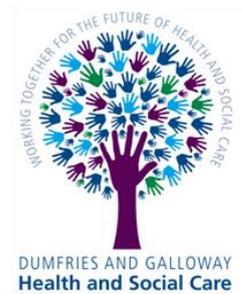


<b>Assurances to the Chief Officer for preparation of the Governance Statement</b>
Letter from IJB Finance Officer on financial matters (attached)
Letter from both partner organisation Chief Executives (attached for NHS, one still awaited)
Standing Committee Statements (attached)
Statement from Health and Social Care Senior Management Team (attached)
Internal Audit Report – on Committee Agenda
External Audit Report – available at September meeting
Annual Risk Report – available for NHS only on Committee Agenda

<b>Assurances to the Finance Officer for signing the statement of responsibilities for the statements of account</b>
Letter of assurance from D&G Council Head of Finance and Procurement (attached)
Letter of assurance from NHS Director of Finance (attached)



## **CERTIFICATE OF ASSURANCE**

To: Julie White, Chief Officer

### **ANNUAL ACCOUNTS 2018-19: ASSURANCE FOR THE GOVERNANCE STATEMENT**

I am aware that, as Chief Officer and Accountable Officer, you are required to sign a Governance Statement as part of the Dumfries and Galloway Integration Joint Board accounts for 2018-19.

To assist you in that process, I can confirm that I have undertaken a review of the internal control arrangements in my area of responsibility. I have also considered whether there are any internal control issues likely to merit inclusion in the Governance Statement.

I can confirm controls in my area have been, and are, working well. There are, in my opinion, no significant matters arising which would require to be raised specifically in the assurance you are required to give.

I have provided in the attached document details around areas of assurance.

Katy Lewis

Chief Finance Officer

4 June 2019

## **FURTHER BACKGROUND INFORMATION**

The Chief Finance Officer, as S95 Officer, is responsible for the preparation of the IJB's Financial Statements which, in terms of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom (*The Code*), are required to present a true and fair view of the financial position of the IJB at the accounting date and its transactions for the period.

In preparing the Financial Statements, the Chief Finance Officer has:

- Selected suitable accounting policies and then applied them consistently;
- Made judgements and estimates that were reasonable and prudent;
- Complied with the Code of Practice and legislation;
- Complied with the local authority Accounting Code (in so far as it is compatible with legislation);
- Kept proper accounting records which were up to date;
- Take reasonable steps for the prevention and detection of fraud and other irregularities.

I have responsibility to make arrangements for the proper administration of its financial affairs under Section 95 of the Local Government (Scotland) Act 1973).

### **Statutory**

Ensuring the Board meets its statutory and other financial duties. Maintaining high standards of corporate governance and to work with the Audit Committee and Internal/External Audit to ensure the Board's activities comply with best practice. Prepare and sign off the Board's accounts.

### **Managerial**

Ensuring strong systems of financial control through Dumfries and Galloway Health and Social Care Partnership.

Part of the overall governance arrangements for the Board requires me to give assurance that systems and processes have been put in place to help the Board achieve its targets and to deliver a high standard service.

In terms of enabling me to discharge my responsibilities, the following arrangements and processes were in place throughout the financial year:

1. Performance and Finance Committee, which meets regularly to scrutinise a wide range of the IJB's key finance and performance indicators.
2. Audit and Risk Committee, which meets on a regular basis to consider risk management, general and financial corporate governance.

3. Regular Budget Scrutiny/ Quarterly Financial Review meetings with the General Managers to support in the delivery of a challenging cash releasing efficiency target. Further augmented by regular workshops to develop the business transformation programme.
4. Regular reports to the IJB on financial performance and any financial related issues.
5. During 2018/19, the IJB continued to improve on the commitment made to improve the annual governance assurance process following the recommendations by Internal Audit.
6. Further development of assurances for risk management across the organisation with the introduction of the IJB Risk Register and review of processes.
7. The IJB had a significant efficiency challenge for 2018/19 and was required to make significant efficiency savings with a greater dependence in year on those savings coming from non-recurring schemes. Significant challenges have been identified in the achievement of the financial savings target in coming years, due to the continued efficiencies that have been made across the partnership. Regular updates on the efficiency position against the targets have been taken to Health and Social Care Management Team meetings for further discussion, with updates being included within the monthly Financial Performance reports to IJBd and Performance and Finance Committee.

All matters of strategy and policy are fully considered against the updated Best Value Framework. Specific consideration is given to strategic and policy decisions, which affect the Best Value principles of:

- Vision and Leadership
- Effective Partnerships
- Governance and Accountability
- Use of Resources
- Performance Management

The cross cutting themes of sustainability and equality are also assessed during the approvals process for strategy and policy decisions.

The system of internal control, in relation to my delegated areas of responsibility, is designed to manage rather than eliminate the risk of failure to achieve the organisation's policies, aims and objectives; it can, therefore, only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify and prioritise the principal risks to the achievement of the organisation's policies,

aims and objectives, to evaluate the nature and extent of those risks and to manage them effectively and economically.

As Chief Finance Officer for the Integration Joint Board (IJB), I also undertook a number of information and development sessions with IJB Members around the financial position and development of integration programme. Providing leadership to the governance aspects of the integration programme and supporting the development of the new governance arrangements. Regular liaison takes place with Dumfries and Galloway Council and Social Work colleagues to support the integration programme. The IJB Committees are now fully established, including the Performance and Finance Committee. The IJB accounts for 2017/18 were produced and published in October 2018 in accordance with required timescales.

**Dumfries and Galloway  
NHS Board**

***Chief Executive's Office***

Ground North  
Mountainhall Treatment Centre  
Bankend Road  
Dumfries  
DG1 4GG  
Ref: JAA/LMcK  
Enquiries to: Linda McKie  
E-Mail: linda.mckie@nhs.net  
Date: 23 April 2019



Julie White  
Chief Operating Officer  
Dumfries and Galloway Royal Infirmary  
Cargenbridge  
Dumfries  
DG2 8RX

Dear Julie

I am aware that, as its Chief Officer, you are required to sign a Governance Statement as part of the Integration Joint Board Accounts for 2018-19.

To assist you in that process I can confirm that, as part of my review of the 2018-19 Governance Statement for NHS Dumfries and Galloway, I have considered whether there are any internal control issues which require to be highlighted to yourself.

NHS Dumfries and Galloway works to ensure compliance with all policies and promotes the achievement of both NHS Dumfries and Galloway aims and objectives and those of the IJB.

There are in my opinion, no significant matters of governance arising from our review which require to be highlighted to you in your role as IJB Chief Officer.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'J. Ace', written over a light blue horizontal line.

Jeff Ace  
Chief Executive

cc: Katy Lewis

# 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

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



STANDING COMMITTEE ASSURANCE STATEMENT			
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	Audit & Risk Committee		
The purpose of the Audit and Risk Committee is to appoint an internal auditor, to review the effectiveness of the framework of governance, risk management and internal control. To review the internal and external audit reports and receive assurance that agreed recommendations have timeously and effectively implemented. Consider the unaudited accounts and governance statement, to develop a risk management strategy and to monitor implementation of improvement plans.			
FREQUENCY OF MEETINGS	Quarterly		
NUMBER OF MEETINGS HELD (1 April 2018 – 31 March 2019)	4		
CHAIR	Ian Carruthers		
LEAD DIRECTOR	Katy Lewis		
MEMBERSHIP	Laura Douglas Vice Chair Lorna Carr Voting Member (from December 2017 – 31 <sup>st</sup> October 2018) Jane Maitland Voting Member Ann Farrell Local Authority Staff Side Representative		
IN ATTENDANCE	Julie White Chief Officer Penny Halliday Chair of Integration Joint Board Representative from External Auditors Julie Watters Internal Auditor Any other Voting Members if available Maureen Stevenson		
QUORACY OF MEETING	Audit and Risk Committee is quorate with half of all voting members = 2		
DETAILS OF ATTENDANCE (Members only)	MEETING	ATTENDED	APOLOGIES
	21/06/18	Ian Carruthers Laura Douglas Ann Farrell Katy Lewis Jane Maitland	Lorna Carr
	11/09/18	Ian Carruthers Laura Douglas Lorna Carr	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



		Ann Farrell Katy Lewis Jane Maitland	
	17/12/18	Ian Carruthers Laura Douglas Katy Lewis Jane Maitland	Ann Farrell
	11/03/19	Ian Carruthers Laura Douglas Katy Lewis Jane Maitland	Julie White
CONFIRMATION THAT ALL MINUTES OF THE MEETING WERE SUBMITTED TO INTEGRATION JOINT BOARD	<ul style="list-style-type: none"> <li>Minutes of 21/06/18 did not go to the Integration Joint Board</li> <li>Minutes of 11/09/18 were submitted to the Integration Joint Board on the 27/09/18</li> <li>Minutes of the 17/12/18 were submitted to the Integration Joint Board on the 30/01/19</li> <li>Minutes of the 11/03/19 did not go to the Integration Joint Board</li> </ul>		

### COMMENTS FROM COMMITTEE CHAIR

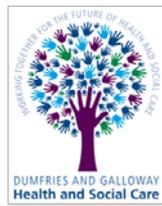
### DECLARATION

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.

