

**Minute of the Dumfries and Galloway Integration Joint Board (IJB)
meeting held on 6th December 2019 at 10am in Room 2089, Dumfries College, Bankend
Road, Dumfries DG1 4FD**

Voting Members Present:

Andy Ferguson	(AF)	Local Authority Voting Member (Chair)
Lesley Bryce	(LB)	NHS Voting Member
Lorna Carr	(LC)	NHS Voting Member (Substitute)
Ian Carruthers	(IC)	Local Authority Voting Member
Laura Douglas	(LD)	NHS Voting Member
Andrew Guisti	(AG)	Local Authority Voting Member
Melissa Gunn	(MG)	NHS Voting Member
Stephen Hare	(SH)	NHS Voting Member
Jane Maitland	(JM)	Local Authority Voting Member
Elaine Murray	(EM)	Local Authority Voting Member

Advisory Members Present:

Greycy Bell	(GB)	Registered Medical Practitioner (Primary Medical Services)
Lillian Cringles	(LC)	Chief Social Work Officer
Jim Gatherum	(JG)	Scottish Care Representative
Vicky Keir	(VK)	NHS Staff Representative
Katy Lewis	(KL)	Chief Finance Officer
Stella MacPherson	(SMac)	Service Users Representative
Karen Martin	(KM)	Carers Representative
Carol Stuart	(CS)	Carers Representative
Alice Wilson	(AWi)	Deputy Nurse Director (Substitute)
Julie White	(JW)	Chief Officer
Valerie White	(VW)	Consultant in Dental Public Health/Public Health (Substitute)

In Attendance:

Ananda Allan	(AA)	Performance and Intelligence Manager, Strategic Planning
Amber Murray	(AM)	PA to Julie White – Chief Officer
Linda Owen	(LO)	Strategic Planning & Commissioning Manager
Alison Warrick	(AWa)	Governance Officer

Apologies:

Grace Cardozo	(GC)	NHS Voting Member
Eddie Docherty	(ED)	Registered Nurse Practitioner
Ann Farrell	(AFa)	Local Authority Staff Representative
Penny Halliday	(PH)	NHS Voting Member (Vice Chair)
Norma Austin Hart	(NAH)	Third Sector Representative
Christiane Shrimpton	(CSH)	Associate Medical Director (Acute and Diagnostic Services)

1. NOTIFICATION OF SUBSTITUTES

Lorna Carr attended as NHS Voting substitute for Grace Cardozo, Alice Wilson is deputising for Eddie Docherty and Valerie White as substitute for Michelle McCoy.

2. DECLARATION(S) OF INTEREST

No declarations of interest were received.

3. MINUTE OF MEETING HELD ON 25th SEPTEMBER 2019

IC asked for an amendment to be made to Item 5 – Short Break Services to include reference to his view that any new model should address respite needs.

The Minute was agreed as an accurate record of the previous meeting.

4. ACTION & ROLLING AGENDA MATRIX

The Board agreed the actions from the previous meeting on the 25th September 2019, AWa will update accordingly.

JW highlighted the action on the Integration Joint Board Strategic Commissioning Intentions which is required to be progressed as soon as possible, VF will arrange a date to be set in the New Year to progress this.

5. MEMBERSHIP UPDATE

AW confirmed members are asked to note the changes in the voting membership to include: Melissa Gunn, NHS Voting Member, Elaine Murray, Local Authority Voting Member and Andrew Giusti Local Authority Voting Member.

Stephen Hare will resume his advisory membership status in his role as Chair of Area Partnership Forum.

At the Full Council Meeting of the 21st November 2019, changes were agreed in the Voting and Substitute Membership of the Integration Joint Board.

As these amendments to the Membership constitute a considerable change it is advised that the Integration Joint Board agrees Committee Membership at this time.

NHS Voting Member required for the IJB Audit and Risk Committee, Elaine Murray confirmed she will be our Council Voting Member for IJB Clinical and Care Governance Committee. NHS Members to confirm an NHS Voting Member for Performance and Finance committee and Andrew Guisti agreed to be the Council Voting Member for the IJB Performance and Finance Committee.

Nomination for the NHS Voting Members to be presented to the next meeting.

