

**Minute of the Dumfries and Galloway Integration Joint Board (IJB)
meeting held on 27th September 2018 at 10am in The Training
Restaurant John Niven College, Lewis Street, Stranraer, DG9 7AL**

Voting Members Present:

Penny Halliday	(PH)	NHS Voting Member (Chair)
Andy Ferguson	(AF)	Local Authority Voting Member (Vice Chair)
Lorna Carr	(LC)	NHS Voting Member
Ian Carruthers	(IC)	Local Authority Voting Member
Laura Douglas	(LD)	NHS Voting Member
Jane Maitland	(JM)	Local Authority Voting Member

Non Voting Members Present:

Grecy Bell	(GB)	Registered Medical Practitioner (Primary Medical Services)
Lillian Cringles	(LC)	Chief Social Work Officer
Val Douglas	(VD)	NHS Staff Representative
Ann Farrell	(AFa)	Local Authority Staff Representative
Stephen Hare	(SH)	Chair of Area Partnership Forum
Norma Austin Hart	(NH)	Third Sector Representative
Jim McColm	(JMc)	Unpaid Carers Representative
Caroline Sharp	(CS)	Workforce Director
Julie White	(JW)	Chief Officer

In Attendance:

Grahame Clarke	(GC)	Alcohol and Drug Partnership Chair
Jackie Davies	(JD)	Alcohol and Drug Partnership Coordinator
Alex Little	(AL)	Planning Manager for Cancer & Palliative Care
Julie Morley	(JMo)	Particular Needs Housing Lead
Amber Murray	(AM)	Office Administrator
Gary Sheehan	(GS)	Locality Manager
Graham Stewart	(GSt)	Deputy Director of Finance –Substitute
Alison Warrick	(AW)	Governance Officer

Apologies:

Lesley Bryce	(LB)	NHS Voting Member
Eddie Docherty	(ED)	Registered Nurse Practitioner
Ken Donaldson	(KD)	Registered Medical Practitioner (Not Primary Medical Services)
Jim Gatherum	(JG)	Scottish Care Representative
Katy Lewis	(KL)	Chief Finance Officer
Michele Mccoy	(MMc)	Interim Director of Public Health
Stella McPherson	(SMc)	Service Users Representative
Christiane Shrimpton	(CSh)	Associate Medical Director (Acute and Diagnostic Services)
Tommy Sloan	(TS)	Local Authority Voting Member

1. NOTIFICATION OF SUBSTITUTES

Graham Stewart attended this meeting as a substitute for Katy Lewis.

2. DECLARATION(S) OF INTEREST

No declarations of interest were received.

PH mentioned today was Lorna Carr's last meeting as an NHS Voting Member and she would be stepping down. However Lorna will become a substitute voting member for the NHS Board. The Integration Joint Board thanked LC for all her contributions to each of the meetings.

3. MINUTE OF MEETING HELD ON 26th JULY 2018

These minutes were agreed as an accurate record of the previous meeting.

4. ACTION & ROLLING AGENDA MATRIX

The Board agreed the actions from the previous meeting on the 26th July 2018.

IC highlighted that some of the Council Members had a diary clash this morning as they were scheduled to attend the IJB and another meeting. This will be discussed out with the meeting.

JM asked when the Governance arrangements paper will be finalised, JW confirmed the sections are being drafted at the moment and JW is meeting both the Chief Executives w/c 1st October, update will be provided after the meeting.

5. POTENTIAL DEVELOPMENT OF A MAGGIE'S CENTRE IN DUMFRIES

This paper outlines the proposal by the charity "Maggie's" to develop a centre on the Dumfries and Galloway Royal Infirmary site and provides the views of Clinical Advisory Committees and service users. In addition, the paper describes the priorities within the Health and Social Care Strategic Plan in conjunction with the key elements of the proposal to support consideration by the IJB on whether the proposal is consistent with the strategic ambitions of the plan. Additionally, the paper notes the requested financial contributions, capital and revenue required within the proposal.

AL highlighted a group of interested citizens led by Professor Clark from Glasgow University and involving stakeholders across the Partnership that have been meeting regularly to discuss this proposal. The proposed Maggie's Centre is not a cancer centre and does not provide any treatment. This proposal would not prevent patients from going to the central belt for treatment. The centre is also not a hospice.