Signed & Dated  
Lead Officer

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Signed & Dated Chair		
-------------------------	--	--

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



### 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 approved as an accurate record of the Committee.	21/06/18	
Review of Financial Regulations	<p>Approved the updated financial regulations for the Integration Joint Board which is included as an Appendix to this paper.</p> <p>Noted that there is further work to be undertaken regarding a review of the financial regulations guidance by the Chief Finance Officer following the wider review.</p>	21/06/18	<p>KL has undertaken a review of regulations to see if there have been any further changes. There is a slight change to reserves policy in 4.7 which reflects the way reserves have been managed.</p> <p>A wider piece of work is underway to review IJB Governance arrangements, and this document will be further reviewed as part of this process</p>
External Audit Progress Update	<p>Noted the 'Public Sector Audit in Scotland Supplementary Transparency Report'. External Audit prepared this report for Audit Scotland in January 2018.</p> <p>Noted the arrangements for the IJB external audit for 2017/18.</p>	21/06/18	<p>KL met with the External Auditors to clarify timing of the IJB audit process. The auditors have completed the audit of NHS Dumfries and Galloway and will be starting audit work with Council in July. The IJB audit is due to be completed during July.</p>
Internal Audit Update	Noted the contents of this report which summarises the work undertaken by Internal Audit during 2017/18 and provides an opinion on the internal control environment within the Integration Joint Board at this point in time.	21/06/18	<p>JM queried how we share information with our partners. JW gave an overview of this and KL gave an update and advised that Graham Gault will be providing an update to the IJB on information sharing.</p>

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
Risk Update Report	<p>Noted the progress in implementing IJB Risk Management Strategy.</p> <p>Noted the NHS Dumfries and Galloway Annual Report for 2017/18</p>	21/06/18	Members asked MS to confirm whether there was an annual risk report for the Council.
Quarterly Update Report from Chief Finance Officer	Scrutinised and reviewed the Chief Finance Office Quarterly Report and the updates provided.	21/06/18	
IJB Draft Governance Statement and Assurance Processes	Scrutinised the reviewed the IJB Audit and Risk Committee Draft Governance Statement and Assurance Processes for 2017/18.	21/06/18	This work will be undertaken over the next 2/3 weeks with ST due to meet JW on 13th July to undertake a review of the government statement in the revised draft.
Draft Annual Report and Accounts 2017/18	Approved the Integration Joint Board's unaudited Annual Accounts for the Financial year ended 31 <sup>st</sup> March 2018 which will be submitted to the external auditors for review and is subject to public consultation.	21/06/18	<p>The final audit version of the accounts will be presented to members at the September committee.</p> <p>There were a couple of minor errors noted in the accounts relating to the dates for IJB members and these will be corrected in the draft version which will be circulated for consultation.</p>
Minutes of the Meeting of the 21/06/18	These were approved as an accurate record of the Committee.	11/09/18	
Final Integration Joint Board Governance Statement	Scrutinised and Reviewed the Final IJB Governance Statement and Assurance Processes for 2017/18.	11/09/18	KL confirmed the best value update will be brought back in a workshop form at a future meeting.

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
External Audit Annual Report to those Charged with Governance and the Auditor General in Scotland	Scrutinised and reviewed the attached report for Dumfries and Galloway Integration Joint Board / External Audit Annual Report to those charged with Governance and the Controller of Audit, 2017/18 financial year.	11/09/18	KL will draft a management response to the action in this report, JWa to draft KL a response for this.
Internal Audit Annual Report	<p>Noted the contents of this report which summarises the work undertaken by Internal Audit during 2017/18 and provides the Chief Internal Auditor's opinion on the internal control environment within the Integration Joint Board for the financial year 2017/18.</p> <p>Agreed that the Audit and Risk Committee monitor progress against closure of these actions moving forward.</p>	11/09/18	<p>Audits within the NHS have been detailed that are relevant for the IJB. Two Audits have formally been closed off and seven are still outstanding, Corporate Risk Register is a concern and is required to be finalised.</p> <p>KL mentioned that this Committee has responsibility to provide assurance for the IJB to ensure all actions are taken on board and implemented. . Published report will be issued at the next Audit and Risk Committee in December 2018.</p>
Risk Management Quarterly Progress Report	<p>Noted the progress in implementing IJB Risk Management Strategy.</p> <p>Noted the assurances that have been given and an update will be given at the next meeting in December.</p>	11/09/18	<p>A conversation will be had with KL and Julie White to confirm a full updated report is required urgently.</p> <p>LD has asked for an update by the next meeting to ensure that this is progressing forward</p>
Annual Reports and Accounts 2017/18	Approved the Integrated Joint Board's audited Annual Accounts for the financial year ended 31 <sup>st</sup> March 2018 which will be submitted to the Integration Joint Board at its meeting on 27 <sup>th</sup> September for final approval.	11/09/18	Final version of the Annual Accounts and External Audit Report will be taken to the September IJB. JB highlighted to the committee that there have been no particular

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
			concerns in terms of the Audit
Information Sharing Update	<p>Noted the progress being made to support the Inter Agency sharing of data.</p> <p>Agreed for a report to come back to the first 2019 meeting.</p>	11/09/18	IC has asked for this report to come back once the Full Council have reviewed this and this will be monitored by KL, G Gault and N Gammage. NG confirmed he meets with HC on a weekly basis and the council.
Proposed Internal Audit Arrangements for 2018/19 Onwards	Supported the Chief Finance Officer decision to appoint the Chief Internal Auditor for the IJB and that a further report us to be brought back to the next IJB committee.	11/09/18	This is KL responsibility to make sure these arrangements happen. JWa mentioned having a more permanent arrangement will help her plan and undertake the work.
Minutes of the Previous Meeting 11/09/18	The Committee agreed these as an accurate record.	17/12/18	
Risk Strategy Update	<p>Noted progress in implementing IJB Risk Management Strategy</p> <p>Approved the IJB Risks identified and assessed for the IJB Risk Register</p>	17/12/18	<p>The issue of how risks are reflected in the issuing of directions need to be discussed with Julie White and KL will pick this up with her.</p> <p>JM feels that there should be a specific risk regarding the Information Sharing Update. This is being discussed at a Full Council meeting that will take place tomorrow. HG will circulate this Information Sharing paper.</p>
Draft Internal Audit Plan 2018/19	Approved the Internal Audit plan for 2018/19 and considered the process for receiving assurances on relevant audit work undertaken	17/12/18	There are currently 6 outstanding actions arising from the IJB Governance Internal Audit and KL will work with Alison Warrick

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
			<p>regarding providing a management update on progress to the next meeting.</p> <p>From 2019/20, it would be advantageous for the potential on at least one shared Audit between the NHS and Council to be carried out.</p> <p>IC will push to make sure that this process is in place with both the NHS and the Council Audit and Risk Committees.</p>
External Auditors Draft Audit Plan 201/19	Scrutinised and reviewed the attached draft External Audit Plan for Dumfries and Galloway Integration Joint Board during the 2018/19 Financial Year.	17/12/18	<p>JB advised that the fee letters were only sent out last week, therefore this is why the report is in draft form. No additional risks have been identified. The audit fee is the same for every IJB within Scotland.</p> <p>JB will submit the relevant information to Audit Scotland which they will then publish on their website.</p>
Chief Finance Officer Quarterly Update	Noted the Chief Finance Officer Quarterly Report and the updates provided	17/12/18	<p>KL referenced the external audit fee in this paper, but advised that this has since been confirmed by JB. The Scottish Government published their 3 year Financial Framework in October. The Draft Budget took place last week and confirmed additional resources for Social Care.</p>

# ANNUAL ACCOUNTS 2018/19 STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
			KL to provide an update on the payment of living wage for sleeping night's wage that has been previously discussed at the IJB.
Audit Scotland Reports Update	<p>Noted the Audit Scotland Reports Register which will be presented to Audit and Risk Committee on a quarterly basis (Appendix 1)</p> <p>Noted the 3 reports included within the register this quarter (Appendix 2, 3, 4)</p>	17/12/18	KL provided an overview of the paper. It is the role of the Audit and Risk Committee to monitor these reports. KL has checked recent reports and three have a relevance to the IJB. An action plan will need to be developed regarding these reports. KL is in the process of inviting Claire Sweeney back to Dumfries and Galloway to discuss the Integration report. NHS Scotland provided a checklist which is an appendix to this report, it was confirm that Leigh Johnstone from Audit Scotland is also creating a similar checklist for the IJB.
Risk Strategy Update	<p>Noted progress in implementing IJB Risk Management Strategy and the planned update to the strategy.</p> <p>Noted the ongoing work to review the IJB Risk Register and alignment to the Audit Scotland self assessment work.</p> <p>Requested that a further report be brought to a future meeting with an updated Risk Strategy and an update on the DATIX data sharing issues.</p>	11/03/19	<p>HC informed members that she isn't aware of whether the Risk Systems work has been progressed with regards to the IT access issues. KL to bring back an update on the implementation of Risk Systems to the next meeting.</p> <p>LD requested that any outcomes from the Audit Scotland Workshop on 15 April be fed back to JW to inform the Audit Plan for the year. IJB Audit and Risk Committee agreed that a</p>

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



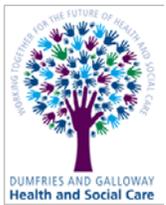
Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
	<p>Agreed that a further discussion between Committee Members on the Committee Self Assessment and Risk Management Strategy to be arranged for May 2019.</p>		<p>session in early May 2019 should be organised to discuss this and the Committee Self Assessment. The Risk Officers from NHS D&amp;G and D&amp;G Council are to be invited to the next IJB Audit and Risk Committee in order to provide an update on the current arrangements for risk assessment in the parent bodies.</p>
<p>Improving Information / Data Sharing Update</p>	<p>Discussed and Noted the report presented to Dumfries and Galloway Council's Full Council meeting on 18<sup>th</sup> December 2018 (attached as Appendix)</p> <p>Discussed and Noted further progress as outlined from Paragraph 4.8</p> <p>Agreed that a further report on this subject to be brought back in 6 months time</p>	<p>11/03/19</p>	<p>LD queried whether this work would open up any vulnerability to cyber attack. GG stated that the firewalls for the security on NHS networks are still the same and have not been altered for this work. The Local Authority is altering their network security but it is assumed that their security protocols are still robust. HC highlighted that the data is not moving – each body is “viewing” the data held by the other via “read-only” access, therefore all data is held as securely as it was prior to the Data Sharing work beginning. IJB Audit and Risk Committee requested that GG update members with more detail on Network security issues</p>
<p>Chief Internal Auditor Quarterly Update</p>	<p>Noted and supported this update on progress against the Internal Audit plan for 2018/19 and early update on proposed audit resourcing for the 2019/20 audit plan.</p>	<p>11/03/19</p>	<p>Key Audits that will be reported back through IJB A&amp;R include:</p> <ul style="list-style-type: none"> <li>Delegated Authorities</li> </ul>

# ANNUAL ACCOUNTS 2018/19 STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
			<ul style="list-style-type: none"> <li>Governance and Reporting JW advised that planning is underway for the 2019/20 Audit Plan. JW requested that she be in attendance for the Risk Workshops for the IJB in order to include any outcomes into the 2019/20 Audit Plan.</li> </ul> <p>JW highlighted that the recruitment and retention issues have been picked up by the NHS and will feature in an Audit – should there be any Council input necessary on this subject, this will be reported through the IJB.</p>
Outstanding Audit Actions Update	Discussed and noted the Outstanding Audit Actions Update and the updates provided	11/03/19	<p>KL highlighted that she was asked to bring back an update on the outstanding audit actions for the IJB – these have been reduced to 2 outstanding actions, down from 6 as reported at the previous meeting.</p> <p>Members were informed that the Governance Arrangements Audit will be reported on at the IJB in April 2019. A deadline extension has been requested until the end of April 2019 to reflect this.</p>
Chief Finance Officer Quarterly Update	<p>Noted the Chief Finance Officer Quarterly Report and the updates provided.</p> <p>Approved the changes to the accounting policies as set out in paragraph 4.11</p>	11/03/19	KL highlighted that the publication of the Code of Practice for Government Body accounting in the UK for 2018/19 has resulted in the application of two International