Decision(s)

Board Members:

- **Noted the changes in Membership**
- **Approved changes to Committee Membership**
- **Agreed to receive an update on NHS Voting Membership and Performance and Finance Committee**

6. GOVERNANCE ARRANGEMENTS FOR THE INTEGRATION JOINT BOARD

JW confirmed that this paper follows on from the Governance Arrangements Seminar in September 2019, where IJB Members, NHS Board, Local Authority, Third and Independent Sector members were provided with a detailed overview of the governance of the Integration Joint Board and its responsibilities for the delivery of the functions delegated to it.

JW reminded members that an Integration Leadership Team has been formed which includes leader / deputy leader and Chief Executive Officer of Local Authority, Chair, Vice Chair and Chief Executive Officer of NHS, Chair, Vice Chair, Chief Officer and Chief Social Work Officer of IJB.

LD mentioned from an IJB perspective this paper is extremely helpful and confirms the role of the Integration Joint Board as a Strategic Board.

IC asked if any comments are made at the NHS Board or Full Council these be discussed at the next IJB, JW will confirm any substantive comments that have been made in regards to this paper at the next IJB. NHS Board approved this paper on Monday 2nd December 2019.

JW attends the Social Work Committee 3 times a year to give assurance that Clinical and Care Governance are delivering all of their responsibilities. Any matters of Strategic Importance would go through the Social Work Committee then they would determine what is required to go to Full Council. LC advised that the update and assurance regarding “directions” go to this committee. LC retains the professional lead role for social work.

VW mentioned the duplication of papers which goes through IJB Clinical and Care Governance and Health Care Governance Committee, JW mentioned at each of the IJB Clinical and Care Governance Committee we now focus on the 9 National Outcomes rather than the operational pieces of work. Each meeting now reviews two of the nine national outcomes. This helps Clinical and Care Governance Committee retain a focus on the Strategic Plan.

IC queried JW role as Chief Officer to IJB, Chief Officer of Health and Social Care Partnership and Chief Operating Officer for the Health Board. JW confirmed that all Chief Officers have a dual role as set out in the Integration Scheme. JW role is broader due to Acute services being part of the IJB. JW is accountable to IJB for strategic plan and to Chief Executive Officer of Council and NHS operationally.

Decision(s)

Board Members:

- **Approved the Governance Arrangements for the Integration Joint Board.**
- **Noted that this paper is being presented to the Health Board and the Local Authority for their consideration and approval.**

7. SCHEME OF DELEGATION TO COMMITTEES AND OFFICERS

AW highlighted following an Internal Audit in January 2019 it was noted that the current Scheme of Delegation did not include full Terms of Reference of Sub Committees nor did it include the duties of named officers.

It was also noted that this Scheme had not been reviewed in line with its target date of June 2018.

LD asked why there are 4 voting members on IJB Clinical and Care Governance but there are 6 voting members on the IJB Performance and Finance Committee, AF confirmed this is to enable the IJB Chair and Vice Chair to be a voting member for IJB Performance and Finance Committee.

IC asked if the Audit and Risk Committee terms of reference could make specific reference to the Risk Register and the role of the Audit and Risk Committee to consider in depth reviews of the risks and to report findings back to IJB.

Decision(s)

Board Members:

- **Approved the Scheme of Delegation to Committees and Officers**
- **Approved the amendment to Audit and Risk suggested by IC**

8. INDEPENDENT REVIEW OF SHORT BREAKS FOR CHILDREN TIMELINE FOR OPTION APPRAISAL

JW confirmed at the last IJB Action for Children presented a review of Short Break Services for Children and the purpose of this paper is to outline the process for the development of a Short Breaks Service Options Appraisal. This options appraisal will be absolutely critical in shaping future services, engagement with carers and families and Third Sector will remain part of the process.

The briefing paper demonstrates the case for change from current short break arrangements and identifies a way forward through a robust options appraisal process.

EM asked for clarification on the Social Care Lead Model. LC confirmed the current model is very clinically led and the Social Care Model will take a holistic view of children's health and social care needs. Children's health needs will still be met through this Social Care Model.

Any future changes to the model being commissioned by the IJB will be subject to a robust tendering process.

LD asked if the IJB will be sighted on scoring and options, JW confirmed this will come back in June 2020.

AF will write to the service users families with an update.

AF requested that the agenda in June be restricted to give significant time to consider the options appraisal.

