

**Minute of the Dumfries and Galloway Integration Joint Board (IJB)
meeting held on 29th November 2018 at 10am in Corner House Hotel, 78
High Street Annan, DG12 6DL**



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
Ian Carruthers	(IC)	Local Authority Voting Member
Laura Douglas	(LD)	NHS Voting Member
Jane Maitland	(JM)	Local Authority Voting Member

Advisory Members Present:

Grecy Bell	(GB)	Registered Medical Practitioner (Primary Medical Services)
Eddie Docherty	(ED)	Registered Nurse Practitioner
Ken Donaldson	(KD)	Registered Medical Practitioner (Not Primary Medical Services)
Lillian Cringles	(LC)	Chief Social Work Officer
Ann Farrell	(AFa)	Local Authority Staff Representative
Jim Gatherum	(JG)	Scottish Care Representative
Stephen Hare	(SH)	Chair of Area Partnership Forum
Norma Austin Hart	(NH)	Third Sector Representative
Katy Lewis	(KL)	Chief Finance Officer
Jim McColm	(JMc)	Unpaid Carers Representative
Julie White	(JW)	Chief Officer

In Attendance:

Ananda Allan	(AA)	Performance and Intelligence Manager
Vicky Freeman	(VF)	Head of Strategic Planning
Glen Graham	(GG)	Strategic Planning and Commissioning Manager
Trish Grierson	(TG)	Smoking Matters Coordinator
Melissa Gunn	(MG)	NHS Voting Substitute Member
Freda McShane	(FMcS)	Independent Chair, Public Protection Committee
Amber Murray	(AM)	Office Administrator
Linda Owen	(LO)	Strategic Planning & Commissioning Manager
Gordon Pattinson	(GP)	Public Protection Manager
Alison Warrick	(AW)	Governance Officer
Valerie White	(VW)	Professional Lead for Dental and Oral Health Services - Substitute Member for Michelle McCoy

Apologies:

Michele Mccoy	(MMc)	Interim Director of Public Health
Stella McPherson	(SMc)	Service Users Representative
Nick Morris	(NM)	NHS Voting Member
Caroline Sharp	(CS)	Workforce Director
Christiane Shrimpton	(CSh)	Associate Medical Director (Acute and Diagnostic Services)
Tommy Sloan	(TS)	Local Authority Voting Member
Ros Surtees	(RS)	Local Authority Voting Member

Note: Andy Ferguson as Vice Chair took on role of the Chair due to the Membership Update at Item 5.

1. NOTIFICATION OF SUBSTITUTES

Melissa Gunn attended this meeting as a substitute for Nick Morris and Valerie White is attending in place of Michele McCoy.

2. DECLARATION(S) OF INTEREST

JMcC has declared that he is involved in working groups for the following:

Agenda Item 6 - Strategic Plan 2018/2021
Agenda Item 10 - Short Break Services Statement

3. MINUTE OF MEETING HELD ON 27th SEPTEMBER 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 27th September 2018.

5. INTEGRATION JOINT BOARD MEMBERSHIP UPDATE

AF confirmed as outlined in the Public Bodies (Joint Working) (Integration Joint Boards) (Scotland) Order 2014, the term of office of an Integration Joint Board member should not exceed 3 years, however there is a further clause which states that a member may be reappointed for a further term of office.

As our Integration Joint Board was formally established on the 3rd October 2015 and members were confirmed at the initial meeting on the 5th November 2015 this legislation affects the following Members:

- Penny Halliday
- Lesley Bryce
- Grace Cardozo

Decision(s)

Board Members:

- **Noted that following communication between the Chair of NHS Dumfries and Galloway and the Governance Officer the following Members have agreed to sit on the Integration Joint Board for a further term of office:**
 - Penny Halliday

- **Lesley Bryce**
- **Grace Cardozo**

Note: Penny Halliday resumed role of Chair at this point.

6. STRATEGIC PLAN 2018 / 2021

After a formal review, as required in The Public Bodies (Scotland) Act 2014, the Integration Joint Board decided on 5th April 2018 to retain the current Dumfries and Galloway Integration Joint Board Strategic Plan for Health and Social Care. The Integration Joint Board also agreed to refresh some of the information within the plan following the formal review with the Strategic Planning Group.

The Strategic Plan has now been refreshed taking note of the recommendations as agreed by the Integration Joint Board in April 2018.

