

Minute of the Dumfries and Galloway Integration Joint Board (IJB) meeting held on 25th September 2019 at 10am in The Cocoabean Company, Ashland, Twynholm, Kirkcudbright, DG6 4NP

Voting Members Present:

Andy Ferguson	(AF)	Local Authority Voting Member (Chair)
Penny Halliday	(PH)	NHS Voting Member (Vice Chair)
Lesley Bryce	(LB)	NHS Voting Member
Ian Carruthers	(IC)	Local Authority Voting Member
Laura Douglas	(LD)	NHS Voting Member
Stephen Hare	(SH)	NHS Voting Member
Jane Maitland	(JM)	Local Authority Voting Member
Tommy Sloan	(TS)	Local Authority Voting Member

Advisory Members Present:

Caroline Cooksey	(CC)	Workforce Director
Lillian Cringles	(LC)	Chief Social Work Officer
Ken Donaldson	(KD)	Registered Medical Practitioner (Not Primary Medical Services)
Eddie Docherty	(ED)	Registered Nurse Practitioner
Charles Dunnett	(CD)	Substitute – GP at Galloway Hills Medical Group
Ann Farrell	(AFa)	Local Authority Staff Representative
Jim Gatherum	(JG)	Scottish Care Representative
Norma Austin Hart	(NAH)	Third Sector Representative
Vicky Keir	(VK)	NHS Staff Representative
Katy Lewis	(KL)	Chief Finance Officer
Stella MacPherson	(SMac)	Service Users Representative
Julie White	(JW)	Chief Officer
Valerie White	(VW)	Substitute - Consultant in Dental Public Health/Public Health

In Attendance:

Ananda Allan	(AA)	Performance and Intelligence Manager
Lesley Gordon	(LG)	Action for Children
Amber Murray	(AM)	PA to Julie White – Chief Officer
Linda Owen	(LO)	Strategic Planning & Commissioning Manager
Alison Warrick	(AW)	Governance Officer
Linda Williamson	(LW)	General Manager for Women, Children & Sexual Health Services

Apologies:

Grace Cardozo	(GC)	NHS Voting Member
Christiane Shrimpton	(CSh)	Associate Medical Director (Acute and Diagnostic Services)
Ros Surtees	(RS)	Local Authority Voting Member

1. NOTIFICATION OF SUBSTITUTES

Dr Charles Dunnett attended as substitute for Dr Greycy Bell and Valerie White as substitute for Michele Mccoy.

2. DECLARATION(S) OF INTEREST

No declarations of interest were received.

3. MINUTE OF MEETING HELD ON 24th JULY 2019

LD asked if the minutes of the 24th July could be amended to include several comments made by LD which were not reflected in the minutes, it was agreed LD would provide this information to JW. AF highlighted that the minutes were not verbatim but was happy for LD to provide comments to JW.

NAH suggested that some narrative was missing regarding Performance and role of the Third Sector. NAH will provide comments to JW.

AF highlighted that otherwise minutes were agreed and will be amended as an accurate record of the previous meeting once LDs actions are noted.

4. ACTION & ROLLING AGENDA MATRIX

The Board agreed the actions from the previous meeting on the 24th July 2019, AW will update accordingly.

Moffat GP Impact Assessment to be presented to the next Performance and Finance Committee.

AF asked that members approve item 13 was to be taken earlier in the agenda, members approved.

13. MEMBERSHIP UPDATE

AW highlighted following the retiral of the previous Unpaid Carers Representative for the IJB, in May 2019, the Carers Programme Board was asked to nominate a suitable representative to fill this vacancy.

The Carers Programme Board has nominated two individuals who have agreed to share the responsibility of this post on a rotational basis.

Decision(s)

Board Members:

- **Approved the nominations, by the Carers Programme Board, that Karen Martin and Carol Stuart become the joint Unpaid Carers Representative(s) on the Board on a rotational basis.**

5. ACTION FOR CHILDREN – INDEPENDENT REVIEW OF SHORT BREAKS FOR CHILDREN

AF reminded members of the brief which was provided to Action for Children and confirmed the report and the presentation which is going to be presented will be shared with all members and uploaded on to the website.

