



**Minute of the Dumfries and Galloway Integration Joint Board (IJB) meeting
held on 31st May at 10am at The Cocoabean Company, Ashland, Twynholm,
Kirkcudbright, DG6 5NP**

Voting Members Present:

Penny Halliday	(PH)	NHS Voting Member (Chair)
Andy Ferguson	(AF)	Local Authority Voting Member (Vice Chair)
Lesley Bryce	(LB)	NHS Voting Member
Grace Cardozo	(GC)	NHS Voting Member
Lorna Carr	(LC)	NHS Voting Member
Laura Douglas	(LD)	NHS Voting Member
Jane Maitland	(JM)	Local Authority Voting Member
Tommy Sloan	(TS)	Local Authority Voting Member
Ros Surtees	(RS)	Local Authority Voting Member

Non Voting Members Present:

Greycy Bell	(GB)	Registered Medical Practitioner (Primary Medical Services)
Lillian Cringles	(LC)	Chief Social Work Officer
Eddie Docherty	(ED)	Registered Nurse Practitioner
Ken Donaldson	(KD)	Registered Medical Practitioner (Not Primary Medical Services)
Ann Farrell	(AFa)	Local Authority Staff Representative
Stephen Hare	(SH)	Chair of Area Partnership Forum
Norma Austin Hart	(NH)	Third Sector Representative
Katy Lewis	(KL)	Chief Finance Officer
Stella McPherson	(SMc)	Service Users Representative
Jim Mcolm	(JMc)	Unpaid Carers Representative
Caroline Sharp	(CS)	Workforce Director NHS
Christiane Shrimpton	(CSh)	Associate Medical Director (Acute and Diagnostic Services)
Julie White	(JW)	Chief Officer

In Attendance:

Debbie Cochrane	(DC)	Scottish Care Representative
Laura Geddes	(LG)	Interim Governance Officer
Hannah Green	(HG)	Office Administrator
Karen King	(KK)	Head of Midwifery
Linda Owen	(LO)	Strategic Planning & Commissioning Manager
Alison Warrick	(AW)	Executive Assistant to Chief Officer
Valerie White	(VW)	Professional Lead for Dental and Oral Health Services
Linda Williamson	(LW)	General Manager – Women, Children and Sexual Health

Apologies:

Ian Carruthers
Val Douglas
Jim Gatherum
Michele Mccoy

(IC)
(VD)
(JG)
(MMc)

Local Authority Voting Member
NHS Staff Representative
Scottish Care Representative
Interim Director of Public Health

DRAFT

1. NOTIFICATION OF SUBSTITUTES

Debbie Cochrane is substitute for Jim Gatherum – Scottish Care
Valerie White is substitute for Michele McCoy – Interim Director of Public Health.

2. DECLARATION(S) OF INTEREST

No declarations of interest were made.

3. MINUTE OF MEETING HELD ON 5th APRIL 2018

Minutes are agreed as an accurate note of the meeting with the following amendments:

- LD requested that on page 8, item 8 (Scottish Living Wage Section), on the 4th paragraph, to incorporate that sleeping night workers should be paid at least the national minimum wage.
- To note NH apologies for 5th April meeting.

Penny formally welcomed Christaine Shrimpton and Norma Austin Hart to their first IJB meeting.

4. ACTION & ROLLING AGENDA MATRIX

01/02/2018 Item 8 – Developing New Housing with Care Models for People with Particular Needs

JM queried if there would be an update on the proposal to fund the increase to come back to the IJB? An updated paper will come to the IJB later in the year and in the meantime KL is linking with Sean Barrett regarding the costs of any new housing provision.

01/02/2018 AOCB – Update Acorn House Short Break Service for Children

JW confirmed that a pack has been prepared for an interested organisation, however this has been shared with users and carers first, who have requested a further 2 week turnaround period.

TS joined the meeting.

The Primary Care Transformation paper has been agreed by the IJB, but will come back to the July meeting for IJB members to sign off.

