



Dumfries and Galloway
Integration Joint Board

**Minute of Dumfries and Galloway
Integration Joint Board meeting held on
22nd September 2016**

For Approval

Minute of the Dumfries and Galloway Integration Joint Board (IJB) meeting held on 22nd September 2016 at 2pm in Community Centre, Castle Douglas

Present:	Jim Dempster (JD)	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
	Grace Cardozo (GC)	NHS Voting Member
	Andrew Caron (ACa)	Deputy Director Public Health
	Moira Cossar (MC)	NHS Voting Member
	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
	Denise Male (DM)	Local Authority Voting Member
	Claire Rogerson (CR)	Governance Officer
	Julie White (JW)	Chief Officer

In Attendance:	Barbara Aitken	Lead Social Worker, Stewartry
	Linda Davidson	Deputy Workforce Director, NHS
	Vicky Freeman	Head of Strategic Planning, NHS
	George Noakes	Senior Health Intelligence Analyst, NHS
	Sharon Walker	Public Health Practitioner - Stewartry
	Alison Warrick (AW)	Executive Assistant to Chief Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Ian Carruthers, Lillian Cringles, Eddie Docherty, Ken Donaldson, Penny Halliday and Ted Thompson

2. NOTIFICATION OF SUBSTITUTES

None noted

3. DECLARATION(S) OF INTEREST

None noted

4. MINUTE OF MEETING HELD ON 14th JULY

It was noted that Grace Cardozo's name was missing from those in attendance. This will be rectified and an amended Minute will be uploaded to the DG Change website.

With this exception the Minute was agreed as an accurate record of the previous meeting.

5. AGREED ACTIONS FROM THE PREVIOUS MEETING HELD ON 14th JULY 2016

- **Agenda Item 8 – Update on Carers Strategy**
Development of eligibility criteria – Members to be informed of start date.
The Act is to be implemented from the 1st April 2018, staff are currently attending national conferences to be taken through the detail of this.
- **Agenda Item 9 – Draft Risk Management Strategy**
Update on Working Group dealing with complaint handling will come to November IJB
- **Agenda Item 12 – Update on Audit Scotland Report**
At the first meeting of the Committee it was agreed that the scrutiny and review of the Audit Scotland report implementation will go through the Committee rather than the IJB.

6. UPDATE ON ORGANISATION DEVELOPMENT ACTION PLAN 2016-19

This Action Plan has been updated following discussions at the IJB in May. This will link with the cultural diagnostic tool work.

Members will be advised in the near future of dates to complete the Life Styles Inventory Questionnaire.

Resource for the roll out of the LSI for leaders across the Partnership has been agreed through the Health and Social Care Senior Management Team.

Decision:

Members noted the Organisational Development Action Plan 2016-19.

7. MEMBERSHIP UPDATE

There is currently 1 remaining vacancy on the IJB which is for a Service User Representative. Following discussion between JW and VF it was agreed that Stella Macpherson, a Member of the Strategic Planning Group be appointed to the IJB as a non-voting member on an interim basis. This will allow ED to finalise the public involvement work which he is undertaking. This piece of work will come forward to the IJB at a later date.

JD asked that a biography/person spec be included in future Papers for new Members being appointed to the Board.

JW will discuss with Stuart Hamilton, Communication and Engagement Manager, the inclusion of a Who's Who section on the DG.Change website.

Decision:

Board Members considered and approved that Stella Macpherson joins the IJB as a non-voting member as the Service User Representative on an interim basis.

8. PERFORMANCE REPORT

Of a total of 74 indicators this report covers information on the 21 indicators which are currently available. These indicators provide information which is outcome focused for the journey of care of those in need of the health and social care system.

Members discussed the percentage of Carers (51%) who feel unsupported in their roles. JW will organise for a Paper to be brought back to the March Board on the range of work being undertaken with the Partnership to support carers. A survey is being circulated to all Carers to ascertain what support they require to fulfil their roles.

Members asked to see hyperlinks to background data within the Report to help understand some of the figures.

Decision:

Board members noted and discussed the Quarterly Performance Report 1st April – 30th June 2016

9. FINANCIAL PERFORMANCE TO JULY 2016

The IJB is forecasting a potential overspend of £1,153k at the end of July before allocated social care fund monies to support the demographic and activity increases. There is financial risk for 2017/18 for the full year impact of the living wage increases of £2,044 million..

The first meeting of the Finance and Performance Sub Committee on the 4th November will discuss the shared principles of budget setting across the Partnership.

GB highlighted the lack of options within Primary Care to help prevent hospital admissions. It was agreed that this will be the subject of a Workshop entitled Shifting the Balance of Care and will include discussions on the clinical strategy and realistic medicine. JW will bring a proposal on the format of this to the next meeting.