VF highlighted the figures have now been updated and this version now represents the existing plan of the Board.

PH confirmed that both Constituent Parties should be written to in order to inform them of our decision to retain the plan.

Decision(s)

Board Members:

- **Noted and approved the refreshed Dumfries and Galloway Integration Joint Board Strategic Plan.**
- **Confirmed that both Constituent Parties will be advised of this decision.**

7. WINTER PLAN 2018 / 2019

NHS Boards and their partners are required to respond to and recover from winter disruptions. These disruptions can include increased demand and activity due to seasonal flu, respiratory and circulatory illness, increased numbers of falls and trips and wards closed due to high levels of norovirus. Boards also can face challenges associated with managing workforce rotas during the festive period and during periods of increased seasonal flu within the community.

NHS Dumfries and Galloway and the Dumfries and Galloway Health and Social Care Partnership share the challenges of managing service delivery in the context of demographic change across primary, secondary and social care.

Within Dumfries and Galloway Health and Social Care Partnership a new governance structure for Unscheduled Care has been established, co-chaired by the NHS Chief Executive and the Chief Officer for Health and Social Care. A similar structure for Scheduled Care is currently being developed and the NHS Chief Executive will Chair this Programme Board.

JW mentioned the learning from last winter has been a significant help for this year and also highlighted to members that there has been a Winter Plan put in place each year to cover NHS Services. It is now the responsibility of the Health and Social Care Partnership to develop an Integrated Plan for Winter.

A Discharge Lounge is being piloted this year, which will create capacity in the wards, feedback will be provided to the Board once this has been completed.

The Communications Team have introduced a campaign entitled "Getting ready for Winter" which will be published week commencing 3rd December 2018.

Discussions will take place between JW, JG and NH to look into what is required for Winter Planning 2019, the plan next year will build on this year's plan to include contributions from The Third and Independent Sector.

JW will confirm to NH who has been involved from Third Sector to date.

Decision(s)

Board Members:

- **Approved the Winter Plan for 2018/19**
- **Discussed and Noted**
 - **The change of focus through the new Governance Structure for the Winter Plan to have a strong working across the Partnership**
 - **The significant amount of joint work currently ongoing across the Partnership in preparation for winter**
 - **The learning from last winter following the migration of Dumfries and Galloway Royal Infirmary, severe adverse weather conditions and the flu pandemic.**

8. STRATEGIC ADVOCACY PLAN FOR ADULTS

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 such as the Carers (Scotland) Act 2016, recommends the availability of Advocacy.

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 how they have ensured access to services up to now, and how they plan to do so in the future. The Mental Welfare Commission produced their first report called 'The Right to Advocacy' in March 2018. The requirement to produce a Strategic Advocacy Plan was one of the recommendations within this report.

The report was discussed at both Health and Social Care Senior Management Team and the Integration Joint Board in May 2018. The Integration Joint Board issued a direction in May 2018 to develop a Strategic Advocacy Plan for Adults by 31st December 2018.

GC asked who has been involved with the Impact Assessments and are individuals with Intersectional Identities being supported to access Independent Advocacy. LO will confirm who was involved in the Impact Assessment and this will also be distributed separately to members.

The Action plan included in the Advocacy Plan is to include timescales which LO will confirm.

Decision(s)

Board Members:

- **Approved the draft Strategic Advocacy Plan for Adults.**
- **Approved the completion of the direction 'Development of a Strategic Advocacy Plan for Adults', reference number IJBD1801**

9. DAY SERVICES REVIEW - DIRECTION

LO highlighted on the 16th July 2018, the Clinical and Care Governance Committee approved the recommendations contained within the Day Services Review and remitted the Health and Social Care Senior Management Team with their implementation.

To support this decision, a direction from the Integration Joint Board is now sought.

LO will align the funding periods within the document before this Direction is processed.

JMcC highlighted that respite is mentioned in page 9 of the report carers will associate this with overnight stays, LO agreed to rephrase.

JW confirmed for the Integration Joint Board to issue a Direction to both Health Board and Local Authority to provide a 5 year strategy, transformational business will be undertaken and this will be brought back to Clinical and Care Governance Committee prior to it returning to the Integration Joint Board.

