



Dumfries and Galloway  
Integration Joint Board

**Minute of Dumfries and Galloway  
Integration Joint Board meeting held on  
14<sup>th</sup> July 2016**

*For Approval*

Minute of the Dumfries and Galloway Integration Joint Board (IJB) meeting held on 14<sup>th</sup> July in Annan Town Hall, Annan

<b>Present:</b>	Penny Halliday (PH)	Chair
	Jim Beattie (JB)	NHS Voting Member
	Grecy Bell (GB)	Registered Medical Practitioner (GP)
	Iain Boddy (IB)	Third Sector Representative
	Lesley Bryce (LB)	NHS Voting Member
	Angus Cameron (AC)	Registered Medical Practitioner
	Ian Carruthers (IC)	Local Authority Voting Member
	Moirra Cossar (MC)	NHS Voting Member
	Lillian Cringles (LC)	Chief Social Work Officer
	Eddie Docherty (ED)	Registered Nurse Representative
	Andy Ferguson (AFe)	Local Authority Voting Member
	Katy Lewis (KL)	Chief Finance Officer
	Jim McColm (JMc)	Unpaid Carer's Representative
	Denis Male (DM)	Local Authority Voting Member
	Claire Rogerson (CR)	Governance Officer
	Ted Thompson (TT)	Local Authority Voting Member

<b>In Attendance:</b>	Vicky Freeman (VF)	Head of Strategic Planning
	Alison Warrick (AW)	Executive Assistant to Chief Officer

**1. APOLOGIES FOR ABSENCE**

In the absence of the Chair the Vice-Chair assumed the role of Chair for this meeting.

Apologies were received from Jim Dempster, Val Douglas, Ann Farrell and Julie White.

**2. NOTIFICATION OF SUBSTITUTES**

None noted

**3. DECLARATION(S) OF INTEREST**

None noted

**4. MINUTE OF MEETING HELD ON 31<sup>ST</sup> MAY 2016**

These were agreed as an accurate record.

**5. AGREED ACTIONS FROM THE PREVIOUS MEETING HELD ON 31<sup>ST</sup> MAY 2016**

**Agenda Item 6 – Scheme of Delegation to Committees**

The first meeting of these Committees will be arranged for September/October and will be organised via the Chief Officer's Office

**Agenda Item 7 – Corporate Support Services and Governance Update**

JW/KL will work up the detail of the organisational chart and corporate support arrangements and will bring these back to a future IJB.

**Agenda Item 8 – IJB Budget Setting 2016/17**

A Workshop has been arranged for the 17<sup>th</sup> August at 10am

**Agenda Item 9 – Mental Health Change Programme**

A Workshop on the IDEAS team has been arranged for the 22<sup>nd</sup> December at 10am

These updates were noted

**6. MEMBERSHIP UPDATE**

Following discussion at the last IJB it was proposed that a Paper be presented at this meeting to recommend a further two appointments as non- voting members; Dr Ken Donaldson in his new role as Deputy Medical Director, to ensure the IJB has regular, secondary care clinical advice and the Director of Public Health, acknowledging that 2 of the 9 National Health and Well Being outcomes will reflect on the Public Health Agenda.

**Decision(s)**

Board Members:

Approved that the following become non-voting Members of the IJB:

- Ken Donaldson – Deputy Medical Director – Acute Services (NHS)
- Director of Public Health (NHS)

**7. DRAFT PERFORMANCE MANAGEMENT FRAMEWORK**

VF presented this Paper which outlines the statutory requirements set out for Performance reporting under the 2014 Public Bodies (Joint Working) (Scotland) Act.

The first quarterly Performance Report will be presented to the September IJB meeting.

VF will present a Performance Management Paper at the next meeting outlining locally developed indicators within a proposed template for performance reporting to area committees.

The Flow Chart is to be amended to show that all lines of responsibility come to the IJB.

## **Decision(s)**

Board Members

- Agreed the proposed 'Performance Reporting Flow Chart' but requested that it was amended to present the IJB at the head of the chart and the reporting lines to flow to the IJB. Agreed the proposed 'Quarterly Reporting Template'
- Agreed the flow, frequency and timing of reporting to Area Committees
- Noted that the first quarter of 2016 performance will be reported to the IJB in September and to Health and Social Care Senior Management Team in August
- Noted the phased approach to the development of performance management of the IJB and the timescales for this

## **8. UPDATE ON CARERS STRATEGY**

This Paper provides the IJB with an insight into the implementation of the Carers Strategy (2012-17), and to provide assurance that a full evaluation will be undertaken next year and to highlight the development of a new Strategy.