5. PRIMARY CARE TRANSFORMATION

This paper sets out summary of the requirements for the development of the Primary Care Improvement Plan for Dumfries and Galloway. It includes a set of headings which will act as a template from the plan. The Programme Manager has now been appointed with Kerry Willacy taking up this role from 1st May 2018. This will allow the acceleration of the development of the Primary Care Improvement Plan. A GP Sub Executive Writing Group has been formed and has met twice with a further meeting

planned for the end of May to provide guidance on the development of the Primary Care Improvement Plan for Dumfries and Galloway.

GB provided a background of the plan to the group and advised that this is required to be submitted to the Scottish Government by July. The contract identifies 5 priority areas, which will be completed over a 3 year phased model. IJB to be involved in this process and to consider the services currently provided in Dumfries and Galloway.

SH advised that there is no indication of involving staff organisations to help with the process. GB confirmed that staff side will be included in the workstreams; however the project is not quite at that stage yet.

Regular updates will be provided at the Integration Partnership Forum.

LD queried if we expect to see any steps to see if the 2C Boards will be enabled back to partnership practices? What level of regularity are the IJB going to be updated? JW confirmed that Programme Board meet bi monthly, so initially during every 2nd meeting, an update will be provided where appropriate through the Committees. The first draft of plan will be a high level of commitment plan and by September another detailed plan will need to be submitted. Board members will have clarity that the first draft will have precision, but are advised that some workstreams are more advanced than others. Community link workers are carrying out a significant amount of work at the moment.

GB is preparing a newsletter for GPs but confirmed that she will also distribute to IJB members.

Decision(s)

Board Members:

- **Noted the approach being taken in relation to the development of the Primary Care Improvement Plan for Dumfries and Galloway.**
- **Noted the final version of the Primary Care Improvement Plan will be presented at the next Integration Joint Board meeting in July 2018.**

6. THE RIGHT TO ADVOCACY

The Mental Health (Care & Treatment) (Scotland) Act 2003 gives anyone with a mental disorder a right of access to independent advocacy. As well as this statutory duty, other legislation and guidance recommends the availability of advocacy such as the Carers (Scotland) Act 2016.

The Mental Health (Scotland) Act 2015 builds on the right in the 2003 Act to independent advocacy support, by requiring health boards and local authorities to tell the Mental Welfare Commission (MWC) how they have ensured access to services up to now, and how they plan to do so in the future. The MWC have produced their first report called 'The Right to Advocacy' in March 2018 (please see Appendix 1). The MWC will be

producing a report every two years. This report contains six recommendations. The MWC has asked each Integration Joint Board (IJB) to discuss the report and submit a response to each of the recommendations by 30 June 2018.

LO advised that NHS Dumfries & Galloway has had positive feedback on the plan nationally. We have renewed our advocacy support for adults and are now working on a plan for the next 3 years.

GC queried if there are plans for the informal arrangements between adult independent advocacy providers across Scotland to be made formal? LO advised that this could be taken into consideration when developing the new plan. There are contracts in place with Barnardos to make sure that advocacy is available to young people.

PH asked how the team promote advocacy to vulnerable people. LO advised that anyone admitted to Midpark or are known to the community as having Mental Health problems are notified about Dumfries and Galloway Advocacy service. The service also plans to promote their assistance to the public and increase social media activity.

NH confirmed that Third Sector Dumfries and Galloway are about to produce a new communications forum and could work in partnership with the advocacy team.

Decision(s)

Board Members:

- **Noted the recommendations contained within 'Right to Advocacy' Report by the Mental Welfare Commission**
- **Approved the proposed response addressing each of the six recommendations (Appendix 2)**
- **Agreed to issue a joint direction to the NHS and Local Authority to develop an advocacy plan (Appendix 3)**

7. ANNUAL ACCOUNTS 2017/18 UPDATE

An update was provided to Audit and Risk Committee in March 2018 on the process and timetable for the production of the 2017/18 annual report and accounts.

KL is preparing accounts for the IJB process, delegated to Chief Finance Officer and is aligned with local authority finance processes. The draft accounts are signed off at the end of June with consultation and audit process taking place during July and August before the final accounts are approved in September. These draft accounts will be scrutinised by the Audit and Risk Committee on the 21st June, and will be signed off by IJB in September.

