



# Item 4.1 - Minutes

## Edinburgh Integration Joint Board

**9:30 am, Friday 14 December 2018**

Dean of Guild Court Room, City Chambers, Edinburgh

**Present:**

**Board Members:**

Councillor Ricky Henderson (Chair), Carolyn Hirst (Vice Chair), Councillor Robert Aldridge, Colin Beck, Carl Bickler, Councillor Ian Campbell, Andrew Coull, Christine Farquhar, Helen Fitzgerald, Kirsten Hey, Martin Hill, Jackie Irvine, Carole Macartney, Councillor Melanie Main, Angus McCann, Moira Pringle, Judith Proctor, Alison Robertson, Ella Simpson, Councillor Susan Webber, Richard Williams and Pat Wynne.

**Officers:** Colin Briggs, Tom Cowan, Mark Grierson, Jamie Macrae, Nickola Paul and Sarah Stirling.

**Apologies:** Mike Ash, Lynne Douglas and Alison Robertson.

### 1. Nari Kallyan Shangho (NKS)

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The Joint Board agreed to hear a deputation from Dr Gina Netto and Tatheer Fatima on behalf of the Nari Kallyan Shangho, in relation to the Recommendations from the Health and Social Care Grants Review Programme 2019.

The deputation highlighted the following issues and concerns:

- NKS was an important service to the community that helped Asian women with their difficulties in accessing health services they could not ordinarily due to language, cultural and religious barriers.
- The organisation also provided a broader range of services such as interpretation, health promotion, a crèche, social care and mental health services.
- The organisation would not be able to provide the same quality of services without funding.

- The deputation suggested that the Joint Board consider the success of the organisation in allocating funding.

The Chair thanked the deputation and agreed to engage further with them on the issues raised.

### **Declarations of Interest**

Councillor Ian Campbell declared a non-financial interest in this item as a Trustee of The Alma Project, left the room and took no part in consideration of the item.

Christine Farquhar declared a non-financial interest in this item as a Director of VOCAL, a former Chair of Upward Mobility, and the guardian of a person in receipt of a direct payment, left the room and took no part in consideration of the item.

## **2. Pilton Community Health Project**

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The Joint Board agreed to hear a deputation from Malcolm Chisholm on behalf of the Pilton Community Health Project, in relation to the Recommendations from the Health and Social Care Grants Review Programme 2019.

The deputation highlighted the following issues and concerns:

- The Pilton Community Health Project was used by 2,000 people every year and that it provided a vital service to a deprived area of Edinburgh.
- The project provided services in a variety of areas, such as 'Women Supporting Women' for vulnerable women and children in the area, the 'Food for Thought Forum' for food poverty, and 'Living in Harmony' for integration in the area.
- A sufficient area impact assessment had not been provided before considering the funding of the project.
- The project may need to close if funding ceased.
- The deputation suggested that the Joint Board consider providing bridging funding for a year.

The Chair thanked the deputation and agreed to engage further with them on the issues raised.

### **Declarations of Interest**

Councillor Ian Campbell declared a non-financial interest in this item as a Trustee of The Alma Project, left the room and took no part in consideration of the item.

Christine Farquhar declared a non-financial interest in this item as a Director of VOCAL, a former Chair of Upward Mobility, and the guardian of a person in receipt of a direct payment, left the room and took no part in consideration of the item.

### 3. WHALE Arts

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The Joint Board agreed to hear a deputation from Leah Black on behalf of WHALE Arts, in relation to the Recommendations from the Health and Social Care Grants Review Programme 2019.

The deputation highlighted the following issues and concerns:

- WHALE Arts ran a range of free and low cost arts programme whose key beneficiaries were those on low incomes.
- The organisation made a positive contribution to community health and wellbeing.
- The impact on the business of losing funding that would require the organisation to cut back on adult programmes and core salaries.
- The deputation suggested that the Joint Board consider providing feedback to organisations in order to understand the IJB scoring.
- The deputation suggested that the Joint Board consider providing bridging to allow the organisation to adapt their services.