Under Item 5.10 Development of an eligibility criteria – VF will come back to IJB members with a start date for this.

## **Decision(s)**

Board Members Noted

- The implementation of the current Dumfries and Galloway Carers Strategy (2012-17)
- The key points of the Carers (Scotland) Act 2016-07-21
- Plans to develop a new Carers Strategy for Dumfries and Galloway (2017-20)

## **9. DRAFT RISK MANAGEMENT STRATEGY**

Following the Workshop on Risk Management, the Strategy presented today has been updated to reflect comments made.

A working group has been established to develop an approach in dealing with complaints with input across the Partnership. Following their second meeting this month ED will provide an update to the next IJB. ED will also investigate how a system such as DATIX could be used throughout care homes. LC highlighted that if a complaint is made through Social Work

there is a statutory requirement for this to be processed via the Care Inspectorate.

### **Decision(s)**

Board Members approved the Risk Management Strategy and gave assurance that work will continue to ensure that staff understand their roles and responsibilities in relation to risk management.

## **10. PERFORMANCE AND FINANCE SUB COMMITTEE**

The Board agreed that the Performance and Finance Committee be formalised as follows:

Chair:	Jim Dempster
Vice Chair:	Penny Halliday
Voting Members:	Grace Cardozo, Lesley Bryce, Ian Carruthers and Andy Ferguson
Non Voting Members:	Julie White, Katy Lewis and Lillian Cringles

Arrangements for the initial meeting of this Committee will be organised through the Chief Officer's office in consultation with the Chair and Vice Chair.

Meetings will be held on a quarterly basis.

### **Decision(s)**

Board Members considered and agreed the draft remit of the Performance and Finance Committee for inclusion in the Scheme of Delegation for Committees.

## **11. FINANCIAL PERFORMANCE MONTH 2 POSITION**

KL highlighted that a Workshop on Financial Performance is planned for the 17<sup>th</sup> August but that should any member require she would be happy to review the financial position on an individual basis.

Financial performance across both organisations is reported differently however in agreement with Paul Garrett, KL has brought the figures together in a consistent approach. Following Month 3 (Quarter 1) reports will be more detailed.

To the end of May 2016 there is a £58k over spend across the Partnership and there is an in year and recurrent gap in efficiency schemes.

The GP prescribing data has a two month time delay in the reporting of actual information and the risks associated with this will be reported in each Finance Report. KL confirmed that since this report was written the month

one data has been received and she confirmed that this was looking more positive than the position included in this report. .

AF raised concern around the use of the £7.9m Social Care fund monies which was set aside for use by the IJB. KL gave assurance that this was being applied in line with Scottish Government guidance with 50% of this fund is used for existing pressures in the Social Work budget including the impact of the living wage, with the remainder used for additionality and the impact of demographic activity increases.

### **Decision(s)**

Board Members Noted

- The level of risk associated will only two months data available to the IJB
- The level of risk associated with the magnitude of unidentified efficiency plans to date
- Primary Care Prescribing cost data is not available and the YTD (Year to Date) position reflects the known areas of slippage on the efficiency plans only

## **12. UPDATE ON AUDIT SCOTLAND REPORT**

This report provides a bi-annual update following the Paper presented to the Shadow IJB in January.

A self assessment has been undertaken against the recommendations from Audit Scotland to identify progress to date. It was agreed that recommendations should be made via the Audit and Risk Committee rather than the IJB.

Members sought assurance that the self assessment action plan is addressing all the recommendations. Feedback should be provided to KL and VF if there are any queries in the content of this report and whether further updates can be included.

JW and KL are currently developing a management structure for the IJB and once this has been developed it will be shared with the IJB.

Members asked for an update on progress with the communications strategy and whether the workshop on communication can be brought forward to an earlier date. KL will seek confirmation from JW and provide an update to IJB members.

### **Decision(s)**

Board Members Noted

- The Audit Scotland recommendations as outlined in the Paper

- Noted the update and self evaluation on current local position within Dumfries and Galloway and how the recommendations have been addressed and that further updates would be presented through the Audit and Risk Committee.

