

ANNUAL ACCOUNTS 2018/19 STANDING COMMITTEE ASSURANCE STATEMENT



OVERVIEW

As part of the Integration Joint Board Annual Accounts process we are required to produce an Annual Report. To produce this report the Chief Officer requires a number of internal assurances around the adequacy and effectiveness of the standing governance committees.

A Report is required from all standing governance committees of the IJB confirming whether they have fulfilled their remits and, based on assurances received, that there are adequate and effective governance arrangements in place.

The Integration Joint Board Standing Committees for 2018/19 have been confirmed with the Chief Officer as:

- Audit & Risk Committee
- Clinical & Care Governance Committee
- Performance & Finance Committee

WHO IS REQUIRED TO INPUT

As a Lead Director for a Committee you are required to provide an accurate reflection of the Committee for which you support. The Chair of the Committee will also be required to provide comments and sign this off as a true and fair reflection of the work of the Committee.

Committee	Lead Officer	Chair
Audit & Risk Committee	Katy Lewis	Ian Carruthers
Clinical & Care Governance Committee	Eddie Docherty / Lillian Cringles	Grace Cardozo
Performance & Finance Committee	Katy Lewis	Penny Halliday

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Please ensure the information below is accurate and reflects the business discussed. On submission this template will be forwarded to the Chair to sign off an Assurance Statement for the Committee.			
COMMITTEE NAME	Performance & Finance Committee		
<i>The Performance and Finance Committee will report to the IJB on plans to achieve financial balance within any given year; development of revenue finance plans, performance against the Strategic Plan, National Outcomes, Local Delivery Plan, HEAT Targets and locality plans, to ensure that Best Value is achieved in the decision making process</i>			
FREQUENCY OF MEETINGS	Quarterly		
NUMBER OF MEETINGS HELD (1 April 2018 – 31 March 2019)	4		
CHAIR	Penny Halliday		
LEAD DIRECTOR	Katy Lewis		
MEMBERSHIP	Andy Ferguson Grace Cardozo Jane Maitland Tommy Sloan Lorna Carr – (October 2017 – 31 October 18)		
IN ATTENDANCE	Sean Barrett Finance and Information Manager – Dumfries and Galloway Council Vicky Freeman – Head of Strategic Planning) Julie White		
QUORACY OF MEETING	Half of all Voting Members (3)		
DETAILS OF ATTENDANCE (Members only)	MEETING	ATTENDED	APOLOGIES
	19/04/18	Penny Halliday Andy Ferguson Lorna Carr Jane Maitland Tommy Sloan Katy Lewis Vicky Freeman Julie White	Grace Cardozo
	12/07/18	Penny Halliday Andy Ferguson Lorna Carr	Grace Cardozo

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		Jane Maitland Tommy Sloan Vicky Freeman Katy Lewis Julie White	
	02/11/18	Penny Halliday Grace Cardozo Andy Ferguson Tommy Sloan Jane Maitland Vicky Freeman Katy Lewis	Julie White
	14/01/19		
CONFIRMATION THAT ALL MINUTES OF THE MEETING WERE SUBMITTED TO BOARD		<ul style="list-style-type: none"> Minutes of the Meeting of the 19th April 2018 were submitted to the IJB on the 31st May 2018 Minutes of the Meeting of the 12th July 2018 were submitted to the IJB on 27th September 2018. Minutes of the Meeting of the 2nd November 2018 were not submitted to the IJB. Minutes of the Meeting of the 14th January 2019 were not submitted to the IJB. 	

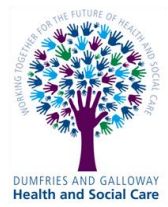
COMMENTS FROM COMMITTEE CHAIR

DECLARATION

I confirm that, based on the assurances received within this report and the conduct during the meetings, that the Committee has fulfilled its remit and that adequate and effective governance arrangements are in place to provide a good level of assurance on this to the Integration Joint Board and specifically to the Accountable Officer.