**ANNUAL ACCOUNTS 2018/19  
STANDING COMMITTEE ASSURANCE STATEMENT**



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
			<p>Financial Reporting Standards. These standards require a change in the IJB's accounting policies for 2018/19. The IJB Audit &amp; Risk Committee is asked to approve these changes.</p> <p>JM stated that Data Sharing is mentioned in the Audit Scotland advice appended to this paper – she believes that it is imperative that this Committee keeps up the monitoring on the Data Sharing work.</p> <p>Committee Members raised a query on IJB reserves that had been discussed at Full Council, there was mention that the IJB had reserves well in excess of the Local Authority and Health Board. KL advised Members that the IJB only held earmarked reserves. KL highlighted to Members that she had been invited to attend Social Work Committee to discuss IJB Finances.</p>

# 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

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



STANDING COMMITTEE ASSURANCE STATEMENT			
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	Clinical & Care Governance Committee		
To provide an effective overview of the clinical and care governance agenda across integrated services. To ensure that quality monitoring and governance arrangements are in place for safe and effective health and social care service delivery.			
FREQUENCY OF MEETINGS	Quarterly		
NUMBER OF MEETINGS HELD (1 April 2018 – 31 March 2019)	4		
CHAIR	Grace Cardozo		
LEAD DIRECTOR	Eddie Docherty / Lillian Cringles		
MEMBERSHIP	Ros Surtees Lesley Bryce (Voting Member) Ian Carruthers (Voting Member)		
IN ATTENDANCE	Ken Donaldson (Medical Director) Julie White (Chief Officer) Lillian Cringles (Chief Social Work Officer) Eddie Docherty (Director of Nursing) <b>Penny Halliday (Chair of Integration Joint Board)</b>		
QUORACY OF MEETING	2 voting members		
DETAILS OF ATTENDANCE (Members only)	MEETING	ATTENDED	APOLOGIES
	23/04/18	Ros Surtees Lesley Bryce Ian Carruthers Lillian Cringles Eddie Docherty Val Douglas Julie White	Grace Cardozo
	16/07/18	Grace Cardozo Ros Surtees Lillian Cringles Eddie Docherty Julie White	Lesley Bryce Lorna Carr Ken Donaldson Andy Ferguson

# ANNUAL ACCOUNTS 2018/19 STANDING COMMITTEE ASSURANCE STATEMENT



	29/11/18	Grace Cardozo Lesley Bryce Ian Carruthers Lillian Cringles Eddie Docherty Ken Donaldson Julie White	Ros Surtees
	07/02/19		
CONFIRMATION THAT ALL MINUTES OF THE MEETING WERE SUBMITTED TO INTEGRATION JOINT BOARD	<p>03/04/17 Minutes submitted to IJB 25/05/17</p> <p>10/07/17 Minutes not submitted to IJB</p> <p>09/10/17 Minutes submitted to IJB 05/04/18</p>		

## 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.

Signed & Dated Lead Officer		
Signed & Dated Chair		

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



### 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 Previous Meeting	These were agreed as an accurate record of the meeting.	23/04/18	
Social Work Comments, Complaints and Compliments	Noted the performance of the service in respect of the number of complaints handled in the period 1 January 2017 to 31 December 2017	23/04/18	
External Scrutiny of Regulated Adult Social Care Services	<p>Noted the outcome of the scrutiny activity which took place between October 2017 and February 2018, as detailed in the Appendix</p> <p>Considered the progress being made in respect of requirements and recommendations from inspection during reporting period October 2017 and February 2018.</p>	23/04/18	
Community Health and Social Care Directorate Improving Safety – Reducing Harm	<p>Discussed the content and layout of the Report and offer feedback to support the preparation of future reports</p> <p>Agreed that the actions proposed to address safety and or mitigate risk are sufficient</p> <p>Agreed to receive updates at a time specified by the Committee</p>	23/04/18	
Patient Services Report	Scrutinised this report which provides an update on the activities of the Patient	23/04/18	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
	<p>Services Team</p> <p>Noted the progress within Spiritual Care and Volunteering</p> <p>Considered the NHS Board's complaints performance for December 2017 and January 2018 including key feedback themes and details of the resulting learning and improvements</p> <p>Feedback was given which was requested upon what the Committee would like to be included for future meetings</p>		
Review of Day Services for Older People	Discussed and noted the Review of Day Services for Older People that is currently underway, together with the re-provision of day services in care homes in Dumfries and Stranraer.	23/04/18	
Older People's Consultative Group	<p>Noted the recent changes to refresh the Older People's Consultative Group and bring the group within the IJB governance structures.</p> <p>Agreed to receive an annual report from the OPCG Chair about the work of the group during the preceding year.</p>	23/04/18	
Transforming Health and Social Care in Wigtownshire Programme	<p>Note the Transforming Health and Social Care across Wigtownshire Programme</p> <p>Note the co production approach being used</p>		

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
	to deliver the programme		
Healthcare Associated Infection Control	Noted in particular the position of NHS Dumfries and Galloway with regards to the Staphylococcus Aureus Bacteraemia (SAB) and Clostridium Difficile Infection (CDiff) Local Delivery Plan targets	23/04/18	
	In committee decisions to be added?		
Minutes of Meeting of 23/04/18	These were agreed as an accurate record of the meeting.	16/07/18	
Patient Services Report – Spiritual Care & Volunteering	Discussed the report  Noted the progress within Spiritual Care and Volunteering	16/07/18	
Patient Services Report – Complaints & Feedback	<p>Considered the NHS Board's complaints performance for April and May 2018 including key feedback themes and details of the resulting learning and improvements</p> <p>Noted the key messages</p> <ul style="list-style-type: none"> <li>• The Board has received a significantly high amount of feedback over the last two quarters, including concerns, compliments and complaints, particularly in the Acute and Diagnostic Services Directorate. This has led to a backlog and during this period a tremendous effort has been made to resolve outstanding cases.</li> <li>• The Board continues to face challenges around compliance with the 20 working day timescale for responding to complaints and remains</li> </ul>	16/07/18	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
	<p>below the target of 70%.</p> <ul style="list-style-type: none"> <li>• Patient Services are working closely with Directorates to address issues of compliance with procedure and timescales.</li> <li>•</li> </ul>		
Review of Day Services for Older People	<p>Discussed the Day Service review report findings and recommendations</p> <p>Approved the recommendations and actions described in section 4.4</p>	16/07/18	
Minutes of the Meeting of 16 <sup>th</sup> July 2018	These were agreed as an accurate record of the meeting	29/11/18	
Ministerial Strategic Group – Review of Integration	<p>Considered whether further activity is required; and considered the proposal made for next steps to be taken forward via a small group of senior officers chaired by Paul Gray (Director General Health and Social Care and Chief Executive of NHS Scotland) and Sally Loudon ( Chief Executive of COSLA)</p>	29/11/18	

# 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

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



STANDING COMMITTEE ASSURANCE STATEMENT			
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

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



		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"> <li>Minutes of the Meeting of the 19<sup>th</sup> April 2018 were submitted to the IJB on the 31<sup>st</sup> May 2018</li> <li>Minutes of the Meeting of the 12<sup>th</sup> July 2018 were submitted to the IJB on 27<sup>th</sup> September 2018.</li> <li>Minutes of the Meeting of the 2<sup>nd</sup> November 2018 were not submitted to the IJB.</li> <li>Minutes of the Meeting of the 14<sup>th</sup> January 2019 were not submitted to the IJB.</li> </ul>	

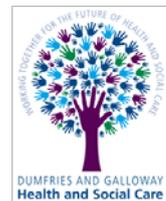
### COMMENTS FROM COMMITTEE CHAIR

### 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.

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Signed & Dated Lead Officer		
Signed & Dated Chair		

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



### 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??		

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
Minutes of the Meeting of 19 <sup>th</sup> 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-

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
	<p>Noted there is a workshop to focus on particular schemes on 26<sup>th</sup> 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"> <li>• Transforming Wigtownshire</li> <li>• Potential reconfiguration of short break provision</li> <li>• Learning Disability Scoping Exercise</li> <li>• Bed profiling in Midpark</li> <li>• Community Hospitals/Locality Review</li> </ul>		<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 12<sup>th</sup> 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 26<sup>th</sup> 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>

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
	<p>schemes. The following schemes were presented:</p> <ul style="list-style-type: none"> <li>• Transforming Wigtownshire</li> <li>• Potential reconfiguration of short break provision</li> <li>• Learning Disability Scoping Exercise</li> <li>• Community Hospitals/Locality Review</li> </ul>		
<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>

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
2018/19 Quarter 2 Integration Joint Board Performance and Ministerial Strategic Group Update	<p>Discussed and agreed the Quarter 2 Performance Report, 1<sup>st</sup> July 2018 to 30<sup>th</sup> September 2018.</p> <p>Discussed and agreed the MSG Improvement Objectives report for submission to MSG</p>	14/01/19	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.
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	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

# ANNUAL ACCOUNTS 2018/19

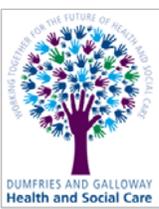
## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report
			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 &amp; 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"> <li>• Brexit Planning / Impact</li> <li>• People delayed in Hospital</li> </ul>	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"> <li>• Reminder of strategic plan</li> <li>• Strategic commissioning intentions</li> </ul>	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.

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Title of Report presented for approval	Detail of what approved	Date of Meeting report presented	Outcome of report

# 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.

In addition to this the Chief Officer has also asked that assurance is provided for the Health and Social Care Senior Management Team and the Integration Joint Board.