### **13. FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME**

This Paper was developed by the NHS Corporate Business Manager and with input from her counterpart in the Local Authority. The Paper covers the requirements set out in the Freedom of Information (Scotland) Act 2002.

A further recommendation is to be added to the paper regarding Freedom of Information Equality and Diversity. GC has asked that the wording of point 1 is amended to reflect that requesters on low incomes are not discriminated against should they require a paper copy.

#### **Decision(s)**

Board Members

- Reviewed and approved the adoption of the Model Publication Scheme
- Reviewed and approved the implementation of the updated Guide to Information
- Reviewed and approved the Freedom of Information Policy
- Considered and agreed the use of the Memorandum of Understanding between the IJB, NHS and Local Authority
- Additional recommendation to review the policy wording to ensure compliance with equality and diversity requirements

### **14. SUBSTITUTE MEMBERS**

This Paper outlines the decision by the NHS Board to nominate one member (Gill Stanyard) as a substitute member of the IJB.

#### **Decision(s)**

Board Members agreed the nomination of Gill Stanyard to one of the substitute positions for NHS representation on the IJB.

### **15. UPDATE ON GENERAL PRACTICE MEDICAL STAFFING**

AC attended a public meeting in Wigtownshire on the 11<sup>th</sup> July when the difficulties in GP recruitment and availability were discussed. The meeting was generally appreciated by the Public.

This Paper alerts the IJB to the risk to General Medical Services throughout the region due to the failure to recruit locally and to the number of GPs who

plan to retire within the next 3 years it also highlights the significant work undertaken to look for solutions to these issues.

The Paper outlines the significant work undertaken to look for solutions to recruitment issues which include:

- Setting up a website [www.dumfriesmedicalrecruitment.co.uk](http://www.dumfriesmedicalrecruitment.co.uk) and advertising in the British Medical Journal
- Increased the 'Golden Hello' to £12500 for practices within deprived areas
- Funded two Rural Practice Fellows from newly qualified GPs, through NHS Education Scotland, to spend a year working on rural health issues. It would be advantageous if these GPs would then look to rural practice when seeking a substantive post.
- Linking with neighbouring Boards regarding cross working

Members discussed a united Dumfries and Galloway approach where the Partnership could look at all recruitment across the region and advertising the Dumfries and Galloway brand. It was agreed that the Communication Strategy is fundamental in communicating access to our services within our Communities.

Concern was raised regarding rural transport, AC agreed to discuss this further with Jeff Ace and Gavin Stevenson who are undertaking discussions re mobility in rural areas and will feedback at a future meeting.

Medical staffing update to become a standing item on each IJB meeting and AC will regularly report back to the IJB on strategic solutions for recruitment within Dumfries and Galloway.

### **Decision(s)**

Board Members Noted

- The considerable recruitment challenges facing general practice throughout Dumfries and Galloway and the steps that have been taken to minimise the impact of this
- The specific challenges relating to the Wigtown and Merrick Practice and the proposal to merge Practices as of 1<sup>st</sup> September 2016

## **16. LOCALITY PAPER – ANNANDALE AND ESKDALE**

Board Members who attended the Locality visit were impressed with the engagement with the local community and noted that local teams were working on solutions for health and well being within the area.

### **Decision(s)**

Board Members

Noted the key health and social care challenges in Annandale and Eskdale

## **17. FUTURE WORKSHOP DATES**

Further to discussion at the last IJB a further 4 Workshops have been organised and invitations sent to all IJB Members and Substitutes.

GC asked that due to the importance of Communications the Communications and Engagement Workshop be brought forward. This will be arranged by AW.

### **Decision(s)**

Board Members Noted

- A further 4 Workshops for IJB Members have been organised
- The Workshop on the New Build will take place 'on site' where a visit to the new build will also take place

## **18. ANY OTHER BUSINESS DEEMED URGENT BY THE CHAIR DUE TO THE NEED FOR A DECISION**

None noted

## **19. DATE OF NEXT MEETING**

This will take place on Thursday 22<sup>nd</sup> September at 2pm in Castle Douglas Community Centre.

A locality visit will take place at 11am in Castle Douglas Hospital.

Travel to and from Castle Douglas will be made via the Chief Officer's office.

Apologies should be forwarded to [alison.warrick@nhs.net](mailto:alison.warrick@nhs.net)