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Signed & Dated Lead Officer		
Signed & Dated Chair		

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APPROVALS BY COMMITTEE

Please provide details of what decisions the committee approved during the Financial Year 2018/19

Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
Minutes of the previous Meeting	These were agreed as an accurate record of the meeting.	19/04/18	
2017 / 18 Quarter 3 Integration Joint Board Performance Update	Discussed and approved the Quarter 3 Performance Report, 1 October 2017 to 31 December 2017	19/04/18	AA confirmed this is the first report which shows trajectories which run up to March 2019, which will then be reported to Scottish Government
Feedback from Area Committee Meetings for Performance Reports Oct 16 – Apr 17	<p>Noted the background to agreement on format for Area Committee reporting being reached</p> <p>Considered the requests from each of the Area Committees</p> <p>Agreed to officers further developing the Area Committee reporting template to address some of the points made specifically in relation to the current reporting document</p> <p>Noted the wider issues raised in relation to information and communication more broadly</p>	19/04/18	JW confirmed the Area Committees are required to scrutinise not to manage services and there was a discussion about the role of the Area Committees holding the partnership to account for delivery of the Strategic Plan. PH highlighted this will be discussed out with the meeting with the voting members.
Performance Management Area Committee Reports (April 2017 – December 2017)	Approved the Area Committee Reports for Annandale and Eskdale, Nithsdale, Stewarty and Wigtownshire Localities	19/04/18	AA confirmed the timings have been updated up until the end of September as requested by the Locality Managers
	In Committee notes??		

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Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
Minutes of the Meeting of 19 th April 2018	These were agreed as an accurate record of the meeting	12/07/18	
2017 18 Quarter 4 Integration Joint Board Performance Update	<p>Discussed and approved the Quarter 4 Performance Report, 1 January 2018 to 31 March 2018</p> <p>A paper on SDS to be presented to the next Performance and Finance Committee</p>	12/07/18	<p>A paper on SDS (Self Directed Support) will be brought to the next Performance meeting. Rosie Black from Dumfries and Galloway Council's SDS Team will be invited along to the next meeting. As some figures are published quarterly and some are annually for the performance reports, it was suggested that they should be titled 'at a glance report'. AA proposed that future reports will provide a list of websites that report figures.</p>
Dumfries and Galloway Carers Strategy 2017 - 2021	Noted the progress against the implementation of the strategy in the first six months	12/07/18	<p>LO confirmed that the strategy is currently sitting at the projected stage, 6 months after implementation. There are 5 outcomes listed in the Strategy, which are aimed to be delivered by 2021.</p> <p>NH suggested that the questions provided in this strategy could also be asked to volunteers / third sector members. LO will provide a further update in Nov / Dec.</p>
Business Transformation Programme Update	Noted the position of each scheme and milestones for the next 3 – 12 months	12/07/18	KL provided an overview of this update and provided a brief of where the Board currently are. Co-

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	<p>Noted there is a workshop to focus on particular schemes on 26th July, General Managers (GMs) will attend to present on their own schemes. The following schemes will be the main focus at the workshop;</p> <ul style="list-style-type: none"> • Transforming Wigtownshire • Potential reconfiguration of short break provision • Learning Disability Scoping Exercise • Bed profiling in Midpark • Community Hospitals/Locality Review 		<p>production is taking place, however we need to agree how do we share learning? An agreement was reached that training is required for Operational Leads that are managing these teams. A clearer understanding is required in what health inequalities are within the Board.</p>
<p>The Role of Third Sector Dumfries and Galloway in Health and Social Care Integration</p>	<p>Noted the work of Third Sector Dumfries and Galloway and the role it plays linking the wider third sector to health and social care partners and to note the new delivery model to be adopted by TSDG.</p>	<p>12/07/18</p>	<p>NH emphasised that the most important aspect of this paper is the timings as services are currently being re-structured, which will provide a more efficient system of providing services across the region. PH suggested that it would be useful to have an understanding of the end result across the 4 localities as this would help her understanding of partnership working. NH confirmed that she will return to this meeting with further updates</p>
<p>Minutes of the Meeting of 12th July 2018</p>	<p>These were agreed as an accurate record of the meeting</p>	<p>02/11/18</p>	
<p>Business Transformation Update</p>	<p>Noted the update on each of the schemes and the key milestones for the next 3-12 months</p> <p>Noted there was a workshop held on 26th July to focus on particular schemes. General Managers (GMs) attended to present on their</p>	<p>02/11/18</p>	<p>GC mentioned around the realistic medicine and also the decreasing of anti depressants this will increase the number of people requiring support.</p>