The Chair thanked the deputation and agreed to engage further with them on the issues raised.

#### **Declarations of Interest**

Councillor Ian Campbell declared a non-financial interest in this item as a Trustee of The Alma Project, left the room and took no part in consideration of the item.

Christine Farquhar declared a non-financial interest in this item as a Director of VOCAL, a former Chair of Upward Mobility, and the guardian of a person in receipt of a direct payment, left the room and took no part in consideration of the item.

### 4. Community Ability Network

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The Joint Board agreed to hear a deputation from Gus Meechan on behalf of the Community Ability Network (CAN), in relation to the Recommendations from the Health and Social Care Grants Review Programme 2019.

The deputation highlighted the following issues and concerns:

- CAN provided a general advice service in the Craigmillar area, as well as representing clients at tribunals and medical hearings.
- The consultation did not feel meaningful and did not give a sufficient explanation as to why funding had been cut.
- Without funding the organisation would risk closure within a few weeks.
- The deputation suggested that the Joint Board consider providing bridging to allow the organisation to adapt their services.

The Chair thanked the deputation and agreed to engage further with them on the issues raised.

### **Declarations of Interest**

Councillor Ian Campbell declared a non-financial interest in this item as a Trustee of The Alma Project, left the room and took no part in consideration of the item.

Christine Farquhar declared a non-financial interest in this item as a Director of VOCAL, a former Chair of Upward Mobility, and the guardian of a person in receipt of a direct payment, left the room and took no part in consideration of the item.

## **5. Recommendations from the Health and Social Care Grants Review Programme 2019**

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On 10 August 2018, the Joint Board had agreed the grants prospectus and associated process for the Health and Social Care Grants Review Programme 2019. The programme opened to applications on 20 August 2018 and closed on 1 October 2018. The report advised the Joint Board of the recommendations from the Health and Social Care Grant Programme 2019/20 to 2021/22.

Part of the programme agreed in August 2018 was an innovation fund of £100,000. The Chair ruled in terms of Standing Order 11.1.1 that this matter should be reconsidered due to a material change in circumstances, following completion of the grant application process.

### **Decision**

- 1) To agree to incorporate the funding associated with the health improvement fund (HIF) and advice into the Edinburgh IJB grant programme.
- 2) To agree the recommended grant allocations, and:
  - i) To instruct the IJB Chief Officer to work with organisations previously funded, but who had been unsuccessful in their grant application, to ensure that service users facing a loss of service were offered appropriate alternative support;
  - ii) To instruct the IJB Chief Officer to work with organisations as above to assist with identifying alternative funding sources or restructuring as appropriate;
  - iii) To request that successful grant applicants prioritise working with service users affected by grant cessation;
  - iv) To use the final integrated impact assessment to inform the work above;
  - v) To instruct the IJB Chief Officer to provide progress reports on the points above
- 3) To delegate responsibility to the Chief Officer to issue grants in line with these recommendations subject to further financial assurance checks.

- 4) To require that the Chief Officer did not at this time institute the process for the Innovation Fund and to issue grants in line with the recommendations of the Grants Review Steering Group.
- 5) To establish a collaborative forum to engage with the Third Sector to jointly develop a programme of community led support.

### **Declarations of Interest**

Councillor Ian Campbell declared a non-financial interest in this item as a Trustee of The Alma Project, left the room and took no part in consideration of the item.

Christine Farquhar declared a non-financial interest in this item as a Director of VOCAL, a former Chair of Upward Mobility, and the guardian of a person in receipt of a direct payment, left the room and took no part in consideration of the item.

Ella Simpson declared a non-financial interest in this item as a Director of EVOC.

(References – Edinburgh Integration Joint Board, 10 August 2018 (item 3); report by the Chief Finance Officer, submitted.)

