th</sup> October 2017        2pm      **Midlothian Integration Joint Board**

The meeting terminated at 3.45 pm.