The financial implications would have an NHS Board recurring revenue commitment of £80,000 and approximately up to £250,000 Capital. The IJB

is being asked to consider whether or not it would wish to commission such a service from the Health and Social Care Partnership.

Advice from the Area Clinical Forum and discussions with Cancer User Groups confirm that the proposed model is not viewed as the best fit for our area. However stakeholders are keen to ensure that wherever possible we work with Maggie's and other partners to develop a bespoke model for Dumfries and Galloway which best meets the needs of our communities.

IC highlighted the important work that Maggie's do but stated that the proposed model did not fit with the IJBs strategic priority to deliver care and support as close as possible to peoples own homes. AF agreed that there was a need to ensure that we continue to engage with Maggie's and other providers to ensure appropriate support is given to individuals with cancer and other long term, life limiting conditions.

AL highlighted that work is currently being undertaken to develop a local strategy for palliative care. Pre consultation work will begin at the end of October, an updated report could be provided to the IJB on either a 4 monthly or 6 monthly basis. PH agreed to have an update in 4 months.

JW highlighted as a Strategic Commissioning Body the IJB should consider whether or not it wishes to commission the model set out in the proposal made by Maggie's which will incur a revenue cost of £80,000 per annum. Given the current financial position the IJB would have to identify the source of this funding from elsewhere within its delegated budget.

Decision(s)

The Integration Joint Board considered:

- **That the proposed creation of a Maggie's Centre located in Dumfries is not consistent with the priorities and focus of the Strategic Plan**
- **That this proposal would not serve the whole of Dumfries and Galloway in supporting people with cancer and palliative care needs**

The Integration Joint Board noted:

- **The work being undertaken to understand cancer and palliative needs and provision across Dumfries and Galloway as part of developing a palliative care strategy for the region**
- **The views of Clinical Advisory Committees and people who use cancer services**

The Integration Joint Board agreed:

- **Agreed that broader dialogue with a range of partners including, but not limited to Maggie's, would better facilitate the development of services more suited to meet the needs of a dispersed, rural population such as that in Dumfries and**

Galloway and the development of a model of supportive care that meets the needs of people with all potentially life limiting conditions

- **Agreed not to support the allocation of resources from its delegated budget required to support this proposal.**
- **To instruct Julie White as Chief Operating Officer to ensure that officers continued the engagement with Maggie's and other partners to develop appropriate models of support across the region**

6. IJB WORKFORCE PLAN

The purpose of this report is to provide the Integration Joint Board with information on the Integration Joint Board Workforce Plan 2016-2019 (2018 Edition) for consideration and approval.

CS highlighted that this 2018 edition is an update on progress and includes the NHS Workforce Statement. This Plan reflects the ambition to have the right people with the right skills in the right place at the right time. It describes the challenges we face and identifies strategic actions needed to deliver. Colleagues have managed to reconnect with members from Scottish Care to establish the links regarding workforce planning following the departure of a senior member of the Scotland Care Team.

PH highlighted that there is a requirement for various updates on workforce, as there is a number of staffing issues. The IJB should receive regularly updates on Parent Organisations challenges and what work is being undertaken.

Within the NHS we have established this year a steering group who are completing a "working well" strategy.

JMcC mentioned that the volunteer support is extremely important, and Learning Disability nurses are required in the Acute Hospitals. JW and LC will pick this up at the Learning Disabilities Steering Group.

NH mentioned the Third Sector will be meeting with the Locality Managers over the winter period for them to confirm what support they require.

JM highlighted the changes in funding arrangements on page 50 of the document. JM asked that the IJB consider the implications of changes to funding models for training courses which may impact on recruitment locally.

The workforce plan highlights that across the Partnership we are winning national awards. PH highlighted that this is to be recognised as it is outstanding. Rod Edgar will pick this up as part of the IJB Communications.