The draft set of accounts will be circulated to IJB members and any comments fed back through the Audit and Risk Committee from all members.

Decision(s)

Board Members:

- **Approved to delegate authority to the Audit and Risk Committee for signing off the draft Annual Accounts for 2017/18**
- **Noted that the final audit Annual Accounts will be presented for approval to the IJB on the 27th September 2018 for approval prior to publishing by end October.**

8. FINANCIAL PERFORMANCE FINANCIAL YEAR 2017/18

This report presents the summary financial performance of the budgets delegated to the Integrated Joint Board (IJB) as at end of March 2018 for the financial year 2017/18.

The report confirmed a balanced position at year end. All figures are subject to individual audit review.

The IJB in July will be provided with an update on the 2018.19 position as at Month 2.

Primary care improvement funding has been confirmed by Scottish Government and mental health services funding to support increases in staffing in Mental Health. Further confirmed funding for waiting times and elective capacity has been announced at £50 million nationally which equates to £1.5million for Dumfries and Galloway.

The extra allocations of the fund are for the implementation of the new GMS contract (£1,363 million confirmed for Dumfries and Galloway) and 800 additional mental health workers. £120 million has been identified for transformation funding, which will improve waiting times.

There is no agreed pay settlement for 2018/19, however a range of options have been discussed and are currently being negotiated. A proposed paper at Performance and Finance Committee will set out key risks once the Quarter 1 review has been concluded.

The IJB meeting in July will have a Business Transformation Session and will be supported by General Managers.

GC asked to consider how we can report on our financial positions in a more joined up way and was there potential for a joint session with Audit Scotland. KL confirmed once the report is published, a further session would be scheduled.

TS highlighted the current high level of medical vacancies within the organisation and enquired what the plan is to remedy this. KD confirmed

that recruiting medical staff is challenging, however the Board have now employed a medical head hunting agency and it is proving to be successful. KD stressed to the group that there is an international shortage in medical vacancies, especially across Western Europe.

Wigtownshire cluster organised a recruitment weekend event via social media which proved to be beneficial.

It is everyone's responsibility to encourage people to come and work in this region. It is helpful to have clarity that other areas are also experiencing this issue, but to be reassured by the amount of effort that is taking place to recruit to the area.

Decision(s)

Board Members:

- **Noted and discussed the draft break-even position for the year as planned.**
- **Noted and discussed all numbers are draft subject to external audit scrutiny of the NHS, Council and IJB accounts.**
- **Noted the level of IJB reserves at 31 March 2018 of £6.8m (£4.3m at 31 March 2017).**

9. UPDATE ON GOVERNANCE ARRANGEMENTS

This Report presents the Integration Joint Board (IJB) with an update on the governance arrangements following the last update in June 2017

In June 2017, discussions took place at the IJB regarding Governance support. LG assumed this role on an interim basis while AW undertook a course through the Chartered Institute of Public Finance and Accountancy (CIPFA) which will now allow her to take on this role of Governance Officer. Thanks was given to LG for her support and the group congratulated AW and welcomed her into her new role.

There has been a Board development session with Helen Ross, which looked at a focus group for voting and non-voting members.

As part of the coursework undertaken by AW, an Induction programme will be formulated for IJB members and current members will have the opportunity to undertake this.

Decision(s)

Board Members:

- **Noted the permanent arrangement of the Executive Assistant to the Chief Officer as the Governance Officer for the IJB with effect from the 1st June 2018.**

10. COMMITTEE MINUTES

- **Clinical and Care Governance**

Minutes approved

- **Performance and Finance Committee**

Minutes approved with the following amendment:
LD was in attendance.

PH reminded members that they are invited to attend any of the Committee meetings.

11. 2017 / 18 QUARTER 3 INTEGRATION JOINT BOARD PERFORMANCE UPDATE

Section 42 of the 2014 Public Bodies (Joint Working) (Scotland) Act requires that Performance Reports be prepared by the Partnership.

