



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  
09<sup>th</sup> October 2017**

*For Approval*

Minute of the Dumfries and Galloway Integration Joint Board (IJB) Clinical and Care Governance Committee meeting held on 09<sup>th</sup> October 2017 in the Conference Room, Crichton Hall.

<b>Present:</b>	Lesley Bryce (LB)	NHS Voting Member
	Ian Carruthers (IC)	Local Authority Voting Member
	Eddie Docherty (ED)	Director of Nursing NHS
	Julie White (JW)	Chief Officer

<b>In Attendance:</b>	Jemma Bowman (JB)	Office Administrator
	Grahame Clark (GC)	Chair of Alcohol and Drug Partnership
	Jackie Davis (JD)	Research and Information Officer
	Penny Halliday (PH)	NHS Voting Member
	Andy Ferguson (AF)	Local Authority Voting Member
	Michelle McCoy (MM)	Consultant in Public Health
	Alison Warrick (AW)	EA to Chief Officer

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

Apologies were received from Grace Cardozo; Kenneth Donaldson; Jimmy Beattie; and Ros Surtees; Lillian Cringles; Graham Abrines.

Lesley Bryce is chairing the meeting as both the chair and vice chair where absent. It has been checked that this meets governance.

AW confirmed that the committee was quorate.

### **2. MINUTES OF PREVIOUS MEETING FROM 10<sup>TH</sup> JULY 2017**

Agreed as an accurate recording of the meeting.

### **3. AGREED ACTIONS FROM PREVIOUS MEETING**

**Agenda Item 4 – Service User Experience – JW to discuss with GG an electronic version of the GPs ‘green card’ system.**

JW advised that this is possible and will be progressed after new hospital move when the IT will have more capacity. JW will update on this once this has been delivered.

**Agenda Item 5 – Joint Risk Register Update – LC will feedback on discussions regarding the Information Sharing Protocol following her attendance at a meeting on the 5<sup>th</sup> April.**

Deferred to next meeting.

**Agenda Item 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.**

Deferred to next meeting

#### **4. MATTERS ARISING**

LB asked for clarification of if there is a Terms of Reference for the Clinical and Care Governance Meeting. Discussion took place and JW advised that there is one already in place for each committee which have previously been submitted to the IJB.

AW advised that there is a Scheme of Delegation.

AW To check with Kyle McKie to identify TOR for Committees

LB highlighted that Theme 3 of the Joint Inspections was to be on the agenda for meeting. AW advised that Alice Wilson couldn't make the meeting and has therefore been deferred to the next meeting.

**Action: AW**

#### **5. COMPLAINTS HANDLING POLICY**

JW advised that the Integrated Joint Board is obliged to have a Complaints Handling Policy in place. The Complaints Handling Policy relates to any complaints regarding policies; decisions; and processes on how decisions have been formed. Key message is that there will continue to be a complaints procedure within NHS Board and Local Authorities.

IC enquired if the name Alison Warrick should be removed from the recommendation so that the role is not person specific and shows only a job title. AF advised to simplify it further to 'Approve that the Chief Officer can appoint the role of the Integration Joint Board's Scottish Public Services Ombudsman Liaison Officer'

**Action: AW**

**The Committee Members:**

**Approved the Integration Joint Board Draft Model Complaints Handling Procedure/Complaints Handling Policy**

**Approved that following assessment by the Scottish Public Services Ombudsman any minor amendments can be incorporated into the Policy with the approval of the Chief Officer.**

**Approved that the Draft Model Complaints Handling Procedure is available on the Integration Joint Board's web page.**

**Approved that the Chief Officer can appoint the role of the Integration Joint Board's Scottish Public Services Ombudsman Liaison Office.**

## **6. ALCOHOL AND DRUG PARTNERSHIP**

This presentation gave an overview of how the Alcohol and Drug Partnership links to the Integrated Joint Board, gave an overview of the local ADP structure, funding compliance, and future aims and objectives.

The presentation went in to detail on the background of the ADP and what the aims are going forward.

It was highlighted that a new information system called DAISY is being implemented and training is being rolled out to enable this to begin to be used to provide reports. Next year, Scottish Government will begin to pull data from this system.

PH advised that it would be beneficial for more information to come to future meetings, such as the Performance and Finance Committee to see what the challenges, gaps and the risks are for the ADAP and how to mitigate those risks. PH also asked if there was funding available for co-production. GC advised no, but looking to fund from previous under spend.

GC advised that there is an annual reporting template that will be sent to Scottish Government and is happy to share this with the Committees.

LB commented that information on support for carers and young carers could come back to future committee meetings.

GC advised that the Care inspectorate visited and reviewed the Drug and Alcohol services last year by asking staff to complete self assessments based on principles. Last year feedback was received on areas which were doing well and areas that require improvement. Further to this additional self assessment groups have been developed for reflection.

AF advised that the Care Inspection report for Drug and Alcohol needs to be reported to IJB.

PH left the meeting 1516

IC asked about the ADPs relationship with the licensing boards. GC advised that he is keen to start engagement with licensing boards and licensing initiatives. Keen to drive standards and reduce vulnerability which the Police are also keen to do.

Committee to discuss what areas of the ADP can be reported through what committee for clear structure.

A request was made for a copy of the ADP presentation to be circulated to all members.

**Action: GC/JD**

**7. UPDATE ON PALLIATIVE CARE**

Deferred to next meeting

**8. FUTURE FORMAT OF COMMITTEE**

Deferred to next meeting

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

**10. NEXT MEETING**

The next meeting TBC.

DRAFT

## Action List

Meeting Date	Agenda Item	Action	Person(s) Responsible	Current StatusAction 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		
03/04/17	5	Joint Risk Register Update – LC will feedback on discussions regarding the Information Sharing Protocol following her attendance at a meeting on the 5 <sup>th</sup> April	LC		
03/04/17	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		
09/10/17	4	AW To check with Kyle McKie to identify where TOR for Committee are saved.	AW		
09/10/17	6	Committee to discuss what areas of the ADP can be reported through what committee for clear structure.	JW		