## WHO IS REQUIRED TO INPUT

As a Lead Director for the Health and Social Care Senior Management Team you are required to provide an accurate reflection of the HSCSMT

Meeting	Lead Officer	Chair
Health and Social Care Senior Management Team	Julie White	Julie White

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



STANDING COMMITTEE ASSURANCE STATEMENT			
Please ensure the information below is accurate and reflects the business discussed.			
COMMITTEE NAME	Health and Social Care Senior Management Team		
<i>The purpose of the Health and Social Care Senior Management Team is to provide overall strategic direction and guidance to the directorates within the Integration Authority and will coordinate and support effective operations across all directorates, ensuring the delivery of the Integration Scheme, Strategic and Locality Plans, safe and effective services for people, a good work experience for staff</i>			
FREQUENCY OF MEETINGS	Monthly		
NUMBER OF MEETINGS HELD (1 April 2018 – 31 March 2019)	11		
CHAIR	Julie White		
LEAD DIRECTOR	Julie White		
MEMBERSHIP			
IN ATTENDANCE	Cara Aitchison, Ananda Allan, Callum Ambridge, Kirsty Bell, Linda Bunney, Wendy Copeland, Saphron Dickinson, Graham Galloway, Glen Graham, Lynsey Fitzpatrick, Ruth Griffiths, Allister Kelly, Karen King, Alex Little, Lynne Mann, Geoff Mark, Jimmy Marshall, Freda McShane, Julie Morley, Carole Morton, Linda Owen, Sarah Pickstock, Gary Sheehan, Alison Solley, Maureen Stevenson, Claire Thirwall, Ruairi Turner, June Watters, Valerie White, Sharon Young		
QUORACY OF MEETING	Chief Officer (or representative), 3 General Managers and 3 Professional Leads.		
DETAILS OF ATTENDANCE (Members only)	MEETING	ATTENDED	APOLOGIES
	15/05/2018	Julie White Graham Abrines Heather Collington Rod Edgar Nicole Hamlet Vicky Freeman Denise Moffat Susan Roberts Caroline Sharp Alice Wilson	Grecy Bell David Bryson Lillian Cringles Louise Cumbley Katy Lewis Joan Pollard Valerie White Linda Williamson
	13/06/2018	Denise Moffat Graham Abrines Grecy Bell	Graham Gault Julie White Alice Wilson

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



		<p>David Bryson  Heather Collington  Louise Cumbley  Rod Edgar  Nicole Hamlet  Vicky Freeman  Katy Lewis  Joan Pollard  Susan Roberts  Caroline Sharp  Linda Williamson</p>	
	10/07/2018	<p>Julie White  Graham Abrines  Heather Collington  Rod Edgar  Vicky Freeman  Graham Gault  Nicole Hamlet  Katy Lewis  Denise Moffat  Caroline Sharp  Alice Wilson</p>	<p>Grecy Bell  Lillian Cringles  Louise Cumbley  Ken Donaldson  Joan Pollard  Susan Roberts  Linda Williamson</p>
	14/08/18	<p>Julie White  Graham Abrines  Rebecca Aldridge  Louise Cumbley  Rod Edgar  Vicky Freeman  Graham Gault  Gail Meier  Denise Moffat  Joan Pollard  Susan Roberts  Caroline Sharp  Graham Stewart  Linda Williamson</p>	<p>Grecy Bell  Heather Collington  Lillian Cringles  Ken Donaldson  Nicole Hamlet  Katy Lewis  Christiane Shrimpton</p>

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



		Alice Wilson	
	12/09/18	Julie White Graham Abrines Rebecca Aldridge Grecy Bell Heather Collington Louise Cumbley Vicky Freeman Nicole Hamlet John Knox Katy Lewis Caroline Sharp	David Bryson Rod Edgar Graham Gault Denise Moffat Linda Williamson
	09/10/18	Julie White Graham Abrines Heather Collington Louise Cumbley Rod Edgar Vicky Freeman Graham Gault Nicole Hamlet Katy Lewis Denise Moffat Joan Pollard Susan Roberts Caroline Sharp Valerie White Linda Williamson	Rebecca Aldridge Grecy Bell David Bryson Christiane Shrimpton Alice Wilson
	13/11/18	Julie White Graham Abrines Heather Collington Louise Cumbley Vicky Freeman Graham Gault Nicole Hamlet Katy Lewis Denise Moffat	David Bryson Grecy Bell Christiane Shrimpton

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



		Joan Pollard Caroline Sharp Valerie White Alice Wilson	
	12/12/18	Julie White Graham Abrines Louise Cumbley Rod Edgar Vicky Freeman Graham Gault Katy Lewis Michelle McCoy Joan Pollard Christiane Shrimpton Linda Williamson	David Bryson Grecy Bell Heather Collington Nicole Hamlet Denise Moffat Caroline Sharp Alice Wilson
	09/01/19	Julie White Graham Abrines Grecy Bell Heather Collington Louise Cumbley Rod Edgar Vicky Freeman Graham Gault Nicole Hamlet Katy Lewis Denise Moffat Joan Pollard Valerie White Linda Williamson Alice Wilson	David Bryson Caroline Sharp
	13/02/19	Nicole Hamlet Graham Abrines Graeme Bryson Heather Collington Louise Cumbley Rod Edgar	Grecy Bell David Bryson Ken Donaldson

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



		<p>Vicky Freeman  Pamela Jamieson  Katy Lewis  Denise Moffat  Caroline Sharp  Valerie White  Linda Williamson  Alice Wilson</p>	<p>Joan Pollard  Christiane Shrimpton  Julie White</p>
	13/03/19	<p>Nicole Hamlet  Graham Abrines  Grecy Bell  Graeme Bryson  Rod Edgar  Vicky Freeman  Pamela Jamieson  Katy Lewis  Gail Meier  Caroline Sharp  Valerie White  Linda Williamson</p>	<p>Heather Collington  Louise Cumbley  Denise Moffat  Joan Pollard  Alice Wilson  Julie White</p>
CONFIRMATION THAT ALL MINUTES OF THE MEETING WERE SUBMITTED TO BOARD	Not required at this stage		

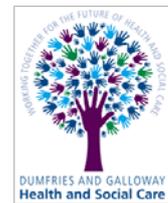
### COMMENTS FROM COMMITTEE CHAIR

### 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.

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Signed & Dated Lead Officer		
Signed & Dated Chair		

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



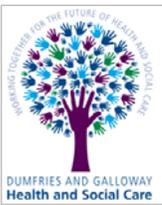
### APPROVALS BY COMMITTEE

Please provide details of what decisions the Meeting 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 Meeting held on 14 <sup>th</sup> March 2018	These were approved as an accurate record.	15/05/2018	
Social Care Institute of Excellence Learning Together Review and Improvement Plan	HSCSMT: <ul style="list-style-type: none"> <li>• Noted the executive Summary of the Review Report</li> <li>• Noted the Improvement Plan as agreed by the APC on the 13th March 2018</li> <li>• Noted the governance arrangements agreed by APC on 13th March 2018</li> <li>• Noted that HSCSMT will receive 6 monthly reports on progress against the Improvement Plan</li> </ul>	15/05/2018	JW highlighted the need for us to undertake further assessments of the outcomes from the Action Plan. GA confirmed that self-assessments will be undertaken in the current year as part of the wider Improvement Plan.
Joint Inspection of Health and Social Work Services for Older People Improvement Plan 2016	HSCSMT: <ul style="list-style-type: none"> <li>• Approved the progress made and the plan for future work is sufficient to address the areas of improvement identified in the Joint Inspection of Health &amp; Social Work Services for Older People Improvement Plan.</li> </ul>	15/05/2018	JW proposed that a session for HSCSMT led by the five senior leads of the themes should be presented as a workshop to the July meeting.

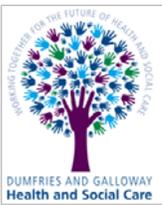
# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



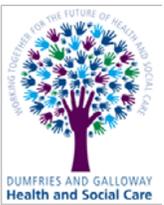
<p>The Right to Advocacy</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the recommendations contained within 'Right to Advocacy' Report by the Mental Welfare Commission</li> <li>• Agreed the proposed response addressing each of the six recommendations (Appendix 2)</li> <li>• Agreed the recommendation to the IJB to issue a joint direction to the NHS and Local Authority to develop an advocacy plan (Appendix 3)</li> </ul>	<p>15/05/2018</p>	<p>LO mentioned Dumfries and Galloway Advocacy Awareness have been working with Joan Pollard and there will be a workshop held in June.</p>
<p>Contracts Manager for the Health and Social Care Partnership</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Approved funding for 1 23month whole time equivalent, Band 7 contracts manager</li> </ul>	<p>15/05/2018</p>	<p>VF to look into advertising this as a fixed term post for 23months.</p>
<p>Workforce Priorities 2018 – 2020</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the priorities for Workforce under development for NHS Dumfries and Galloway</li> <li>• Considered and provided feedback on their relevance to the wider partnership</li> <li>• Confirmed the next steps for the partnership, and delegated authority of the OD steering group to action as appropriate.</li> </ul>	<p>15/05/2018</p>	<p>CS to take forward work to create HSCP workforce priorities with OD Steering Group.</p>

**ANNUAL ACCOUNTS 2018/19  
STANDING COMMITTEE ASSURANCE STATEMENT**



<p>Maternity Services in the West of the Region</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the current situation with regard to maternity services in the West of the region.</li> <li>• Noted the Women Children’s and Sexual Health Directorate will identify options for future service configuration and submit these options to the Integration Joint Board for a decision.</li> <li>• Noted the above work will be undertaken within the context of the broader ‘Transforming Health and Social Care in Wigtownshire Programme’</li> <li>• Noted the requirement on Boards to implement The Best Start: A Five-Year Forward Plan for Maternity and Neonatal Care in Scotland (Scottish Government, 2017)</li> </ul>	<p>15/05/2018</p>	<p>NH and AW asked that specific engagement takes place with Staff of Galloway Community Hospital regarding these changes.</p>
---	--	-------------------	--

**ANNUAL ACCOUNTS 2018/19  
STANDING COMMITTEE ASSURANCE STATEMENT**



<p>The Local Delivery Plan Standard for Smoking Cessation</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Discussed and noted the challenges outlined in this paper in our failure to meet the LDP standard for smoking cessation and the proposed recommendations for action which includes:-             <ul style="list-style-type: none"> <li>○ Increase the number of referrals to stop smoking services from the Acute setting</li> <li>○ With agreement set goals/targets for referrals through GP cluster groups in specific geographic areas</li> <li>○ Set goal/targets for referrals from the other GP cluster</li> <li>○ Expand on a prescribing agreement for all GP practices</li> <li>○ Seek improvement to performance from Community pharmacies in quitting outcomes at 4 and 12 week follow-up, and Lost to Follow-up records</li> <li>○ Seek improvement to performance from Smoking Matters service in 4 and 12 weeks follow-up</li> <li>○ Support HMP Dumfries in achieving their goals for a smoke free prison</li> <li>○ Seek engagement and referral from social care partners through Locality managers and the integration process</li> <li>○ Adapt our local promotion of stop smoking services to fit with national branding and campaigns</li> </ul> </li> </ul>	<p>15/05/2018</p>	
---	---	-------------------	--

