



Dumfries and Galloway  
Integration Joint Board

31<sup>st</sup> May 2016

**Minute of Dumfries and Galloway  
Integration Joint Board meeting held on  
31<sup>st</sup> May 2016**

*For Approval*

Minute of the Dumfries and Galloway Integration Joint Board meeting held on 31<sup>st</sup> May 2016 at 10.30am in the John Niven College, Stranraer.

<b>Present:</b>	Jim Dempster (JD)	Chair
	Penny Halliday (PH)	Vice Chair
	Jim Beattie (JB)	NHS Voting Member
	Iain Boddy (IB)	Third Sector Representative
	Angus Cameron (AC)	Registered Medical Practitioner
	Ian Carruthers (IC)	Local Authority Voting Member
	Moira Cossar (MC)	NHS Voting Member
	Lillian Cringles (LC)	Chief Social Work Officer
	Eddie Docherty (ED)	Registered Nurse Representative
	Val Douglas (VD)	NHS Staff Representative
	Ann Farrell (AFa)	Local Authority Staff 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
	Julie White (JW)	Chief Officer

<b>In Attendance:</b>	Denise Moffat (DM)	Lead Nurse Mental Health
	Caroline Sharp (CS)	Workforce Director NHS
	Alison Warrick (AW)	Executive Assistant to Chief Officer
	June Watters (JWa)	Locality Manager - Wigtown
	Catherine Withington (CW)	Programme Manager Integration

### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Lesley Bryce – NHS Voting Member

### **2. DECLARATION(S) OF INTEREST**

None noted

### **3. MINUTE OF MEETING HELD ON 17<sup>th</sup> MARCH 2016**

These were agreed as an accurate record.

With regards to Item 16.3 in the previous Minute, JW has now circulated to all Board Members an email outlining the process for Emergency Care Pathways for Dumfries and Galloway patients.

#### **4. MEMBERSHIP UPDATE**

The Strategic Planning Group has been tasked with providing a nomination for the Service Users Representative and ED will provide an update for the next meeting.

Dr Greycy Bell was nominated as the Registered Medical Practitioner (Primary Medical Services).

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

Board Members:

Considered the update provided on the non-voting membership and agreed that Dr Greycy Bell be appointed to the Board.

#### **5. CODE OF CONDUCT**

Board Members approved the draft Code of Conduct which will now be submitted to Scottish Government for their approval. Once approval has been sought the IJB will formally adopt and comply with the requirements and the Code of Conduct will be added to the Website.

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

Board Members:

2.1 Approved the draft Code of Conduct for submission to Scottish Ministers for approval

2.2 Agreed that once approved, the Board adopts and complies with the requirements of the Code of Conduct including publication of both the code and Register of Members' Interests on the IJB website.

#### **6. SCHEME OF DELEGATION TO COMMITTEES OF THE BOARD**

The Board agreed that the following Committees be formalised:

##### **Audit and Risk Committee:**

Chair: Andy Ferguson  
Vice Chair: Grace Cardozo  
Voting Members: Jimmy Beattie and Denis Male  
Non Voting Members: Katy Lewis and Ann Farrell

##### **Clinical and Care Governance Committee:**

Chair: Moira Cossar  
Vice Chair: Ted Thompson  
Voting Members: Lesley Bryce and Ian Carruthers  
Non Voting Members: Julie White, Lillian Cringles, Angus Cameron and Eddie Docherty

Arrangements for the initial meetings of each Committee will be organised through JW's office in consultation with the Chair and Vice Chair of the respective Committees.

CR will circulate a list of who is on which Committee to IJB Members.

The Standing Orders of the Board will be administratively updated by the Governance Office.

### **Decision(s)**

Board Members:

2.1 Noted that the legislation regarding the Board's Standing Orders, and the Board's Standing Orders themselves, apply equally to Committees

2.2 Considered and agreed the Scheme of Delegation to Committees

2.3 Appointed Chairs, Vice Chairs and Members of the Audit and Risk Committee and the Clinical and Care Governance Committee

2.4 Delegated arrangements for the first meetings of the Committees to the Chief Officer, in consultation with the Chair and Vice Chair of the respective committees

2.5 Noted that the Standing Orders of the Board will be administratively updated by the Governance Officer to include a reference to the Scheme of Delegation to Committees.

## **7. CORPORATE SUPPORT SERVICES AND GOVERNANCE UPDATE**

JW has had discussions with the Chief Executives of both the NHS and the Local Authority to enable the IJB to discharge all of its functions under the Public Bodies Joint Working (Scotland) Act. As part of this work JW has developed a post of Head of Business Improvement and Development to assist in carrying out key functions for the IJB including communications, improvement support, admin functions, improvement work, committee and board management and other business functions. Members approved the post and asked JW to prepare a paper outlining the organisational chart including a proposed structure for Corporate Support Services. It was agreed that this Paper will come back to the next IJB.

The reporting templates circulated to all Members were approved with some minor amendments to be made which included; Matters Arising to be removed from the Agenda/Minute templates and the inclusion of an Actions list for guidance only. Each paper had also to include detail on the consultation and engagement process prior to them coming to the IJB.