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	<p>schemes. The following schemes were presented:</p> <ul style="list-style-type: none"> • Transforming Wigtownshire • Potential reconfiguration of short break provision • Learning Disability Scoping Exercise • Community Hospitals/Locality Review 		
<p>2018 / 19 Quarter 1 Integration Joint Board Performance and Ministerial Strategic Group Update</p>	<p>Discussed and approved the Quarter 1 Performance Report, 1 April 2018 to 30 June 2018</p> <p>Discussed and approved the MSG Improvement Objectives report for submission to MSG</p>	<p>02/11/18</p>	<p>PH had a concern around the staff sickness rate is this on the IJB Risk Register. The committee members agreed this would not sit with the IJB as staff are employed by NHS and Council. This report comes to the IJB because when the Indicators framework was completed the IJB agreed to have sight of these.</p>
<p>Self Directed Support Paper</p>	<p>Discussed the vision for Scotland and for the Health and Social Care Partnership in relation to SDS being the way health and social care is delivered now and into the future</p> <p>Noted the progress made locally in line with Scottish Government's vision for Health and Social Care within the local authority delegated services through the implementation of Self-Directed Supported legislation</p>	<p>02/11/18</p>	<p>AF asked if the links with compass can be linked together and become an option 4. A further report to come back to the April committee, and to include a business case. KL will pick up a chat with Heather Collington</p>
<p>Regional Design and Discussion Document</p>	<p>Discussed and noted the content of the Regional Design and Discussion Document at Appendix 1 in order to complete the Response Form attached at Appendix 2</p>	<p>02/11/18</p>	<p>KL will pick up a conversation with JW regarding a response</p>

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2018/19 Quarter 2 Integration Joint Board Performance and Ministerial Strategic Group Update	<p>Discussed and agreed the Quarter 2 Performance Report, 1st July 2018 to 30th September 2018.</p> <p>Discussed and agreed the MSG Improvement Objectives report for submission to MSG</p>	14/01/19	<p>JW will bring back a detailed paper on discharges to the next Performance and Finance meeting before it goes to the IJB, including the reasons and the blockages, as Delayed Discharge is a key performance indicator for the IJB.</p>
Review of Integration Joint Board Performance Framework	<p>Approved the Annual and Mid Year Reports providing strategic level performance information, replacing the existing quarterly reports</p> <p>Approved the content and timing of 'At A Glance' performance information contained within 'At A Glance' operational report.</p> <p>Noted the continued quarterly reporting of the Ministerial Strategic Group for Health and Community Care (MSG) to March 2020</p> <p>Noted the planned expansion of information contained within 'At A Glance' operational performance management reports</p> <p>Noted that MSG reports will still come to this meeting</p>	14/01/19	<p>'At a glance reports' will still be sent out to committee members which will show targets, where we are in relation to the target, how it relates to the previous year and any deviation from planned performance. This will provide a strategic overview of performance.</p> <p>JW advised that the Partnership are starting to do self evaluation of services for older people</p>
Ministerial Strategic Group Improvement Objectives – Draft Proposal for 2019/20	<p>Discussed and agreed the proposed MSG Objectives for 2019/20</p> <p>Recommended by Performance and Finance Committee and will be sent to the IJB for approval</p>	14/01/19	<p>It was discussed that NHS Dumfries and Galloway require to be represented within the Scottish Mental Health forum and JW confirmed that she will pick this up with Denise Moffat. The research</p>

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			within the forum is looking at what the mental health needs are of people in rural Scotland. GC will forward this email to JW.
Dumfries and Galloway Carers Strategy 2017-2021 – Update	Noted the progress report against the implementation of the Dumfries and Galloway Carer Strategy in the second six month period	14/01/19	<p>LO advised that there is another piece of work ongoing which will report to the Clinical & Care Governance meeting in February.</p> <p>LO will return to Performance and Finance Committee in 6 months to provide a further update.</p>
Any Other Business Deemed Urgent by the Chair due to the Need for a Decision	<ul style="list-style-type: none"> • Brexit Planning / Impact • People delayed in Hospital 	14/01/19	<p>Graham Abrines attended a recent meeting regarding Brexit planning and so it would be useful for him to provide an update on this at the next meeting</p> <p>JW informed the group of an email sent by Penny Halliday regarding lengthy delayed discharges and noted that the request for further information will be provided in a paper at the next Performance and Finance Committee Meeting.</p>
Financial Planning Workshop – IJB Performance and Finance Committee – Strategic and Financial Plan Update	<p>Key aims of the Workshop:</p> <ul style="list-style-type: none"> • Reminder of strategic plan • Strategic commissioning intentions 	14/01/19	It was agreed that KL, VF & JW would devise criteria and with support of HSCSMT to produce a shortlist of efficiency schemes which will come to a future workshop for scrutiny by members.

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