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Papers for Noting</p> <ul style="list-style-type: none"> <li>• Stewartry Consultation and Engagement Process</li> <li>• Contract Monitoring and Quality Assurance Framework</li> <li>• Dumfries Prison Health Care Status Report</li> </ul>	<p>HSCSMT Members noted these papers</p>	<p>15/05/2018</p>	
<p>AOCB</p> <p>Community Integrated Care SBAR</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Agreed that a payment to CIC would not be made as there was no Legal basis and giving the financial position of the HSCSMT could not support this</li> <li>• GA and GM would feedback to CIC</li> <li>• Contingency plans for each of the 30 residents at Cornwall Park would be developed</li> <li>• Update at the next HSCSMT</li> </ul>	<p>15/05/2018</p>	
<p>Minutes of the Meeting held on 15<sup>th</sup> May 2018</p>	<p>These were approved as an accurate record.</p>	<p>13/06/2018</p>	
<p>2017 / 18 Quarter 4 Integration Joint Board Performance Update</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Discussed and approved the Quarter 4 Performance Report, 1st January 2018 to 31st March 2018.</li> </ul>	<p>13/06/2018</p>	<p>NH agreed that a small steering group is required, to look into what can be done in the future.</p>

# ANNUAL ACCOUNTS 2018/19

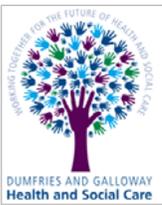
## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Review of Emergency Care Centre Staffing</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>Discussed the funding model to allow increased staffing for the ECC, to be brought back with an update.</li> </ul>	<p>13/06/2018</p>	<p>CM confirmed the model for Advanced Nurse Practitioners is due to be worked on. Advance practice to be modelled into this process.</p> <p>DM asked for further conversations to be had with JW, Finance representative, NH and her team then return to Health and Social Care Senior Management Team.</p>
<p>Scotland Digital Health and Care Strategy</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>Noted the recommendations contained within the recently published Scotland's Digital Health and Care Strategy</li> <li>Considered the implications of the digital strategy for health and social care</li> <li>Approved the development of a local digital health and care strategy and delivery plan</li> </ul>	<p>13/06/2018</p>	
<p>Developing Workforce Performance Indicators – Team / Group Culture</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>Considered the investment of the GSI tool, excluding facilitation costs whilst taking into consideration the value of the roll out each from year 1 to 3 (3.6 – Table 1 of Report).</li> <li>Agreed that further conversations re Pro Social Model to take place with CS and LC and bring back paper to HSCSMT</li> </ul>	<p>13/06/2018</p>	
<p>Care Home Update</p>	<p>VF confirmed with HSCSMT Members discussions are ongoing to resolve the Care Home concerns which were discussed at the previous meeting.</p>	<p>13/06/2018</p>	

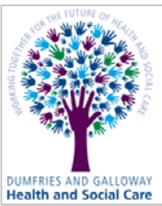
# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Public Health Priorities</p>	<p>HSCSMT Noted:</p> <p>Public Health Priorities are:</p> <ul style="list-style-type: none"> <li>• Safe and healthy places and communities</li> <li>• Positive early years</li> <li>• Better Mental Health and Wellbeing</li> <li>• Reduced use and harm from tobacco, alcohol and other drugs</li> <li>• Addressing poverty and inequality</li> <li>• Better diet and increased physical activity.</li> </ul> <p>Asset list for Organisational Development and Learning across Health and Social Care</p> <p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the content of the paper and to highlight any other forums/committee's where this information could be shared.</li> </ul>	<p>13/06/2018</p>	
---------------------------------	--	-------------------	--

**ANNUAL ACCOUNTS 2018/19  
STANDING COMMITTEE ASSURANCE STATEMENT**



<p>Any other Business Deemed Urgent y the Chair due to the need for a decision</p>	<p>Newton Stewart Hospital Temporary Bed Cap Extension</p> <p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the current situation at Newton Stewart Hospital.</li> <li>• Discussed and approved the recommendation from the locality to extend this for a further twelve weeks (from 8th June – 31st August) or substitute this for another period.</li> <li>• Agreed that further work should take place utilising the Workforce Workload planning tool to establish a new template for a variety of capacity scenarios.</li> </ul> <p>Update on Services in North West Dumfries</p> <p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the work carried out to date in respect of delivering and/or basing services in North West Dumfries.</li> <li>• Agreed that the request for storage from Fare Share should be pursued via both statutory sector partners.</li> <li>• Discussed and agreed points as detailed in Section 5.6.</li> <li>• Agreed to receive a further report, including the full resource implications within the next four months.</li> </ul> <p>Dumfries and Galloway Carers Strategy 2017 – 2021 Progress Update</p> <p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Agreed the progress against the Implementation of the Strategy in the first six months</li> </ul>	<p>13/06/2018</p>	
--	--	-------------------	--

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Minutes of the Meeting held on 13 <sup>th</sup> June 2018	These were approved as an accurate record.	10/07/2018	
Meals on Wheels Re-provision	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Considered the options for re-provision.</li> <li>• Considered and approved a preferred option for re-provision which was Option 2 utilising the Food Train Service.</li> <li>• Approved the outline approach to re-provision by localities by 30 September 2018</li> </ul>	10/07/2018	<p>GA confirmed he will have the draft letter highlighting the various alternative options out to the service users, w/c 16th July and will have a discussion with the Social Work Managers regarding managing this process.</p> <p>VF has been asked to link with the Food Train and Procurement regarding the change of Meals on Wheels and future commitments of the Food Train Service.</p>
Moffat Hospital Temporary Bed Cap	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the current situation at Moffat Hospital.</li> <li>• Approved the recommendation from the locality to extend this until the week commencing 13th August.</li> <li>• Agreed that further work should take place utilising the Workforce Workload planning tool to establish a new template for a variety of capacity scenarios.</li> </ul>	10/07/2018	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Day care in Dumfries and Stranraer</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the current challenges and risks in relation to day care in Dumfries and Stranraer</li> <li>• Agreed the proposed reprovision including the increase in costs to deliver this service up to £67 / session in Dumfries and Stranraer</li> </ul>	<p>10/07/2018</p>	
<p>Review of Housing Support Contracts</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Considered the implications of this report and determine that at this point the Health and Social Care Senior Management Team is not in a position to take on these contracts.</li> <li>• Delegated authority to the Locality Manager for Annandale and Eskdale along with an identified lead for the community to work in partnership with Dumfries and Galloway Councils Financial Wellbeing and Revenues Manager to consider the detail and the proposal to transfer these contracts and report back to Health and Social Care Senior Management Team.</li> </ul>	<p>10/07/2018</p>	<p>JW will pick up a conversation with Derek Crichton, Director of Communities in regards to the process to date before a decision is taken, and we will continue to work over the next 18months to review the contracts.</p>

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Particular Needs Housing Development - Annan	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Approved the Station Yard, Annan Business case (appendix 1) which sets out the need for developing a new housing with support service in Annan and how it will be developed through capital funding of £1.1 million from the Strategic Housing Investment Programme (SHIP) and within the current budget allocation for Annandale and Eskdale Learning Disability services.</li> <li>• Delegated authority to the Health and Social Care Locality Manager and Social Work Locality Manager for Annandale and Eskdale to proceed with the development and delivery of a new housing with support service in Annan.</li> </ul>	10/07/2018	
Proposal for future Investment in Third Sector Interface and Scottish Care	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Considered the proposals attached and agreed the level of funding to be provided as appropriate</li> </ul>	10/07/2018	JW confirmed a draft letter will be completed for Scottish Care.
Charter for Involvement	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the content of the Charter for Involvement</li> <li>• Approved that HSCSMT signs the Charter on behalf of the Partnership</li> </ul>	10/07/2018	This will be presented to the Integration Joint Board
IJB Consultation Pack	Members will review papers and feedback any comments.	10/07/2018	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Progress on Mental Health Strategy 2017-2027</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted progress in the delivery plan against the actions within the Mental Health Strategy 2017-2027</li> <li>• Continued to support the on-going development of the Mental Health Strategy Group, and their objective and function</li> <li>• Committed to the ownership and leadership of the relevant actions, as set out in the work plan</li> <li>• Supported the development of service-specific activities that will deliver efficient and effective performance against the strategic actions</li> </ul>	<p>10/07/2018</p>	
<p>Fairer Scotland Duty Guidance</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Considered and commented on the requirement to meet the legal obligations under the Fairer Scotland Duty</li> <li>• Supported the approach taken to amend the current Impact Assessment process to include consideration of the Fairer Scotland Duty</li> <li>• Agreed the adaption of Impact Assessment arrangements to fulfil our legal responsibilities for the Fairer Scotland Duty</li> <li>• Noted the publication of the NHS Health Scotland framework 'The role of Health and Social care Partnerships in reducing health inequalities'</li> </ul>	<p>10/07/2018</p>	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Papers for Noting:	HSCSMT Noted: <ul style="list-style-type: none"> <li>Review of Consultant Led Orthodontic Service Provision from Newton Stewart Dental Clinic</li> <li>LD Scoping Exercise</li> </ul>	10/07/2018	
Minutes of the Meeting held on 10 <sup>th</sup> July 2018	These were approved as an accurate record.	14/08/2018	
Quarter 1 Financial Prescribing Update	HSCSMT: <ul style="list-style-type: none"> <li>Noted the Q1 prescribing forecast of an overspend of £1.6m</li> </ul>	14/08/2018	JW also requested further detail on any additional Pharmacy resource required to support delivery of CRES.
Care at Home Framework	HSCSMT: <ul style="list-style-type: none"> <li>Agreed to extend the Care at Home Framework Contract until 30th September 2019.</li> </ul>	14/08/2018	Update to return to HSCSMT in 6months.
Short Break for Carers	HSCSMT: <ul style="list-style-type: none"> <li>Noted the work undertaken by the short breaks short life working group to address the challenges highlighted to HSCSMT in January 2017</li> <li>Approved the draft Short Break Services Statement</li> <li>Noted the involvement of Carers and their representatives in preparing the Short Break Services Statement</li> </ul>	14/08/2018	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Development of a Palliative Care Strategy</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Approved the draft Strategy outline for consultation</li> <li>• Agreed the ambitions articulated within the draft Strategy outline</li> <li>• Approved the intention to co-design the Strategy and supporting Action Plan via a range of planned consultation activities with key stakeholders</li> </ul>	<p>14/08/2018</p>	<p>Update on the Strategy back to the Health and Social Care Senior Management in November.</p>
<p>The Development of a Service User Representative Handbook</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Approved the draft handbook</li> <li>• Agreed that this format could be usefully employed across Dumfries and Galloway Health and Social Care to support public representatives serving on governance groups. JP to meet with AL to progress.</li> </ul>	<p>14/08/2018</p>	<p>Review this handbook for it to involve Health and Social Care.</p>
<p>Development of Nurse Consultant Post</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Approved the proposal to recruit a Mental Health Nurse Consultant with a focus on clinical risk</li> <li>• Approved a 23 month test of change with the aim of embedding robust clinical risk assessment and management processes within the partnership</li> <li>• Agreed full funding for a 23 month post</li> <li>• Considered any specific outcome measures that need to be incorporated into the evaluation of the test of change</li> </ul>	<p>14/08/2018</p>	<p>It was agreed that there should be a review of each of the Directorate approaches to Risk, Adverse Events, and Complaints. Health and social including staffing to identify future models for management of these issues within and across directorate.</p>