## **6. Minutes**

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### **Decision**

To approve the minute of the meeting of the Edinburgh Integration Joint Board of 28 September 2018 as a correct record.

## **7. 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 16 November 2018.
- 2) To note the minute of the meeting of the Strategic Planning Group of 12 October 2018.

## **8. Rolling Actions Log**

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The Rolling Actions Log for 14 December 2018 was presented.

### **Decision**

- 1) To agree to close the following actions:
  - (a) Action 1 – Annual Accounts 2016-17
  - (b) Action 6 – Carers (Scotland) Act 2016
  - (c) Action 9(1) – 2018/19 Financial Plan
  - (d) Action 12 – Appointments and Review of Sub-Groups

- (e) Action 13 – Rolling Actions Log
  - (f) Action 17(2) – Evaluation of 2017/18 Winter Plan and Winter Plan 2018/19
  - (g) Action 19 – Public Bodies Climate Change Duties
- 2) To otherwise note the remaining outstanding actions.
- (Reference – Rolling Actions Log – 14 December 2018, submitted.)

## **9. Draft Edinburgh IJB Strategic Plan 2019-2022**

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The draft Edinburgh Integration Joint Board Strategic Plan 2019-2022 was submitted and details were provided about its development and content. The overarching Strategic Plan was informed by the work of the Strategic Planning Group to develop the vision, values and priorities for the Joint Board and to agree the cross cutting themes.

### **Decision**

- 1) To approve the draft plan and appendices and to agree that they could be published for consultation.
- 2) To agree that the final plan would be reviewed for approval subject to the three month official period of consultation.
- 3) To agree the engagement plan for the consultation.
- 4) To agree that a final plan would come back to the February 2019 meeting of the Joint Board with Directions linked to finance, with clear options for the Joint Board to deliberate.

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

## **10. Carer (Scotland) Act 2016**

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An update was provided on the pilot in the North-West Locality which started in April 2018 and ran for six months to test new ways of working across partners, team communication, eligibility criteria, assessment of young/adult carers and the allocation of services and funding. Details were also provided of the new business and financial systems developed to support the pilot outcomes.

### **Decision**

- 1) To endorse the approach taken to the development and testing of the eligibility criteria and Adult Carers Support Plan as the basis for finalising a set of eligibility criteria that the Board would be asked to approve.
- 2) To thank Kirsten Adamson for her work on the project.

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

## 11. Baseline Workforce Plan

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The Edinburgh Health and Social Care Partnership's inaugural Baseline Workforce plan was submitted. The Plan provided details of current workforce capacity and workforce planning methodology.

### Decision

- 1) To note the Edinburgh Health and Social Care Partnership's inaugural Baseline Workforce plan
- 2) To note the proposed workforce planning methodology going forward.
- 3) To note the relevance in connection with financial and service planning arrangements.

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

## 12. Transitions for Young People with a disability from children's services to adult services Edinburgh Health and Social Care Partnership

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Details were provided of the development of the provision of support and planning for young people with a disability. Five actions were outlined that were intended to improve this process for all young people with a disability.

### Decision

- 1) To note and agree the five key action points in relation to young people.
- 2) To request an update on progress of the five key action points in 12 months.

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

## 13. Strategic Assessments – New Practices and Re-provision Schemes

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The Joint Board's support was sought for the submission of the Strategic Assessments for New Practices and Re-provision Schemes to NHS Lothian Capital Investment Group for consideration by NHS Lothian in the Capital Prioritisation Programme 2019/20.

### Decision

- 1) To note that the new practices and re-provision schemes were identified as priority areas for investment in the Population Growth and Primary Care Assessment 2016-2026, which was supported by the Integration Joint Board on 22 September 2017.
- 2) To note that a Strategic Assessment was the first part of the Scottish Capital Investment Manual Guidelines with which health boards must comply to inform the Scottish Government of any intended investment proposal.