Decision(s)

Board Members:

- **Noted the decision of the Clinical and Care Governance Committee to remit the implementation of the Day Services Review to HSCSMT.**
- **Approved the draft direction, with the amendments to be made.**

10. SHORT BREAK SERVICES STATEMENT

The purpose of this report is to submit the final draft of the Dumfries and Galloway Short Break Service Statement for approval by the Integration Joint Board.

The Carers (Scotland) Act 2016 (Section 35) states that every Health and Social Care Partnership in Scotland are required to publish a Short Break Service Statement by 31st December 2018. This is a statement of information about the Short Breaks Services available in Scotland for Carers and cared for persons. The information must be accessible, to, and proportionate to the needs of the persons to whom it is provided.

The legislation expects there to be involvement of Carers and their representatives in preparing the Short Break Service Statement.

LO highlighted she is working with Rod Edgar, Communication and Engagement Manager to get this communication out to teams over the next few months. These will also be printed in leaflet form.

Decision(s)

Board Members:

- **Approved the final draft Short Break Services Statement**
- **Noted the involvement of Carers and their representatives in preparing the Short Break Services Statement**

11. REVISION OF IJB STANDING ORDERS

This Report is presented to provide the Integration Joint Board with revisions to the Standing Orders.

AW confirmed following the development work undertaken throughout the year with Helen Ross Associates and the ongoing revision of Governance documentation following the appointment of the new Governance Officer from the 1st of June 2018 several amendments have been made to the Standing Orders.

Members agreed to the amendments outlined in the paper with the exception of 5.12 regarding audio recording of meetings. AW confirmed she will investigate other options for audio recording meetings as the current equipment is not reliable.

Decision(s)

Board Members:

- **Approved the revised Standing Orders (Appendix 1) with the discussed amendment.**

12. TOBACCO CONTROL UPDATE

The Board are asked to note the planned developments for Tobacco control over the coming year and to endorse the recommendations in relation to addressing the Local Delivery Plan target for smoking cessation and to be aware of legislative and policy changes due in 2018.

TG highlighted all the recommendations are now being progressed and will confirm the proposed date for Smoke Free Hospital grounds.

Decision(s)

Board Members:

- **The Integration Joint Board noted and agreed the following:**
 - **The increase the number of referrals to stop smoking services from the Acute setting**
 - **To encourage more referrals to services from GP practices**
 - **To expand on a prescribing agreement for all GP practices**
 - **To seek improvement to performance from Community pharmacies in quitting outcomes at 4 and 12 week follow-up, and Lost to Follow-up records**
 - **To seek improvement to performance from Smoking Matters service in 4 and 12 weeks follow-up**
 - **To support HMP Dumfries in achieving their goals for a smoke free prison**
 - **To seek engagement and referral from social care partners through Locality managers and the integration process**
 - **To adapt our local promotion of stop smoking services to fit with national branding and campaigns**

13. PERFORMANCE MANAGEMENT LOCALITY REPORTS FOR AREA COMMITTEE (JANUARY 2018 – JUNE 2018)

The purpose of this paper is to present accurate, up to date information on progress towards delivering the commitments contained with the Locality Plans. This will enable members of the Area Committee to scrutinise the implementation of the Locality Plans.

Dumfries and Galloway Integration Joint Board is committed to the accountability of locality Health and Social Care services to communities through their Area Committees.

AA confirmed these reports follow on from work previously undertaken to develop the Performance Management arrangements for the Dumfries and Galloway Health and Social Care Partnership.

Decision(s)

Board Members:

- **Approved the Locality Reports for Annandale and Eskdale, Nithsdale, Stewartry and Wigtownshire for Area Committees.**
- **Approved the new Locality Report Template that will replace the current template used for Locality Reports for Area Committee.**

14. PUBLIC PROTECTION COMMITTEE STRUCTURE

The purpose of this report is to inform the Integration Joint Board of progress secured in establishing a Public Protection Committee Structure.

Freda McShane, Independent Chair for the Public Protection Committee and Gordon Pattinson, Public Protection Manager attended the Integration Joint Board and highlighted that the new Public Protection Committee structure has been approved by Chief Officers in 2017, this brings together the work of the Adult and Child Protection Committees and the Domestic Abuse and Violence against Women Partnership. This sits within the newly redeveloped formal Dumfries and Galloway Public Protection Partnership structure, which is headed by the Chief Officer's Group, providing scrutiny of and leadership to the Public Protection Committee.