Decision(s)

Board Members:

- **Approved the Integration Workforce Plan 2016-19 (2018)**
- **Members asked for an update every 4 months**

7. MOFFAT – PROVISION OF GP SERVICES

In April 2018, Health and Social Care Senior Management Team members received a paper on Future Provision of GP Services in Moffat. Members agreed to the proposals within the paper and to consolidate GP services in Moffat, transferring the registered patients at the Church Place Surgery to the High Street Surgery, which has been managed by the Health and Social Care Partnership since October 2016.

The significant difficulties of recruitment to the Moffat medical workforce mean that providing safe GP services will be very challenging for the newly combined practice and consideration needs to be given to how the practice can be supported to deliver safe and effective GP services.

GB highlighted the main points of the report and the 4 potential options highlighted within the report. A 3 month engagement period will commence w/c 1st October with the population to highlight the recruitment concerns.

The Integration Joint Board agreed to receive an update on the work that will be undertaken.

Decision(s)

Board Members:

- **Supported the proposed engagement with the Johnstonebridge surgery community and with local GP practices and the local GP profession to explore the options for the provision of GP services to patients who currently access GP services at the Johnstonebridge branch surgery.**

8. DUMFRIES AND GALLOWAY ALCOHOL AND DRUG PARTNERSHIP REPORT 2018

Dumfries and Galloway, Alcohol and Drug Partnership are funded by the Scottish Government to deliver alcohol and drug prevention, treatment and recovery initiatives and services across Dumfries and Galloway. All Alcohol and Drug Partnerships are accountable to their local Integration Joint Board and are required to ensure that the Integration Joint Board have oversight of the workstreams and plans being progressed.

In relation to Drug Related Deaths, PH asked how Dumfries and Galloway figures compare with the rest of Scotland. GC highlighted that we are not as high as we were last year and that all of the areas in the West of Scotland in 2017 reported extremely high figures.

The Integration Joint Board Members agreed for 4 monthly updates around ADP and in particular work around Drug Related Deaths to go to the IJB Clinical and Care Governance Committee.

Dumfries and Galloway delivered nearly double the Alcohol Brief Interventions this year. 80% of the Alcohol Brief Interventions are required to be undertaken within priority areas, GC will link with GB around the Primary Care arrangements. GC highlighted the challenges in meeting the ABI targets this year.

NH asked to have a conversation out with this meeting with GC around more information on the Third Sector Groups that have been involved in discussions around the future use of funding.

Decision(s)

Board Members:

- **Approved the ADP Annual Reporting Template 2017-18 for submission to the Scottish Government**
- **Noted the priority workstreams being progressed and the activity currently ongoing within the ADP**
- **Noted the current ADP activity around the examination of commissioned and statutory services that can be provided with the additional Scottish Government funding**
- **Considered how best to agree the recommendations around commissioned and statutory services that can be provided with the additional Scottish Government funding, given that the submission will fall out with the regular cycle of IJB meetings, these will go to the IJB Clinical and Care Governance Committees**

9. PARTICULAR NEEDS HOUSING STRATEGY UPDATE

This report provides the Integration Joint Board with a summary of the challenges, opportunities, progress and potential solutions in creating an overarching 'Particular Needs Housing Strategy' for Dumfries and Galloway Health and Social Care Partnership. The report also informs the Integration Joint Board of the observations, feedback and working systems that may impact on the development of such a Strategy.

Following the review and considerations of this report, a clear plan of action will continue to progress the formulation of the Strategy by the deadline dates indicated. A final Strategy with full development / action plan will be presented to the Integration Joint Board in April 2019.

AF confirmed if there is any information required from the council Jim O'Neil the Strategic Housing Manager for Dumfries and Galloway Council would be able to help.

JW mentioned that IJB members are required to be brought up to speed with what is currently being progressed in relation to housing developments across the Partnership. A workshop will be considered.

Decision(s)

Board Members:

- **Discussed and approve the proposed format and scope of the Draft Particular Needs Housing Strategy as set out in (Appendix 1).**
- **Noted the process that is to be followed when developing a 'Particular Needs Housing Strategy' for the Health and Social Care Partnership, (Appendix 2 – Schedule of Tasks).**
- **Noted the forms of communication, engagement and co-production that will be deployed to develop the strategy as set out within the Schedule of Tasks (Appendix 2).**
- **Noted the support that will be required to deliver the Strategy as set out in section 4.3.**

10. FINANCIAL PERFORMANCE UPDATE – QUARTER ONE

This report presents an update on the financial performance for the budgets delegated to the Integration Joint Board based on the position as reviewed after the Quarter One Review meetings of financial year 2018/19.