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Integration Joint Board Workforce Plan	HSCSMT: <ul style="list-style-type: none"> <li>Approved the Integration Joint Board Workforce Plan for onward submission to the Integration Joint Board for final approval.</li> </ul>	14/08/2018	
Quarter One Financial Position	Month 4 finance report to come to the next HSCSMT.	14/08/2018	
Papers for Noting	HSCSMT Noted: <ul style="list-style-type: none"> <li>Dementia Friendly Communities Dumfries and Galloway</li> </ul>	14/08/2018	
AOCB	Annual Performance Report went to the July IJB and was agreed	14/08/2018	
Minutes of the Meeting held on 14 <sup>th</sup> August 2018	These were approved as an accurate record.	12/09/2018	
Cottage Hospital – Temporary Bed Cap Update	HSCSMT: <ul style="list-style-type: none"> <li>Noted the current improved situation at Moffat and Castle Douglas.</li> <li>Noted the contribution made by the Castle Douglas staff group at Dumfries and Galloway Royal Infirmary during July and the ongoing contribution made by DGR1 consultant at CD.</li> <li>Agreed the recommendation from the locality to extend the bed cap at Newton Stewart subject to further work utilising the Workforce Workload planning tool to establish a new template based on current and previous occupancy levels.</li> <li>Agreed to receive a further report when this work is concluded, within the next two months.</li> </ul>	12/09/2018	

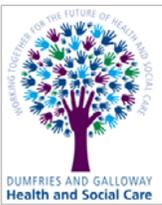
# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



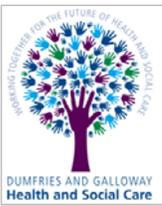
<p>Service in North West Dumfries update</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the further work carried out to date in respect of delivering and/or basing services in North West Dumfries, further discussions to be had.</li> <li>• Agreed to support an application to the NHS Strategic Capital Programme Board that would allow the work detailed in Appendix 1 to progress subject to agreement being reached with the Local Authority over the use of the sections of the North West Resource Centre (NWRC) in Dumfries as detailed in Appendix 2.</li> <li>• Agreed to receive a further report, outlining progress within the next four months.</li> </ul>	<p>12/09/2018</p>	<p>A business case is required to be produced for Strategic Capital Programme Board.</p>
<p>Implementing Assistive and Inclusive Technology Strategy</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Approved the redesign of the current staffing structures which support Assistive and Inclusive Technology</li> <li>• Approved the Assistive Technology Implementation Plan in Appendix 1</li> </ul>	<p>12/09/2018</p>	<p>This paper is required to go to the Integration Partnership Forum due to the impact this may have on staff members.</p>
<p>IJB Consultation Pack</p>	<p>Members will review papers and feedback any comments.</p>	<p>12/09/2018</p>	

**ANNUAL ACCOUNTS 2018/19  
STANDING COMMITTEE ASSURANCE STATEMENT**



<p>Particular Needs Housing Strategy Update</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Discussed and approved the proposed format and scope of the Draft Particular Needs Housing Strategy as set out in (Appendix 1), homelessness has been made reference within the document this will not become a homeless strategy.</li> <li>• 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).</li> <li>• 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).</li> <li>• Noted the support that will be required to deliver the Strategy as set out in section 4.3, JM to pick up a discussion with VF.</li> </ul>	<p>12/09/2018</p>	<p>An Impact Assessment is required to be completed for the Strategy.</p>
<p>Frailty Icon</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the use of the autumn leaf as the Frailty icon within the Cortix System</li> <li>• Approved the adoption of the autumn leaf to signify frailty across the Health and Social Care Partnership</li> </ul>	<p>12/09/2018</p>	

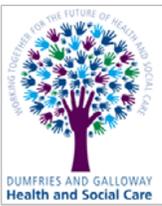
**ANNUAL ACCOUNTS 2018/19  
STANDING COMMITTEE ASSURANCE STATEMENT**



<p>Palliative Care – What does Good Look Like?</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Gained a better understanding of what palliative care services, in particular specialist services do.</li> <li>• Noted challenges to delivering high quality Palliative Care across the region, and where Clinical Standards are not being met.</li> <li>• Considered how the Palliative Care Project and network will function, and agree Terms of Reference of the network (Appendix 1).</li> <li>• Agreed whether this work is a priority, and if so, how meetings related to this will be supported by the Acute Services Management Team.</li> <li>• Noted progress made to try to ensure safer medical staffing.</li> <li>• Agreed administrative and IT support for the network and ECHO teaching</li> <li>• Delegated authority to General Managers in Acute and Community to work with the specialist palliative care team to develop business cases for any necessary future posts</li> </ul>	<p>12/09/2018</p>	<p>JW confirmed there is no requirement for the Health and Social Care Senior Management to approve operational changes but any strategic issues affecting more than one directorate should come through Health and Social Care Senior Management Team.</p>
--	---	-------------------	---

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>The Provision of Forensic Medical Services</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Considered the recommendation that the Forensic Services Group reports through Health and Social Care Senior Management Team or to identify another appropriate governance group.</li> <li>• Noted the risk profile relating to Police Custody Services and support the actions identified via the Forensic Services Group and the risk profile noted in the following paragraphs.</li> <li>• Supported a review of the arrangements for collection of blood specimens for sections 4 and 5 of the Road Traffic Legislation that ensures the NHS board is able to appropriately discharge their legal duties.</li> <li>• Noted the extent of the actions required to meet the Health Improvement Scotland (HIS) National Standards for the provision of Healthcare and Forensic Medical Services to those people who have experienced Rape, Sexual Assault or Child Sexual Abuse.</li> <li>• JW will take this to JAcE to agree a request that Corporate Management Team Level Nomination is made in respect of the HIS requirements noted in section 5.2.</li> <li>• Agreed for AS to look further into a senior manager being nominated to review delivery of services to police custody in Stranraer within a defined time frame, who reports into the Forensics Services group with options thereafter considered by Health &amp; Social Care Senior Management Team.</li> <li>•</li> </ul>	<p>12/09/2018</p>	
---	---	-------------------	--

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Potential Development of a Maggie's Centre in Dumfries</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Considered that the creation of a Dumfries Maggie's Centre is not consistent with its Strategic Plan and priorities.</li> </ul>	<p>12/09/2018</p>	<p>GB asked AL to bring this paper to GP Sub Committee next week.</p> <p>JW asked for this paper to be worked on by AL and JAce prior to this being presented at the IJB on the 27th September.</p>
<p>Moffat Provision of GP Services</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>12/09/2018</p>	
<p>Finance Performance Update – Quarter 1</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Noted the high level of risks associated with achieving the forecast position as set out above.</li> </ul>	<p>12/09/2018</p>	
<p>Community Health Synchronisation Cross Border Project</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the development and progress of the CoH Sync Project and the risks attached with mitigating actions.</li> </ul>	<p>12/09/2018</p>	<p>JWa will attend the next Regional Practice Learning Meeting to link eHealth.</p>

# ANNUAL ACCOUNTS 2018/19

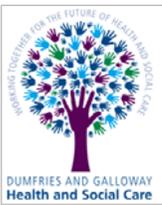
## STANDING COMMITTEE ASSURANCE STATEMENT



Papers for Noting	<p>HSCSMT Noted:</p> <ul style="list-style-type: none"> <li>• Anticipatory Care Plan</li> <li>• mPower Project</li> </ul>	12/09/2018	
AOCB	<p>Learning Disability Centralised Services</p> <p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted and approved the remedial actions taken so far in order to stabilise the service to ensure the continued delivery of safe care and support to individuals with a learning disability. Please note all actions received interim approval from Heather Collington, Senior Operational Manager, Social Work Services.</li> </ul>	12/09/2018	
Minutes of the Meeting held on 12 <sup>th</sup> September 2018	These were approved as an accurate record.	09/10/2018	
Performance Management Locality Reports for Area Committee (January 2018 – June 2018)	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Approved the Locality Reports for Annandale and Eskdale, Nithsdale, Stewartry and Wigtonshire for submission to the Area Committees</li> <li>• Approved the Locality Report Template that will replace the current template used for Locality Reports for Area Committee.</li> </ul>	09/10/2018	<p>There was a request for future reports to show a level of expectation re the percentage of performance.</p> <p>GA will link with HC, LC and LW re CAMHS waiting times.</p>
2018/19 Quarter 1 Integration Joint Board Performance and Ministerial Strategic Group Update	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Quarter 1 Performance Report, 1st April to 30th June 2018</li> <li>• MSG Improvement Objectives report submission to MSG</li> </ul>	09/10/2018	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Creation of a Multi Agency Health and Wellbeing Centre</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the comprehensive engagement and communication process undertaken to date.</li> <li>• Noted the financial resources initially indicated to bring Greencroft House up to standard.</li> <li>• Noted the historical backlog maintenance issues required to bring Annan Clinic up to the required standard.</li> <li>• Noted the preferred option resulting from the above process of transferring most staff, services and all patients from the current Annan Clinic building to the Treastaigh building</li> <li>• Note the result of the engagement with staff – identifying fears over reduction in contact between GPs and District Nursing (DN) team if they moved and lack of necessary space to accommodate all DN staff within the Treastaigh building making that move impractical at the time.</li> <li>• Noted the need to reconfigure some of the space within the Howgill Centre/Community Mental Health Team to accommodate an increased number of staff/patients in the rest of the building</li> <li>• Noted the creation of a Women and Children’s Hub where Health Visitors and Midwives share a space is in line with regional roll out of the model</li> <li>• Approve the recommendation to develop a Multi Agency Health and Wellbeing Centre within Treastaigh. Creating/developing shared resources and spaces such as meeting/resource rooms, patient waiting areas and clerical/reception staff.</li> <li>• Approve the submission of a Capital Investment Bid to bring the Treastaigh building up to the required standard. Plan as yet to be finalised due to difficulties in meeting legislative requirements, service needs and Strategic Planning Options.</li> <li>• Note the financial resources that may be required to bring the internal accommodation at Greencroft House up to required standard for the staff remaining there. The figures are not known at this time – the site will be revisited by estates following the completion of the current building work.</li> <li>• Delegate authority to Gary Sheehan/Lynn Scott/Allister Kelly/Linda Williamson re relocate staff and services within Annan/Annandale and Eskdale on behalf of the Integration Joint Board.</li> </ul>	<p>09/10/2018</p>	
---	--	-------------------	--

