

# Minutes

## Edinburgh Integration Joint Board

**9:30 am, Friday 15 June 2018**

Dean of Guild Court Room, City Chambers, Edinburgh

**Present:**

**Board Members:**

Councillor Ricky Henderson (Chair), Carolyn Hirst (Vice Chair), Colin Beck, Carl Bickler, Sandra Blake, Councillor Ian Campbell, Andrew Coull, Lynne Douglas, Christine Farquhar, Helen Fitzgerald, Kirsten Hey, Martin Hill, Alex Joyce, Councillor Melanie Main, Ian McKay, Angus McCann, Moira Pringle, Judith Proctor, Ella Simpson and Councillor Susan Webber.

**Officers:** Colin Briggs, Jamie Macrae, Nickola Paul and David White.

**Apologies:** Councillor Robert Aldridge, Michael Ash, Alistair Gaw and Pat Wynne.

### 1. Minutes

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#### Decision

To approve the minute of the Edinburgh Integration Joint Board of 18 May 2018 as a correct record.

### 2. Sub-Group Minutes

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Updates were given on Sub-Group and Committee activity.

#### Decision

- 1) To note the minute of the meeting of the Audit and Risk Committee of 1 June 2018.
- 2) To note the minute of the meeting of the Professional Advisory Group of 8 May 2018.
- 3) To note the minute of the meeting of the Strategic Planning Group of 11 May 2018.

## 4. Rolling Actions Log

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The Rolling Actions Log for 15 June 2018 was presented.

### Decision

- 1) To agree to close the following actions:
  - (a) Action 3 – Primary Care Population and Premises
  - (b) Action 6 – Add IJB Risk Register to Rolling Actions Log
  - (c) Action 9 (decision 2) – Joint Board Membership and Appointments to Committee and Sub-Groups
  - (d) Action 13 – Financial Performance and Outlook
  - (e) Action 15 – Integration Joint Board Risk Register
  - (f) Action 21 – Royal Edinburgh Campus and St Stephen’s Court
  - (g) Action 24 – Motion by Councillor Webber – NHS Attend Anywhere
- 2) To add an action to request that the new draft licensing policy be circulated to IJB members when published in the summer; a report be brought to the next meeting for discussion and comment; and the Chair to ask the Edinburgh Partnership to submit a joint response.
- 3) To otherwise note the remaining outstanding actions.  
(Reference – Rolling Actions Log 15 June 2018, submitted.)

## 5. IJB Risk Register

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An update was provided on the Joint Board Risk Register and the proposed framework to manage, mitigate and identify risk.

### Decision

- 1) To note the IJB risk register and how the identified risks had changed since last assessed.
- 2) To agree whether the management actions identified against the current risks provided suitable assurance that these risks were being appropriately managed.
- 3) To note the continued development of mitigating controls for IJB identified risks.
- 4) To agree that the Chief Officer would circulate a briefing note to members on finance structures across the City of Edinburgh Council and NHS Lothian, and the interface between the respective groups.

- 5) To agree that the Risk Register would be submitted to the Joint Board every six months.

(References – Edinburgh Integration Joint Board 2 March 2018 (item 12); report by the IJB Chief Officer, submitted.)

## 6. Publication of Annual Performance Report

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The Public Bodies (Joint Working) (Scotland) Act required integration authorities to publish an annual performance report for the period April to March, by the 31<sup>st</sup> July in the year in which the performance period ends. An update was provided on progress in producing the report and approval was sought for the proposed process for the report being signed off prior to publication.

### Decision

- 1) To note the proposed approach to the structure of the annual performance report for 2017/18 and the progress made in developing the report.
- 2) To agree the proposed approach to ensure that the annual performance report was approved and published by 31st July 2018 as set out in paragraph 9 of the report.
- 3) To agree that a future development session or workshop would consider what measurements to include in future versions of the report, and how these would be linked with Directions.

(References – Edinburgh Integration Joint Board 14 July 2017 (item 9); report by the IJB Chief Officer, submitted.)

## 7. Attend Anywhere Service

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Following a motion approved by the Joint Board on 18 May 2018, details were provided of the feasibility of introducing the 'Attend Anywhere' infrastructure within primary care services, quantifying the risks of adoption and non-adoption, and the costs and benefits associated with implementation, in collaboration with NHS Lothian, to support IJB services and priorities including the transformation of primary care services.

### Decision

- 1) To note the current position with the Attend Anywhere platform and the provision of an approved alternative endorsed by NHS Lothian.
- 2) To approve work to support the use of technological solutions within Primary Care was taken forward as a strand of work under the implementation of the Primary Care Improvement Plan once approved by the IJB.

(References – Edinburgh Integration Joint Board, 18 May 2018 (item 19); report by the IJB Chief Officer, submitted.)

## 8. Edinburgh Primary Care Improvement Plan

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The draft Edinburgh Primary Care Improvement Plan (PCIP) was presented, outlining plans to implement the new Scottish General Medical Services contract proposals, prior to submission to the Scottish Government by 1 July 2018.

### Decision

- 1) To approve the proposed submission version of the plan (Appendix 1 of the report).
- 2) To note the next steps action plan (Appendix 2 of the report)
- 3) To note the process required to reach final agreement of the plan (Appendix 4 of the report).
- 4) To note that the plan built on the work carried out by the Edinburgh Health and Social Care Partnership over the previous 5 years and linked to the Primary Care Strategic Commissioning Plan which would be taken forward under the auspices of the Primary Care Reference Board.
- 5) To note the approval of the IJB Strategic Planning Group (11.05.18) and the GP Sub-Committee (anticipated as at 11.06.18) and the support of the pan-Lothian GMS Implementation Group.
- 6) To agree that a verbal update on plans for implementation would be given at the next meeting.

### Declaration of Interest

Carl Bickler and Ian McKay declared non-financial interests in the above item as GPs.

(Reference – report by the IJB Chief Officer, submitted.)

## 9. Edinburgh Integration Joint Board Unaudited Annual Accounts 2017/18

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The unaudited 2017/18 annual accounts for the Joint Board were presented for consideration, prior to submission to the external auditors and final sign-off by the Joint Board in September 2018.

### Decision

To note the draft financial statements submitted and the proposed timescale for completion.

(References – report by the IJB Chief Officer, submitted)

## **10. Appointments to Committees and Sub-Committees**

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In terms of paragraph 7.4 of the Joint Board's Standing Orders, an additional item of business was considered on grounds of urgency. Approval was sought to appoint a Chair to the IJB Audit and Risk Committee.

### **Decision**

To approve the appointment of Councillor Susan Webber as Chair of the IJB Audit and Risk Committee

(Reference – report by the IJB Chief Officer, submitted.)