PH highlighted the Public Protection Committee will provide assurance to the Integration Joint Board. PH, AF, GC and the professional leads to meet with FMcS.

LC confirmed a presentation and Public Protection Committee dates will be distributed to the Integration Joint Board.

Decision(s)

Board Members:

- **Noted the content of the report.**
- **Noted the progress of the Public Protection Committee.**
- **Noted the interface between PPC and Clinical and Care Governance in relation to the protection of adults and children.**

15. PRIMARY CARE TRANSFORMATION PROGRAMME UPDATE

The Primary Care Transformation Programme will implement the 6 priority areas for change outlined in the 2018 General Medical Services Contract. These are:

- Vaccination Transformation Programme
- Pharmacotherapy Services
- Community Treatment & Care Services

- Urgent Care
- Additional Professional Roles (Physiotherapy and Mental Health)
- Community Link Workers

KL confirmed the funding for the 4 year period, Government have mentioned the increase in year 2 is not a significant difference from year 1, this programme is required to be worked on at a pace.

Decision(s)

The Integration Joint Board Discussed and Noted:

- **The process which has been undertaken to identify the activity to be taken forward for Year One of the Primary Care Transformation Programme in support of delivery of the 2018 General Medical Services Contract.**
- **The five proposals which are going forward for delivery in Year One.**
- **The implications of Year One commitments on the available funding for Year Two.**
- **The other strands which are ongoing in support of implementing the GMS contract by the end of March 2021.**

16. FINANCIAL PERFORMANCE 2018/19 – MID YEAR REVIEW

This report presents the summary financial performance of the budgets delegated to the Integration Joint Board as at end of month six, and updated following the midyear review for 2018/19.

KL mentioned there is a target of £15.8million to achieve a balanced budget for 2018/19. Each General Manager has had a meeting for their midyear review.

JM asked for clarification around the Primary Care prescribing figures, KL confirmed there has been lots of engagement around this with leads and there is a plan in place, the tariff for community pharmacies and how they get charged for drugs.

KL will bring back a further plan on next year's position to the Integration Joint Board after the Performance and Finance Committee.

Decision(s)

Board Members:

- **Discussed and noted the latest financial forecast position and to note the midyear review forecast update for 2018/19.**

17. LEARNING DISABILITY STRATEGY

Following the issue of a direction by the Integration Joint Board in November 2017, the Health and Social Care Partnership have been carrying out a scoping exercise of existing services and support provided to Adults with a Learning Disability living in Dumfries and Galloway.

GC asked for the Learning Disability Strategy to include individuals that have Learning Disabilities with other underlying needs.

AM will distribute the embedded background paper.

NH asked if the Third Sector will be involved in this, GG confirmed they are being engaged with as part of the scoping exercise.

GG highlighted that the team are actively engaging with Housing Leads and Communication Teams.

Decision(s)

Board Members:

- **Approved the issuing of a direction to Dumfries and Galloway Council and NHS Dumfries and Galloway to progress to the development of a local Learning Disability Strategy.**

18. CHARTER FOR INVOLVEMENT (NATIONAL INVOLVEMENT NETWORK)

Since September 2017, the Partnership has been carrying out a scoping exercise of existing services and support provided to Adults with a Learning Disability living in Dumfries and Galloway. As part of this, the views and experiences of people with a learning disability, their families, Carers and people who provide services have contributed to developing our understanding of existing resources, the challenges we currently face and are likely to face going forward.

To build on this work, the involvement of people with a learning disability their families, Carers and service providers will be key to the development of local services and the successful provision and development of services and opportunities going forward.

GG will arrange for colleagues from Charter for Involvement to attend a future meeting.

Decision(s)

Board Members:

- **Approved and signed the Charter for Involvement**

19. COMMITTEE PAPERS

- **Audit and Risk Committee**

Minutes noted.

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

- **2019 Meeting Dates** - These dates were forwarded for approval and have been set in connection with the NHS and Local Authority, Members approved dates.
- **Register of Members Interest** - Members are asked to review their current entry and advise of any amendment.
- **JMcC highlighted he added the Carers Parliament on the 24th October at the Botanical Gardens, Edinburgh and the Coalition of Carers 20th November 2018 where Dumfries and Galloway Integration Joint Board received praise.**

21. DATE OF NEXT MEETING

Wednesday 31st January, Venue TBC

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 amber.murray@nhs.net