## **Decision(s)**

Board Members:

2.1 Endorsed the establishment of the Head of Business Improvement and Development

2.2 Noted the ongoing work to develop the corporate infrastructure and support for the Board

2.3 Approved the reporting templates

2.4 Noted the development of a Freedom of Information Policy and Publication Scheme.

## **8. IJB BUDGET SETTING 2016/17**

KL provided an update to the Board on the joint financial position for 2016/17 which includes details of the due diligence process. The current outturn position for 2015/16 is showing a £2.9 million over spend for the budgets delegated to the IJB. KL highlighted the significant financial risks and challenges facing the IJB for 2016/17 including the delivery of Cash Releasing Efficiency Savings (CRES).

It was agreed that a Workshop for Board Members will be organised to take Members through the Budget Setting in further detail. This will be arranged through JW's office.

## **Decision(s)**

Board Members:

2.1 Noted the draft outturn position for 2015/16 for the IJB

2.2 Noted the challenges and risks within the Integrated Budget for 2016/17

2.3 Supported the Chief Finance Officer and Chief Officer to continue ongoing discussions with the Local Authority in relation to the full year funding for the living wage increase and to note the unfunded pressure for 2017/18

2.4 Approved the IJB budget

2.5 Noted the reporting time table and that regular financial reports will be presented to the IJB

## **9. MENTAL HEALTH CHANGE PROGRAMME**

DM updated Board Members on the Mental Health Change Programme which is a region wide change programme aimed at delivering better

outcomes for people with mental health problems. The Programme will increase capacity within Community Mental Health Nursing Teams, provide additional Dementia Support Services and increase the capacity of the CATS team amongst other developments in the community setting.

As part of this Mental Health Change Programme it is proposed that the Darataigh facility in Stranraer would be closed.

The engagement process is now in Month 5, the results of which will be presented to the NHS Board's Performance Committee

It was agreed that a Workshop will be held at a future date on the work of the IDEAS team.

It was further agreed that the Impact Assessment would be further developed to include external stakeholders perspectives.

It was further agreed that DM would further circulate the Consultation Programme for the Mental Health Change Programme to the IJB Members for noting and review.

### **Decision(s)**

Board Members:

Considered and supported the direction of travel of the Mental Health Change Programme and noted the progress of the associated Community Engagement Exercise.

## **10. CULTURAL DIAGNOSTIC OUTPUT**

Following a workshop on the 28<sup>th</sup> of April with Board Members, CS provided an update on work to date. Board Members asked for clarification of the progress made since the Workshop and CS will provide this for the next meeting.

CS gave clarification to Board Members that staff within both the NHS and the Local Authority were included in this piece of work alongside staff in the Third and Independent Sector

### **Decision(s)**

Board Members:

2.1 Noted progress of the cultural diagnostic work to date

2.2 Noted the results delivered to the IJB Workshop

2.3 Agreed to contribute to the work plan for the next 18 months including the Lifestyles Inventory.

## **11. LOCALITY MANAGER PAPER – WIGTOWN**

The Paper presented by June Watters, outlined positive multi agency working throughout the locality such as Men's Sheds, Galloway Strollers, Healthy Connections.

JWa highlighted issues with GP recruitment within the Locality and emphasised that discussions with GPs re sustainable services was ongoing as is engagement with the local community. JWa is meeting with elected members today (31<sup>st</sup> May) to highlight concerns.

### **Decision(s)**

Board Members:

- 2.1 Noted the examples of the on-going multi-agency work in Wigtownshire
- 2.2 Noted the opportunities and challenges in implementing changing models of Health and Social Care
- 2.3 Agreed to provide support to the Locality in addressing challenges

## **12. LIST OF FUTURE MEETING DATES**

An updated list of Locality Visits and Board Workshops was presented to the Board Members and was agreed.

### **Decision(s)**

Board Members:

- 2.1 Agreed that the Buccleuch Centre is the venue for the meeting in Langholm
- 2.2 Noted the locations, venues, timings and Agendas of the IJB Locality Meetings
- 2.3 Noted the updated information on Workshops

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

- Dr Ken Donaldson, Deputy Medical Director, Acute Services was introduced and it was proposed that he will become a non- voting member of the IJB. JW will outline this recommendation in a Paper for the next meeting.
- It was agreed that a Public Address System will be made available at all future meetings.

- It was raised that a Finance and Performance Committee would be required; a remit for this will come back to the next meeting.
- It was agreed that a Paper on Public Health Involvement in the IJB will be presented at the next meeting.

#### **14. DATE OF NEXT MEETING**

14<sup>th</sup> of July at 2pm in Annan Town Hall – this follows a Locality Visit at 11am at Annan Hospital, the Agenda for this is included.

**Could anyone wishing transport to travel to Annan on the 14<sup>th</sup> July please notify [alison.warrick@nhs.net](mailto:alison.warrick@nhs.net) by the 10<sup>th</sup> of July**

DRAFT