10:17am IC arrived

LG went through her presentation and highlighted the key points of the Independent Review:

Independent review to capture the voices/views of:

- Children, young people and families/carers currently or previously accessing service
- Those otherwise eligible for the service
- Staff and relevant professionals

To determine whether:

- The current residential short break service appropriately meets the needs of the population of children and young people with complex disabilities across Dumfries and Galloway.
- Other models of short break provision would be beneficial and provide best value in terms of service user experience and outcomes, and maximise the use of NHS Board and Dumfries and Galloway Council resources.

Acorn House supports 10% of eligible children, young people and families. The service is currently most suited to young people with physical care needs residing in Dumfries.

There is a need for wider service provision e.g. evenings, weekends, holidays, group provision and alternative education placements.

- 93% parents would like flexible drop off times with day, evening, weekend or holiday activities.
- 55% of parents consulted would like outreach provision across localities.
- 83% would like to see greater use of the space available at Acorn House.

Recommendations highlighted by LG were:

- **Social care led model:** Continuing a Health and Social Care Partnership, clearly resourced service with timetabled activities/experiences and stretch and flex to meet demand - more beneficial service to a broader number of young people
- **Outcomes focused:** GIRFEC principles and SHANARRI wellbeing indicators
- **Flexible menu of provision:** Short breaks, residential, community outreach and holiday time provision
- **Nurturing** space, reflective of a 'home from home'
- **Multi-agency input:** Consistent needs/outcomes led service (Social, educational and health)
- **Staffing Structure:** Sufficient staff numbers, skilled, qualified, experienced

- **Independent regulation:** e.g. Care Inspectorate, regular inspections driving and maintaining service performance.

LD asked in terms of the percentages that responded to the questions, how many were members of staff, LG confirmed 29 families, 8 staff members and 20 professionals from various departments within NHS and Local Authorities were interviewed.

VW asked around the population needs, LG mentioned the majority of the service users are out with the West, there are wider issues across the region, LG confirmed the majority use of Acorn is with users within Dumfries.

LC highlighted Acorn House is the only commissioned / in house service, also confirmed there is no waiting list

The overnight short breaks, is beneficial to most families but there is a number of families who would prefer more flexible options.

Acorn House is run on a nurse lead model there are trained medical staff that are available to provide support when required. This model can be lead by social care staff, with input from Health staff when appropriate.

VK asked for the breakdown of what members of staff were interviewed, LG highlighted a manager of the service and a team leader were interviewed and a number of new and long term staff, also a member of staff who had recently retired from the service. There has been a discussion with Third and Independent Sector services linked to Acorn House.

JG asked LG what the usage of this service is, 28 families using this service currently.

LG highlighted they have made a suggestion to move to a Social Care Model. This model would offer greater flexibility whilst still ensuring that the health needs and wider holistic needs of children would be met.

JW will commission a piece of work to look into a number of options, the report will be published today and a letter will go out to families and staff today.

JW will bring an update to the next IJB setting out timescales for the option appraisal. JW confirmed that all stakeholders will be involved in the options appraisal. The options appraisal will be considered ultimately by the IJB to determine the model of service to be commissioned.

TS mentioned there are a number of concerned members of the public.

11:14am TS left meeting

10. DRAFT HEALTH AND SOCIAL CARE PARTNERSHIP WORKFORCE PLAN

CC confirmed this report provides the 2019 interim update to the Draft Health and Social Care Partnership Workforce Plan. Partnership organisations consulted relevant stakeholders on the full 2016-2019 Workforce Plan during 2016. A workshop was held with the Integration Joint Board on 30th January 2019 to review the current workforce plan, who agreed that in order to fully integrate workforce

planning with service and financial planning at a strategic level then work should be undertaken to align the workforce plan with the next Strategic Plan.

LD asked around the workforce projections document are these agreed numbers. CC confirmed this is National Data and LD asked will this be mapped out through the SAM consideration. CC confirmed these have been discussed within the SAM programme. LD asked could this be reflected accurately in the plan.