GSt mentioned the improved position continues. Key issue going forward is the significant challenge to deliver recurring financial balance going forward.

IC mentioned the discussions around risks are to be undertaken at the IJB Audit and Risk Committee.

Central Reserve Forecasts is part of the Quarter 1 review, any risks are then reviewed. PH asked for the Next IJB Performance and Finance committee to involve a small workshop.

Decision(s)

Board Members:

- **Noted the improved forecast position following the Quarter One review of £3.4m in year gap (£5.2m in previously reported position) and the reduced level of unidentified savings of £3.0m. The significant level of recurrent savings still to identify that will be carried forward into the next financial year - £10.2m.**
- **Noted the high level of risks associated with achieving the forecast position as set out above.**

11. ANNUAL ACCOUNTS

This report presents the Annual Accounts for the IJB for the 2017/18 financial year.

Decision(s)

Board Members:

- **Approved and signed off the Integration Joint Board's audited Annual Accounts for the financial year ended 31st March 2018 (Appendix 1) which have been reviewed and scrutinised by the Audit and Risk Committee.**
- **Noted the report provided by the External Auditors of the IJB providing a clean audit opinion for 2017/18 (Appendix 2).**
- **Noted the letter of representation from the Chair of the IJB to the External Auditors (Appendix 3).**

12. MEMBERSHIP UPDATE

This Report provides Members with an update on membership for Local Authority and NHS Substitute Members and the following Non-Voting members; Workforce Representative and Proxy (Substitute) members for non-voting members.

This Report further explains the role of substitute Members as outlined in the Public Bodies (Joint Working) (Integration Joint Board) (Scotland) Order 2014.

AW highlighted this is for members to be aware of the amendments that have been proposed.

Decision(s)

Board Members:

- **Noted the Local Authority Substitute Members as; Karen Carruthers, Andrew Giusti, David Inglis, David McKie and Ronnie Tait**
- **Noted the following NHS voting membership arrangements:**
 - **Melissa Gunn will become an substitute voting member with immediate effect**
 - **Lorna Carr will vacate her voting membership on the 31st October and will become a substitute member thereafter**

- **Nick Morris will become a substitute member with immediate effect, however, he will take up the position of voting member vacated by Lorna Carr from the 1st November 2018**
- **Noted that Caroline Sharp, Workforce Director NHS becomes an advisory member on Workforce to the IJB.**
- **Noted that the following become proxy (substitute) members for the Non-Voting Members as detailed in Section 4.5; Valerie White, Vicky Keir, Alice Wilson, Charlie Dunnett, Christiane Shrimpton, Debbie Cochrane, Mary Frances Brown and Claire Brown.**
- **Noted the role of substitute Members**

13. COMMITTEE PAPERS

PH mentioned she would like a quarterly meeting with IJB Committee chairs for them to highlight any risks they feel may not be covered within the committees.

- **Audit and Risk Committee**

IC mentioned there was an update report given at the last meeting around Information sharing. Legal agreements could slow the processes down, this has been picked up.

The committee recognised that the meetings are now quorate.

Minutes approved.

- **Clinical and Care Governance Committee**

RS highlighted that there were no concerns, consultation and engagement will be brought back to the October committee.

Minutes approved.

- **Performance and Finance Committee**

PH mentioned the Carers Strategy was a major paper, across the country carers do not feel valued not only in Dumfries and Galloway, priority for the IJB is the financial position.

Minutes approved.

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

JMcC mentioned he took the annual report to this month's Coalition of Carers meeting. He will be representing Dumfries and Galloway at the Carers parliament at the Botanical Gardens, Edinburgh, and also

highlighted that as of next month unpaid carers will be receiving £221 twice a year as part of job seekers allowance.

15. DATE OF NEXT MEETING

Thursday 29th November at 10am at The Corner House, 78 High St, Annan DG12 6DL

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

DRAFT