This is the seventh quarterly performance report to the Integration Joint Board. It provides information for the period 1st October 2017 to 31st December 2017 on performance against a range of indicators. These indicators relate to the commitments contained within the Integration Joint Board's Strategic Plan for Health and Social Care which, in turn, relate to the nine national outcomes.

In section 4.3, the report indicates the challenging winter period that Scotland faced, which has had an effect on performance indicators. Waiting times has not met the 18 week target, but this is the same all over Scotland. Emergency dept waiting times are still below 95% target. Infection control rates went up within this quarter; however this includes infections that are acquired in the community. Sickness absence rates have reduced.

GC queried the unexpected drop in Child and Adolescent Mental Health Services (CAMHS) appointment figures. AA advised that there was an unexpected rise in referrals and a high level of sickness absence, but reassured the group that this has since recovered.

JW advised that a paper will be brought to the Performance and Finance Committee in June regarding psychological therapies.

Decision(s)

Board Members:

- **Noted the Quarter 3 Performance Report, 1 October 2017 to 31 December 2017.**

12. ORAL HEALTH IMPLEMENTATION PLAN

This Paper presents an update on the withdrawal process from Lochside Dental Clinic and the implementation of the Lochside and Lincluden Oral Health Plan.

VW advised that this paper has been previously discussed at Clinical and Care Governance Committee in April. The plan is ongoing and requires continued support.

LD confirmed that the process of moving dental practices has worked well, however there are patients that have still not responded. VW confirmed that the community stakeholder event took place on 30th May, which proved to be a positive and engaging event for those who attended.

The annual oral health update is due to go to the Clinical and Care Governance on the 16th July first, then will return to the IJB for noting.

Decision(s)

Board Members:

- **Noted the update provided in respect of implementation of the withdrawal of routine General Dental Services by the Public Dental Service from Lochside Dental Clinic**
- **Noted the update provided regarding implementation of the Oral Health Action Plan**
- **Noted that the 2018 annual oral health monitoring update will be presented at a future meeting of the Integration Joint Board and Clinical and Care Governance Committee.**

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

- **Coalition of Carers**

JW & PH thanked JMcC for his commitment and hard work. JMcC attended the Coalition of Carer's forum on the 15th May where our eligibility criteria was well received. Around 18 regions attended this forum in which they all asked for a copy of our carer strategy leaflet.

PH encouraged members to sign up to an Anticipatory Care Plan and to provide feedback at the next IJB.

- **Cottage Hospitals**

JW advised that there have been temporary bed reductions within cottage hospitals, mainly Moffat and Newton Stewart. Moffat bed numbers were reduced from 12 to 8 and Newton Stewart were reduced from 22 to 14. This is an operational issue and JW stressed that all contingencies had been exhausted. ED confirmed that from a professional view, if there are not sufficient staffing numbers to care for patients, an operational decision will be taken to eliminate any risk. Safe care is the priority.

Interview dates are scheduled to fill these staffing issues.

TS doubted the amount of public consultation that was involved in these decisions however JW highlighted that the Board was thoughtful of how the communication would be perceived by the public and will consider using social media to engage with the public in the future.

TS left the meeting.

- **Maternity Services in West of Region**

LW and KK highlighted the challenges around sustainability in maternity services in the west of the region. There is a post currently advertised, if this is not recruited to, it will be readvertised as permanent.

Strategic direction for Maternity Services as part of Wigtownshire programme will be brought back to IJB.

RS queried what safeguarding is in place for women that go into labour in the west of the region? KK stressed that pre natal and post natal care has remained the same, however woman that are due babies have been educated on the correct protocols. Engagement with expectant mothers has been positive.

14. ANNUAL PERFORMANCE WORKSHOP

15. DATE OF NEXT MEETING

Thursday 26th July 2018 at 10am in the Lecture Theatre, Cargen Towers, Garroch Business Park, Dumfries

The Meeting will convene at 9.30am should Members request to discuss anything prior to commencement of the business meeting at 10am

Request for Items to be discussed under AOCB should be sent to the Chair to penny.halliday@nhs.net

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