PH highlighted the information contained in the statements from all sectors. We are required to focus on the requirements and how we can address the challenges highlighted. We should to link this with our Strategic Commissioning Intentions.

CC confirmed she will pick up a conversation with Tracy Parker to confirm what the links with the Third and Independent Sector are. NH confirmed they would welcome using this information to address workforce challenges and Third Sector would be delighted to be involved.

LD mentioned when she read the requirements, these should be things we are already commissioning. Our Strategic Commissioning Intentions need to be completed as soon as we can.

LD asked for a workshop on Strategic Commissioning Intentions to be held asap.

JG mentioned if we were one organisation there is a need to get to the point to have the quality of information, it is good to see that we are moving forward on a lot of our focuses which JW highlighted at the Governance Workshop on Wednesday 18th September 2019.

JW highlighted the SAM project is for the Health and Social Care Partnership this is not a NHS programme. JW is meeting with the Independent Sectors on Monday 30th October and will discuss the SAM programme along with Winter Planning.

NH thanked JW for recognising the need to improve close working with the Third Sector, the involvement for the Third Sector does not need to be complicated, they are all ready and willing to have these conversations.

CC agreed to bring an update back to the first IJB in 2020 around the Workforce and Sustainability priorities for the Integrated Workforce.

JM asked if we are going to recruit to address both workforce and financial concerns, is the NHS permitted to advertise freely. CC stated we don't have any constraints on advertising. Conversations have been had with council to look at redeployment opportunities.

VW asked does workforce sit within community planning priorities as this will be a concern all over the organisations.

A number of the issues how we support carers are issues that are picked up through the Carers Strategy. CC mentioned both the NHS and Council are fully signed up with the Carers Positive Strategy which is focussed on carers.

CC will bring an Interim Report on the integrated workforce plan to a future IJB.

Workshop will be arranged with the IJB around the detail of our Strategic Commissioning Intentions.

IC left the meeting at 12:05pm and re-entered at 12:12pm and JG left meeting 12:21pm

Decision(s)

Board Members:

- **Approved the Draft Health and Social Care Partnership Workforce Plan**

6. LOCALITY PERFORMANCE REPORTS

AA confirmed in November 2018 the IJB agreed the revised Performance Framework for the Partnership. This Framework requires each locality to report to their respective Area Committee every 6 months. Each locality report focuses on either 4 or 5 of the 9 National Health and Wellbeing Outcomes so that, over the course of a year, progress towards each outcome is reported once to Area Committees.

LD mentioned that the Localities do not all highlight the same concerns, are all the Localities not experiencing the same challenges. JW confirmed the Locality plans are snap shots of the positions, there is a strong commitment for all localities to focus on delayed discharges, and each locality is at different stages of development.

PH mentioned Loreburn have been building supported housing in Stranraer which has now been delayed for completion until summer 2020. AF mentioned this could be caused due to a number of problems, AF will raise this concern at Full Council on Thursday 26th September on PHs behalf.

IC highlighted these reports are now ready to be approved at each Area Committee.

JW confirmed Transforming Wigtownshire report to come to April 2020 IJB.

Decision(s)

Board Members:

- **Discussed and approved the Locality Performance Reports for circulation to the Local Authority Area Committees**

7. SUMMARY PERFORMANCE REPORT AUGUST 2019

AA confirmed this Summary Performance Report was submitted to the Integration Joint Board for noting.

12:33pm SMcP attended.

LD highlighted a concern that there is still no social work input in this report, AA and LC confirmed this will be included in the report for the end of the financial year.

Decision(s)

Board Members discussed and noted:

- **Noted the Summary Performance Report (August 2019)**

8. FINANCIAL PERFORMANCE UPDATE – QUARTER ONE

KL highlighted this report presents an update on the financial performance for the budgets delegated to the Integration Joint Board based on the position at the end of June 2019, Quarter One of financial year 2019/20. Allocations for new pension costs and Primary Care Transformation have been allocated. All risks have been assessed. This position is not in place for a no vote Brexit, detailed discussions around Brexit have been had with all the required groups.

KL is doing an update for the financial plan for the 3 year period, this will be brought back to the December Performance and Finance committee also working with the GMs around financial projections and delivery of CRES.

