



Dumfries and Galloway
Integration Joint Board
Clinical and Care Governance Committee

**Minute of Dumfries and Galloway
Integration Joint Board Clinical and Care
Governance Committee meeting held on
3rd April 2017**

For Approval

Minute of the Dumfries and Galloway Integration Joint Board (IJB) Clinical and Care Governance Committee meeting held on 3rd April 2017 in the Margaret Barty Room, Education Centre, Dumfries and Galloway Royal Infirmary.

Present:	Laura Douglas (Chair)	NHS Voting Member
	Angus Cameron	Medical Director
	Ian Carruthers	Local Authority Voting Member
	Lillian Cringles	Chief Social Work Officer
	Eddie Docherty	Director of Nursing, NHS
	Penny Halliday	NHS Voting Member
	Julie White	Chief Officer

In Attendance:	Gill Stanyard	NHS Board Member
	Alison Warrick	EA to Chief Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Lesley Bryce and Ted Thompson

2. DECLARATION(S) OF INTEREST

None noted.

3. MINUTES OF PREVIOUS MEETING

These Minutes could not be agreed as an accurate record of the meeting as the meeting was not quorate.

4. SERVICE USER EXPERIENCE

The NHS Dumfries and Galloway Patient Services team has reviewed how feedback is managed for integrated services with input from Health and Social Care and the Local Authority. The new system will be managed via the DATIX system and work on this is progressing well.

In parallel with this a joint approach to Complaints Handling is also being reviewed this is in line with the merging of Scottish Governments Patient Opinion and Care Opinion services.

Discussion took place around the role of Carers in recording post service experience feedback. It was agreed that JW will discuss with Graham Gault whether it is possible to move to an electronic system which GPs previously recorded on green cards. JW will feedback at the next meeting.

The Clinical and Care Governance Committee:

- **Noted this Report which provides an update on the activities around Service User experience**
- **Noted the planned introduction of a revised Complaints Handling Procedure from 1st April 2017.**

5. JOINT RISK REGISTER UPDATE

Following a Risk Workshop for Health and Social Care Management Team in November 2016, risks were allocated to the appropriate people and will be reviewed routinely through this Committee.

LC informed the Committee that a meeting to discuss the Information Sharing Protocol is scheduled for the 5th April and she will feedback on any relevant discussions at the next meeting.

The Clinical and Care Governance Committee:

- **The progress in implementing Risk Management arrangements for the Integration Joint Board.**

6. THEME 1 OF JOINT INSPECTION – GOVERNANCE

Following the Care Inspectorates review and subsequent Action Plan it was agreed that LC would explore a Theme from the Plan at each meeting.

Theme 1: Governance:

The Partnership was asked to provide assurance to the following Objectives:

- **To have necessary controls to avoid any potential instances of conflict between responsibilities of the NHS Board and the Integration Joint Board**

LC commenced work on this in March of this year. Controls will be progressed through the Audit and Risk and Performance and Finance Sub Committees of the IJB and will ensure this is reviewed on an ongoing basis.

- **Identify appropriate external support for the Improvement Programme**

The Partnership now has a new Link Inspector, Mike Harkin who was previously the vice Link Inspector.

LC attended a Care Inspectorate Development Day and was asked and has worked with the Moray Partnership following their Inspection.

The Chief Officers group which meets locally will also support this work.

- **Ensure efficient and effective use of unallocated funds are put in place**

Funding is scrutinised via the Audit and Risk and Performance and Finance Sub Committees and through the Local Authorities Area Committees.

Monitoring and financial regulations are carried out by both the NHS and the Local Authority.

It was agreed that an evaluation of the IJB would be carried out with the current Membership which will explore the impact, effectiveness and what Members think has worked well. Alongside this a review of Third Sector reporting will also be examined. LC will draw together a proposal for the next meeting.

Following the elections in May an induction session which will incorporate the outcomes of the Joint Inspection will be organised for new members.

Theme 2: Performance Management will come to the next meeting.

7. LOCAL FRAMEWORK FOR PALLIATIVE CARE

A paper on the Palliative Care Framework will be presented to Health and Social Care Senior Management Team and will explore the case for a 2nd Palliative Care Consultant based in the Community and how this would impact on other Services. The Paper will be presented at the next meeting.

8. AOCB

None noted

9. NEXT MEETING

Items for Discussion:

- Alcohol and Drug Partnership
- Theme 2 of the Joint Inspection
- Palliative Care Paper
- Cancer Paper

The next meeting will take place on the 10th July 2017 at 2.30pm in the New Boardroom, Crichton Hall.

Action List

Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status	Action Taken	Date Completed/ Archived
03/04/17	4	Service User Experience – JW to discuss with GA an electronic version of the GPs ‘green card’ system	JW			
	5	Joint Risk Register Update – LC will feedback on discussions regarding the Information Sharing Protocol following her attendance at a meeting on the 5 th April	LC			
	6	Theme 1 of Joint Inspection: Governance – LC to draw up a proposal on evaluation of the IJB and Third Sector funding for the next meeting	LC			