- 3) To note that the scored Strategic Assessments had been produced following workshops with the relevant stakeholders for consideration as part of NHS Lothian's Capital Prioritisation Programme 2019/20 in December 2018.
- 4) To note the Strategic Planning Group considered and agreed the report would go forward to the Edinburgh Integration Joint Board.

(References – Edinburgh Integration Joint Board, 22 September 2017 (item 10); report by the IJB Chief Officer, submitted.)

## 14. 2018/19 Financial Position

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An overview of the financial position for the period to October 2018 and the year end forecast was provided. The conclusion of the financial recovery plan was also provided.

### Decision

- 1) To note that delegated services reported an overspend of £6.7m for the period to the end of October 2018, and that this was projected to rise to £10.3m by the end of the financial year.
- 2) To acknowledge that ongoing actions were being progressed to reduce the predicted in year deficit to achieve a year end balanced position, but to note that no assurance could be given of the achievement of break even at this time.
- 3) To remit the Chief Officer, supported by the Chief Finance Officer, to continue to work with colleagues from the City of Edinburgh Council and NHS Lothian to identify options for achieving year end balance.

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

## 15. Governance Review

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The findings and recommendations from the independent review of the governance of the Integration Joint Board were provided, as commissioned by the Chief Officer.

### Decision

- 1) To agree in principle all recommendations in the report, noting there would be resource implications for their full implementation
- 2) To agree to prioritise the development of a Governance Handbook as set out in the report and task the Chief Officer with the procurement of support to do this within a limit of £30k.
- 3) To task the Chief Officer to bring a costed action plan in response to the wider recommendations, and a timeline for its implementation, back to the February 2019 meeting of the Joint Board, noting at this stage that there was potential to fund this from a number of sources, including the uncommitted reserves and this would be presented alongside the costed plan

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

## 16. IJB Records Management Plan

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The draft Records Management Plan (RMP) was submitted. The RMP was prepared in compliance with the requirements of the Public Records (Scotland) Act 2011.

### Decision

- 1) To note the report.
- 2) To delegate scrutiny and oversight responsibilities of the IJB RMP and its associated Improvement Plan to the IJB Audit and Risk Committee.
- 3) To approve the draft RMP (and associated evidence).

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

## 17. Performance Report

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An overview was provided of the activity and performance of the Edinburgh Health and Social Care Partnership (EHSCP) and certain set aside functions of the Joint Board. An overview of performance covering key local indicators and national measures to the end of September was also provided.

### Decision

- 1) To note the performance of EHSCP and IJB against a number of indicators, both local and national, for the period to September 2018.
- 2) To agree that a briefing note on actions being taken with regard to sickness absence and financial implications would be circulated to members.

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

## 18. Additional Investment in Community Capacity in Edinburgh

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The Joint Board was asked to issue a direction to the City of Edinburgh Council in respect of additional care at home capacity.

### Decision

To remit the Chief Officer to issue the direction to the City of Edinburgh Council.

(Reference – Edinburgh Integration Joint Board, 28 September 2018 (item 8); report by the Chief Finance Officer, submitted.)

## 19. IJB Risk Register

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The IJB Risk Register was submitted, following agreement at the June 2018 meeting that it would be reviewed by the Joint Board every six months. Details were

provided of the processes which were being established to manage, mitigate and escalate risks.

### **Decision**

- 1) To note the continued development of the IJB risk register and associated action plan.
- 2) To note that the latest version of the register was scrutinised by the Audit and Risk Committee on 16 November 2018.
- 3) To note that the Audit and Risk Committee had requested the inclusion of two additional risks.

(References – Edinburgh Integration Joint Board, 15 June 2018 (item 5); report by the IJB Chief Officer, submitted.)

## **20. Sandra Blake**

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### **Decision**

To record the Joint Board's thanks to Sandra Blake, who had stepped down from her role on the Edinburgh Integration Joint Board.