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Financial Performance Update 2018/19 Position to Month 5 as at 31st August 2018</p>	<p>HSCSMT discussed and noted:</p> <ul style="list-style-type: none"> <li>• The updated financial position at the end of August 2018</li> <li>• The ongoing level of financial risk in the position.</li> <li>• The position reported to Scottish Government reflects a break even position but noting that there is a level of unidentified savings of £3m in year</li> <li>• The current underlying recurring savings gap of £10.2m</li> <li>• The update of the financial strategy to be presented to the November NHS Performance Committee.</li> </ul>	<p>09/10/2018</p>	
<p>Papers for noting</p>	<p>HSCSMT noted:</p> <ul style="list-style-type: none"> <li>• Health and Care Experience Survey 2017/18 – A Dumfries and Galloway Perspective</li> <li>• Progress Update – Carers Eligibility Framework</li> </ul>	<p>09/10/2018</p>	
<p>Minutes of the Meeting held on 9<sup>th</sup> October 2018</p>	<p>These were approved as an accurate record.</p>	<p>13/11/2018</p>	
<p>Public Protection Committee Structure</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the content of the report.</li> <li>• Noted the progress of the Public Protection Committee.</li> <li>• Noted the interface between Public Protection Committee and Clinical and Care Governance in relation to the protection of adults and children.</li> </ul>	<p>13/11/2018</p>	

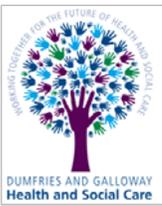
# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Scheduled Care Waiting Times	HSCSMT: JW has asked for a 6 monthly update to be brought back to this meeting.	13/11/2018	
Senior Qualitative Intelligence Analyst	HSCSMT: <ul style="list-style-type: none"> <li>Did not approve the funding of a Senior Qualitative Intelligence Analyst post</li> </ul>	13/11/2018	
IJB Consultation Pack	Members will review papers and feedback any comments.	13/11/2018	
Food Train Shopping Service	HSCSMT: <ul style="list-style-type: none"> <li>Noted the content of this report, particularly the increase in the number of referrals for the Food Train Shopping Service</li> <li>Agreed to fund Food Train an additional £11,245 until 31st March 2019</li> <li>Agreed to fund Food Train an additional £22,490 from financial year 2019/20 onwards.</li> </ul>	13/11/2018	

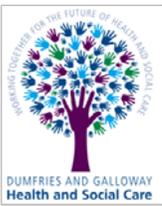
**ANNUAL ACCOUNTS 2018/19  
STANDING COMMITTEE ASSURANCE STATEMENT**



<p>Winter Plan 2018-19</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Approved the Winter Plan for 2018/19</li> <li>• Discussed and Noted:             <ul style="list-style-type: none"> <li>○ The change of focus through the new Governance Structure for the Winter Plan to have a strong working across the Partnership</li> <li>○ The significant amount of joint work currently ongoing across the Partnership in preparation for winter</li> <li>○ The learning from last winter following the migration of Dumfries and Galloway Royal Infirmary, severe adverse weather conditions and the flu pandemic.</li> </ul> </li> </ul>	<p>13/11/2018</p>	
<p>Befriending Service for Older People</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the content of this report, particularly the evidence in relation to the negative impacts of loneliness and the positive effects of befriending on health and well-being</li> <li>• Discussed the three options contained within this paper and decided which, if any, they wish to pursue.</li> <li>• Agreed to match the request for funding to Big Lottery for 1 year whilst a tender process was developed.</li> </ul>	<p>13/11/2018</p>	

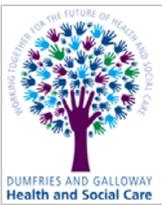
# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Finance Update	There is no update from the midyear discussions as of yet. Scottish Government are due to publish their budget on the 12th December. There will be a more detailed update at the next meeting.	13/11/2018	
Papers for Noting	<ul style="list-style-type: none"> <li>• Directorate Management Team Papers</li> <li>• Update on Palliative Care Strategy</li> </ul>	13/11/2018	
Minutes of the Meeting held on 13 <sup>th</sup> November 2018	These were approved as an accurate record.	12/12/2018	
2018/19 Quarter 2 Integration Joint Board Performance and Ministerial Strategic Group Update	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Discussed and approved the Quarter 2 Performance Report, 1st July 2018 to 30th September 2018.</li> <li>• Discussed and approved the Ministerial Strategic Group Improvement Objectives report for submission to Ministerial Strategic Group.</li> </ul>	12/12/2018	

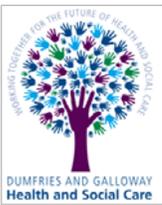
**ANNUAL ACCOUNTS 2018/19  
STANDING COMMITTEE ASSURANCE STATEMENT**



<p>Review of Integration Joint Board Performance Framework</p>	<p>HSCSMT Approved:</p> <ul style="list-style-type: none"> <li>• The Annual and Mid Year Reports providing strategic level performance information, replacing the existing quarterly reports</li> <li>• The content and timing of 'At A Glance' performance information contained within 'At A Glance' operational report</li> </ul> <p>HSCSMT noted:</p> <ul style="list-style-type: none"> <li>• The continued quarterly reporting of the Ministerial Strategic Group for Health and Community Care (MSG) to March 2020.</li> <li>• The planned expansion of information contained within 'At A Glance' operational performance management reports.</li> </ul>	<p>12/12/2018</p>	<p>JW highlighted reports to come to Health and Social Care Senior Management Team as they go to The Ministerial Strategic Group so these are seen for noting quarterly.</p>
<p>Digital Health and Care Delivery Plan 2018/19</p>	<p>HSCSMT Discussed clarity on:</p> <ul style="list-style-type: none"> <li>• Compliance with National Strategy</li> <li>• Local business priorities</li> <li>• Efficiency/transformation opportunity</li> </ul>	<p>12/12/2018</p>	

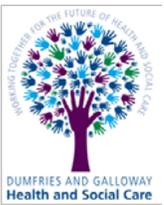
# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Framework for Planning and Delivery Effective Consultation</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the requirements set out within the draft Framework that consultation work is carried out in line with national standards as set out in Appendix 2, and in accordance with established legal standards, as detailed within Appendix 1.</li> <li>• Agreed to the adoption of the Framework to help ensure that these standards are being achieved, that support is in place for those undertaking this work, and with this Framework to be adopted on a 12 month trial basis – with a review taking place towards the end of the trial.</li> <li>• Agreed to the creation of a Consultation Governance Committee to oversee the consultation work, and to delegate authority to the Communication and Engagement Manager to further develop the Framework.</li> <li>• Noted ongoing work through the Community Planning Partnership Working Group aimed at harmonising approaches to consultation across agencies in Dumfries and Galloway, the potential for closer partnership working within this area, and the possibility of seeing a common framework established.</li> </ul>	<p>12/12/2018</p>	
---	--	-------------------	--

**ANNUAL ACCOUNTS 2018/19  
STANDING COMMITTEE ASSURANCE STATEMENT**



<p>Regional Social Prescribing Framework Update</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the progress to developing the regional strategic framework to define social prescribing as an underpinning early intervention approach to improving population health and wellbeing outcomes.</li> <li>• Discussed and agreed the best approach for taking forward the Framework that supports all strands of key policy and developments. This includes the establishment of a short life working group which will review the learning from the framework and establish recommendations in regards to the most appropriate way forward.</li> </ul>	<p>12/12/2018</p>	<p>Final framework will be brought back to a future meeting in approx February/March.</p>
---	--	-------------------	---

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Inequality and Health Inequalities</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the progress which has been made in the understanding of the fundamental causes of inequalities and the relationship between Inequalities and Health Inequalities</li> <li>• Noted the existing work being taken forward which is contributing to reducing Inequalities and Health Inequalities</li> <li>• Discussed the specific role and responsibility of the Health and Social Care Partnership in relation to addressing Inequalities and Health Inequalities</li> <li>• Approved the establishment of an Inequalities and Health Inequalities Steering Group to develop and implement an Action Plan based on the principles identified in the publication 'Maximising the role of Health and Social Care Partnerships in reducing Health Inequalities'</li> </ul>	<p>12/12/2018</p>	<p>GA asked that Phil Myers attend General Managers meeting in January to present this.</p>
<p>Financial Performance 2018/19 – Mid Year Review</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Discussed and noted the latest financial forecast position and to note the Mid Year Review forecast update for 2018/19.</li> </ul>	<p>12/12/2018</p>	<p>Update to the Integration Joint Board Performance and Finance Committee in January.</p>
<p>Allied Health Professionals Update</p>	<p>Following the Option Appraisal a Business Case for the preferred model to be completed and returned to the Health and Social Care Senior Management Team.</p>	<p>12/12/2018</p>	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Papers for Noting	<p>HSCSMT Noted:</p> <ul style="list-style-type: none"> <li>• Directorate Management Team Papers <ul style="list-style-type: none"> <li>○ Mental Health</li> <li>○ Adult Social Work Professional Meeting</li> </ul> </li> <li>• Development of an Older People Programme Board</li> <li>• Quarter 2 Financial Prescribing Update</li> <li>• Her Majesty's Prison Dumfries – Prison Health Improvement Plan</li> <li>• Mental Health Strategy Progress Update 2017-2027</li> </ul>	12/12/2018	
Minutes of the Meeting held on 12 <sup>th</sup> December 2018	These were approved as an accurate record.	09/01/2019	
Allied Health Professional Governance Update	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Reviewed and agreed the core principles articulated in this paper</li> </ul>	09/01/2019	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>The Provision of Forensic Medical Services</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the work that has been carried out to date in this area since October 2018</li> <li>• Noted that physical space at Mountainhall treatment centre (MTC) adjacent to proposed Sexual Health Team has been identified.</li> <li>• Noted the expectation from Scottish Government that this will be operational April 2019.</li> <li>• Noted the impact in not achieving the target date, and potentially the Capital funding from SG for 2018/19.</li> <li>• Agreed to adopt the West of Scotland proposed model for Rape and Sexual assault. (See appendix 1) recognised the challenges around Children.</li> <li>• Agreed to develop local person centred recovery pathways, enabling survivors to choose at their own their pace, how to access easily, both health and psychological support locally.</li> </ul>	<p>09/01/2019</p>	
<p>IJB Consultation Pack</p>	<p>Members will review papers and feedback any comments.</p>	<p>09/01/2019</p>	
<p>Financial Performance 2018/19 – Month 8 Update</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Discussed and noted the forecast financial position for 2018/19.</li> </ul>	<p>09/01/2019</p>	