LD asked how did the disconnect happen within the original allocations for Primary Care Improvement Fund, Mental Health Action 15 and Alcohol and Drugs Partnership, KL highlighted this has been addressed with Scottish Government. SG haven't build into their planning what we were going to spend 19/20. This has now been resolved.

Decision(s)

Board Members noted and discussed:

- **The forecast position after reflecting the improved savings trajectory and the directorate overspends at Quarter One is a reduction in the year financial gap from £6.850m to £5.8m.**
- **The detailed review of the financial position following the assessment of the Quarter One (month 3) financial results.**
- **The progress to date with the financial improvement plan work through the Sustainability and Modernisation Programme.**

9. ANNUAL ACCOUNTS 2018/19

KL highlighted these accounts will go to Auditors and they are required to be signed off today by the Chair and Chief Officer.

It was agreed that the actions from Audit Scotland Action Plan be reported via IJB Audit & Risk Committee.

Decision(s)

Board Members:

- **Approved and signed off the Integration Joint Board's audited Annual Accounts for the financial year ended 31st March 2019 (Appendix 1)**

which have been reviewed and scrutinised by the IJB Audit and Risk Committee.

- **Noted the report provided by the External Auditors of the IJB providing a clean audit opinion for 2018/19 (Appendix 2).**
- **Noted the letter of representation from the Chair of the IJB to the External Auditors (Appendix 3).**
- **Noted the ring-fenced reserves of £8.4m which are held by the IJB at the 31 March 2019 which are earmarked for specific purpose they were allocated and are not available for general use.**

11. REVIEW OF CARERS SUPPORT SERVICES

Carers Support services provide a valuable resource to Carers who live or care in Dumfries and Galloway. Carers Support Services have not been re-commissioned in over 5 years. During this time, the Carers Scotland Act 2016 has been implemented and a new Carers Strategy for Dumfries and Galloway developed.

To support the implementation of the Dumfries and Galloway Carers Strategy 2017 – 2021, Carers Support Services requires being re-commissioned.

NH mentioned she consulted with Third Sector colleagues who are involved with carers, their concerns are timescales, where we have got to for commissioning of this work, due to this there will be organisations that will be required to issue redundancy letters and asked is this avoidable in the future, LO highlighted it is 3 months notice they are required to give to staff and from the timescales highlighted this will not cause redundancy letters being issued, we have not had the direction to carry this work forward.

JW highlighted that as the IJB has a better understanding on directions things will improve for the future.

JM asked is 3 year budgeting an issue for us as a Board, KL confirmed this is not the case.

IC asked about the process for reviewing directions and JW confirmed we as an IJB will review the Directions through the Performance and Finance committee on a 6 monthly basis, this will also be reviewed within the Strategy.

Decision(s)

Board Members:

- **Noted that re-commissioning Carer support services is required to be aligned with the outcomes and priorities within Dumfries and Galloway Carers Strategy 2017-2021**
- **Approved the Direction to Dumfries and Galloway Council**

12. REVIEW OF THE FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

This Report provided the Integration Joint Board with an update to the Freedom of Information Policy and Guide to Information through the Model Publication Scheme, which meets the requirements within the Freedom of Information Scotland Act 2002.

Decision(s)

Board Members:

- **Approved the revision to the Freedom of Information Policy**
- **Approved the revision to the Guide to Information through the Model Publication Scheme.**

14. PAPERS APPROVED

- **IJB Clinical and Care Governance Committee Minute –2nd May 2019 –** Dental is consistent, AM will amend, also LB apologies to be noted.
- **7th February minutes to be approved at the next Clinical and Care Governance Committee.**

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

2020 meetings dates were approved, diary invites will go out.

16. DATE OF NEXT MEETING

Friday 6th December 2019 at Room 2089, Room, Dumfries College, Bankend Road, Dumfries DG1 4FD

The Meeting will convene at 9.30am should Members request to discuss anything prior to commencement of the business meeting at 10am

Request for Items to be discussed under AOCB should be sent to the Chair to andy.ferguson@dumgal.gov.uk

Apologies should be forwarded to amber.murray@nhs.net