JD instructed CR to ensure that those responsible for the Council's corporate diary do not add other Committees/Meetings to the diary when there are already IJB Meetings/Workshops taking place

Decision:

Board Members noted and discussed:

- The overall level of financial risk associated with the four months financial data available to the IJB
- The level of risk associated with the scale of unidentified efficiency plans to date
- Primary Care Prescribing cost data only available for April and May

10. ANNUAL REPORT AND FINANCIAL STATEMENTS FOR PERIOD ENDED 31ST MARCH 2016

These were discussed and agreed at the Audit and Risk Committee on the 19th September.

KL confirmed that for future Annual Accounts a wider session will be organised for IJB Members.

The Annual Accounts were formally signed off by the Chair and Chief Officer.

Decision:

Board Members approved the Annual Report and Financial Statements for period ended 31st March 2016.

11. UPDATE ON GENERAL PRACTICE MEDICAL STAFFING

The Region now has only 118 GPs with 12 Practices in difficulty, 4 Practices have requested closed lists and 3 Practices have asked to reduce their geographical boundaries.

The merger between Wigtown and Newton Stewart Practices is working satisfactorily and they continue to look to recruit a further two GPs.

The Health Board will now take over the running of the Moffat Practice which will be run by salaried GPs in the short term. Unfortunately the proposed GP Partnership arrangements for this Practice was not secured.

Scottish Government have announced that they will be providing an extra bursary for trainee GPs joining rural practices. We currently receive 6 training places throughout the region and to date 7 have applied. Government are also looking to fund a new medical school for people who hold a relevant degree to encourage them into General Practice. A collaboration has been agreed between Dumfries, Dundee and Fife.

Within secondary care there is currently 24 Consultant and 13 Middle Grade vacancies.

Decisions:

Board Members discussed and agreed to Delegate Authority to the Medical Director, Deputy Medical Director (Primary Care) and Primary Care Development Manager to:

- Continue to progress a process of individual risk assessment for each GP Practice, and to work with General Manager Community Health and Social Care and Locality Managers to minimise identified risk on a locality basis.
- Progress a range of short, medium and long term measures to improve recruitment and retention
- Provide updates to all IJB Meetings on the progress with sustaining GP Practices across the region

12. STEWARTRY LOCALITY – PROGRESS REPORT

JD commended the Team on a very informative visit throughout the Locality.

JW highlighted the good work which is done in partnership with housing within the Locality and emphasised that it was integral that housing be represented on the IJB. JW will invite the Local Authority Strategic Housing Officer to a future meeting.

The Paper submitted highlights the work following the implementation of the Local Delivery Plan and the 6 Workstreams which are taking forward work on Cottage Hospitals, One Team, Health and Well-Being, General Practice, Housing and Workforce. These are starting to progress and are working well across the Locality.

Decision:

Board Members noted the approach, progress to date and key challenges within the Locality.

13. FUTURE WORKSHOP DATES

Following requests from previous meetings a further two Workshops have been agreed; Delayed Discharge and Role of Community Hospitals.

As discussed today a further two Workshops have been agreed; Social Work – Priorities and Challenges and Shifting the Balance of Care. Dates for these will be circulated in due course.

Following the Communication Workshop in September SH will circulate the Communication Plan at a later date.

Decision:

Board Members approved the subject, dates, times and venues of a further two Workshops.

14. CARE AT HOME TENDER

Following a decision from Scottish Government, Local Authorities were tasked with ensuring that from the 1st October 2016 the National Living Wage of £8.25 per hour be paid to all care workers. It is hoped that this will address recruitment and retention issues within the care sector.

Work has been ongoing via a tendering process with 33 providers over the summer months. Contractors will be appointed shortly subject to confirmation of financial and insurance requirements.

The team are to be commended on this process.

Decision:

Board Members noted the significant investment in care at home and support services.

15. AREA COMMITTEES AND LOCALLY AGREED MEASURES AND INDICATORS

In Section 5 of the Paper, JD highlighted that it read Health and Social Care Services will be accountable to communities through Area Committees and asked that this be changed to scrutinise delivery of locality plans.

VF/GN will review, through Governance, the wording in the Scheme of Delegation.

Area Committee reporting will be presented bi-annually to the IJB, the first of which will be presented in January 2017.

There are 22 Locally Agreed Indicators which are due to be reported on, 4 of which meet accountable measures, the remaining 18 require further development before they can be reported on.

VF informed Members of a Seminar to inform Elected Members about Performance Management which is due to take place on the 19th December 2016.

Decisions:

Board Members agreed the proposed Template, Locally Agreed Indicators and noted the revised performance reporting flow chart.

16. ANY OTHER BUSINESS DEEMED URGENT BY THE CHAIR DUE TO THE NEED FOR A DECISION

- Following news that IB has given notice that he will be standing down as the Third Sector Representative of the IJB, JD thanked him for his valuable input as a member of this Board. IB intimated that it is hoped his successor will be appointed as soon as possible but in the meantime he will continue to attend any Meetings in connection with his role on the IJB.
- JD thanked all those involved in the recent Topping Out Ceremony of the New Build Hospital.

17. DATE OF NEXT MEETING

Tuesday 29th November 2016 at 10.30am in Langholm Social Club.

Apologies should be forwarded to alison.warrick@nhs.net