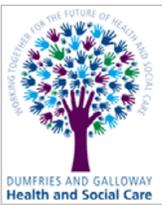
# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



<p>Outcomes and Trends for FOI's, Special Payments and Audit Actions</p>	<p>HSCSMT Noted:</p> <ul style="list-style-type: none"> <li>• Outstanding Freedom of Information Requests per Directorate</li> <li>• Special Payment – Trends</li> <li>• Audit Actions - Outstanding</li> <li>• Also agreed that focus is required to progress these.</li> </ul>	<p>09/01/2019</p>	
<p>Papers for Noting</p>	<p>HSCSMT Noted:</p> <ul style="list-style-type: none"> <li>• Directorate Management Team Papers <ul style="list-style-type: none"> <li>○ Adult Social Work Professional Meeting</li> </ul> </li> <li>• What Support Means to Carers?</li> <li>• Dumfries and Galloway Carers Strategy 2017 – 2021 – Progress Report</li> <li>• Free Personal Care for under 65's</li> </ul>	<p>09/01/2019</p>	
<p>Minutes of the Meeting held on 9<sup>th</sup> January 2018</p>	<p>These were approved as an accurate record.</p>	<p>13/02/2019</p>	
<p>Digital Health and Care Programme Board</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Approved the key recommendation, to set up a Digital Health and Care Programme Board, ahead of the publication of the local digital strategy</li> </ul>	<p>13/02/2019</p>	
<p>Scottish Government view on Living Wage for Sleepovers</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Delegated authority to Strategic Commissioning to increase the sleepover rates to £11.03 per hour, which enables the payment of Scottish Living wage for all sleepover hours, on behalf of the Health and Social Care Senior Management Team.</li> </ul>	<p>13/02/2019</p>	

**ANNUAL ACCOUNTS 2018/19  
STANDING COMMITTEE ASSURANCE STATEMENT**



<p>Localities view of Particular Care Needs Housing Provision</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the strategic context for this paper</li> <li>• Noted the collaborative work currently underway between the Health and Social Care Partnership, Local Authority Strategic Housing and Communities Directorate teams, Third Sector and other key stakeholders to identify and develop proposals for future housing provision.</li> <li>• Noted the locality view of future supported accommodation provision in relation to particular care needs</li> <li>• Noted the current status of each of the ideas.</li> <li>• Discussed and noted the prioritisation process being applied to help us to develop a programme of work to take forward - (Appendix 3 - Prioritisation Form and Appendix 4 - Flowchart).</li> </ul>	<p>13/02/2019</p>	<p>JM and GS to bring an update to Health and Social Care as soon as they have further information.</p>
<p>The Update on Provision of GP Psychology Service</p>	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Approved the continued use of anticipated underspend for a further 3 months (April to July 2019)</li> <li>• Acknowledged the importance of this trial in meeting the needs of GPs and their staff</li> <li>• Supported Psychology in exploring further avenues of funding in the future and have an update for June 2019.</li> </ul>	<p>13/02/2019</p>	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Risk Update Report	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted progress in implementing Integration Joint Board Risk Management Strategy</li> <li>• Considered the proposed risks identified in Appendix 1 as those of Health and Social Care Senior Management Team the Integration Joint Board Risks identified and assessed for the Integration Joint Board Risk Register</li> <li>• Noted the IJB Risks agreed by the Integration Joint Board Audit and Risk Committee in December 2018.</li> </ul>	13/02/2019	This was required to be followed up at General Managers
Improving the Health of the Population through increased levels of Physical Activity	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the importance of physical activity and impacts on health &amp; wellbeing.</li> <li>• Noted the three key areas of recommendations to embed physical activity across the Health &amp; Social care system. More detailed information on these recommendations is provided in appendix one.</li> <li>• Agreed to a workshop to allow the Health &amp; Social Care Senior Management Team an opportunity to further consider the recommendations in more detail.</li> </ul>	13/02/2019	
Papers for Noting	<p>HSCSMT Noted:</p> <ul style="list-style-type: none"> <li>• NHS Attend Anywhere Scale up Challenge</li> <li>• Directorate Management Team Papers <ul style="list-style-type: none"> <li>○ Community Health and Social Care Directorate Minutes</li> </ul> </li> </ul>	13/02/2019	
Minutes of the Meeting held on 13 <sup>th</sup> February 2018	These were approved as an accurate record.	13/03/2019	

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



IJB Consultation Pack	Members will review papers and feedback any comments.	13/03/2019	
Scottish Living Wage for Care at Home	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Noted the increase to the Scottish Living wage to £9.00.</li> <li>• Noted the impact that this statutory uplift will have on the delegated budget.</li> <li>• Approval delayed to next HSCSMT to allow discussion to take place regarding an increase to hourly rates of 46p and to incorporate work to look at rural rates and measures to increase capacity within available resources.</li> </ul>	13/03/2019	Further more detailed discussion to be had and this will be brought back to another HSCSMT.
Anticipatory Care Plan	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>• Agreed for there to be further discussions outside this meeting with finance prior to delegating authority to agree funding, extending the post for the Improvement Advisor, as implementation will exceed the 12 month timescale, with an outline to achieve; <ul style="list-style-type: none"> <li>○ A phased extensive engagement programme with all GP practices in order to agree robust processes for completion, recording and sharing of ACP's</li> </ul> </li> <li>• Noted progress in developing an ACP process for health and social care across Dumfries and Galloway</li> <li>• Noted the development of the process for uploading and sharing of information through the electronic Key Information Summary (eKIS) and Clinical Portal</li> </ul>	13/03/2019	The Board agreed they would be comfortable to support this work for further 12months if funding could be found.

# ANNUAL ACCOUNTS 2018/19

## STANDING COMMITTEE ASSURANCE STATEMENT



Prescribing Budget Forecast 2018/19 – Quarter 3 Update	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>Noted the update provided on the Prescribing Budget for 2018/19.</li> </ul>	13/03/2019	
Operational response to urgent Maternity Service Situation	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>Noted that due to the inability to recruit midwives the current suspension of intra-partum care will continue until further notice and further discussions will be had prior to this going to the IJB.</li> </ul>	13/03/2019	Further discussions to be had around this paper and this will be brought back to the May HSCSMT then published to the IJB.
Strengthening the Early Care Pathway for Chronic Pain Management	<p>HSCSMT:</p> <ul style="list-style-type: none"> <li>Agreed this Pain Association Scotland test of change that seeks to strengthen the early care pathway for chronic pain management.</li> <li>Noted the potential benefits and recurring costs of longer term provision of an online chronic pain service.</li> </ul>	13/03/2019	
Papers for Noting	<p>HSCSMT Noted:</p> <ul style="list-style-type: none"> <li>Learning Disability Service Re-provision.</li> <li>Directorate Management Team Papers               <ul style="list-style-type: none"> <li>Community Health and Social Care Directorate Minutes</li> <li>Mental Health Directorate Minutes</li> </ul> </li> </ul>	13/03/2019	

Our Ref:

06 June 2019

Katy Lewis  
Chief Finance Officer  
Dumfries and Galloway IJB  
Ground Floor North  
Mountainhall Treatment Centre  
Bankend Road  
Dumfries  
DG1 4AP

**Corporate Services**

Finance & Procurement  
Carruthers House  
English Street  
Dumfries  
DG1 2HP

Any enquiries please contact

**Paul Garrett**

01387 260256

Paul.Garrett@dumgal.gov.uk

Dear Katy

**PREPARATION OF INTEGRATION JOINT BOARD (IJB) ACCOUNTS 2018/19**

I can confirm that the charges for the services commissioned by Dumfries and Galloway IJB reflect the income and expenditure recorded in the Dumfries and Galloway Ledger and are complete and accurate. In addition, I can confirm that the allocation of income and expenditure to the Dumfries and Galloway IJB reflects the appropriate charges, where estimates have been used the best available data has been applied to reflect a "true and fair" view.

As agreed, I can confirm that there will be no charge to Dumfries and Galloway IJB for central administration functions provided by Dumfries and Galloway Council.

I also confirm my agreement to the carry forward of £3,982,481 of the Social Care Fund for the IJB to 2018/19, on the condition it is used to support the pressures within the social care budget as agreed in the 2019/20 budget setting process.

I am not aware of any events that have occurred after the end of the reporting period that require to be disclosed in the accounts.

Yours sincerely



**Paul Garrett**  
Head of Finance and Procurement

**Dumfries and Galloway  
NHS Board**

**Finance Directorate**

**Sent by email:**  
katy.lewis@nhs.net

Ground Floor North  
Mountainhall Treatment Centre  
Bankend Road  
Dumfries  
DG1 4AP

Tel: 01387 244035  
E-mail: graham.stewart@nhs.net  
Ref: GS/KM  
Date: 21/05/2019



Ms Katy Lewis  
Chief Finance Officer  
Dumfries and Galloway Integration Joint Board  
Ground Floor North  
Mountainhall Treatment Centre  
Bankend Road  
DUMFRIES  
DG1 4AP

Dear Katy

**PREPARATION OF INTERGRATION JOINT BOARD (IJB) ACCOUNTS 2018/19**

I can confirm that the charges for the services commissioned by Dumfries and Galloway IJB reflect the income and expenditure recorded in NHS Dumfries and Galloway Health Board's ledger and are complete and accurate. In addition, I can confirm that the allocation of income and expenditure to the Dumfries and Galloway IJB reflects the appropriate charges, where estimates have been used the best available data has been applied to reflect a "true and fair" view.

As agreed, I can confirm that there will be no charge to Dumfries and Galloway IJB for central administration functions provided by Dumfries and Galloway Council.

I also confirm my agreement to this year's carry forward of £1,155k, in addition to the 2017/18 carry forward of £3,289k, making a cumulative total carry forward of £4,445k. This relates to a combination of monies from the Integrated Care Fund, Primary Care Transformation monies, Mental Health Action 15 funding and Alcohol and Drugs Partnership funding by the IJB into 2019/20, on the condition it is used to support the pressures within the integration budget as agreed in the 2019/20 budget setting process.

I am not aware of any events that have occurred after the end of the reporting period that require to be disclosed in the accounts.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Graham Stewart', written over a horizontal line.

**Graham Stewart**  
**Deputy Director of Finance**