Decision(s)

Board Members:

- **Directed the Chief Officer to commission Action for Children to carry out an Independent Options Appraisal Process as outlined in the main body of this paper and to report back to the IJB on the completed Options Appraisal, with preferred option in June 2020.**

9. DAY SERVICES REVIEW

LO confirmed following an independent review of Day Services, a report containing 22 recommendations was presented to the Integration Joint Board in November 2018 and that this paper provides and update on these recommendations.

LO would like to thank all the Day Centres and Day Services for all the work they have imputed within this review.

IC and VW thanked LO for the work she has done for this review.

JW confirmed as an IJB we are required to make a decision on the funding, and AW will work with LO to develop the detail of the direction, this will be signed by the Chief Officer.

Decision(s)

Board Members:

- **Noted the progress against the 22 recommendations within the Day Services Review Report as outlined in Appendix 1**
- **Noted the extensive engagement that has supported the implementation of the recommendations, in particular the commitment of organisations from the Third and Independent Sectors and**
- **Approved the preferred option for day centre funding as outlined in section 4.9**
- **Agreed that an updated directions be issued by Chief Officer**
- **The IJB thanked everyone for their hard work and successful inclusion**

10. CHIEF SOCIAL WORK OFFICERS ANNUAL REPORT 2018-2019

LC stated that Chief Social Work Officer is required to prepare an Annual Report to the Local Authority as required by the National Guidance on the Role of the Chief Social Work Officer, this report has been through Social Work Committee.

Page 19 of LC report gives an overview of the services, also page 24 shows the significant increase in Guardianship. A special thanks to the staff in Social Work recognising this current year has been incredibly difficult.

VW asked around Power of Attorney cost, is there something as a Health and Social Care Partnership we can do regarding the cost. Solicitors have a set rate for Power of Attorney. JG mentioned as a provider is there something they can do to help, they engage with families already. LC will liaise with JG out with meeting to take forward.

AF asked have we reviewed what a spend to save model could look like in terms of Power of Attorney. LC will review and feedback.

KM highlighted that this is not just about the financial impact and undertaking PoA's but there is also an impact on the carers, the process when applying for a Power of Attorney is much easier than going through a Guardianship.

Decision(s)

Board Members:

- **Noted the performance of the Social Work Services in respect of key duties and responsibilities for which the Chief Social Work Officer has overall responsibility for as detailed in the Appendix.**

11. ADVERSE CHILDHOOD EXPERIENCES, TRAUMA AND RESILIENCE

LC highlighted the purpose of the report is to provide the Integration Joint Board with information in relation to Adverse Childhood Experience, Trauma and Resilience and how this links to the strategic areas of Community Justice, Alcohol and Drug Partnership and Violence against Women.

LC mentioned the impact on Trauma for young people is a very large piece of work and there is a video completed by ACEs. LC asked if members would like to undertake a seminar out with this meeting on Trauma and Resilience.

GB highlighted opening this seminar to individuals other than IJB members would be important.

JW and LC will have a discussion out with this meeting to review what this seminar may entail, and will go back to IJB Clinical and Care Governance Committee.

Decision(s)

Board Members:

- **Noted the content of the report**
- **Considered a seminar to further explore this issue**

12. ANNUAL REPORT ON YEAR 2 (2018-19) OF DUMFRIES AND GALLOWAY CHILDREN'S SERVICES PLAN 2017-2020

LC confirmed the purpose of this report is to present the Integration Joint Board with a summary of progress made in the delivery of Year 2 of Dumfries and Galloway Children's Services Plan. The reporting period is from 1st April 2018 to 31st March 2019. This has been to Full Council Meeting.

This report has achieved more than anticipated.

A Health and Wellbeing Survey for Dumfries and Galloway was shared with members, page 5 of this document highlights the opportunity on free school meals, this highlights approximately how many children's are experiencing poverty.

LC confirmed this work includes the 10,000 voices survey.

A discussion took place on breastfeeding and work to support increased uptake in breastfeeding alongside barriers.

Decision(s)

Board Members:

- **Noted progress made in delivery of Year 2 of the Children's Services Plan**

13. INEQUALITIES AND HEALTH INEQUALITIES STEERING GROUP UPDATE

VW highlighted this report provides an update on the Inequalities and Health Inequalities Steering Group and presents the Terms of Reference for the Steering Group. Thanks you to all of the operational directorates who have nominated individuals to complete this work.

AF asked around the Membership why are there not any members of the public involved in this, this group will link with a number of the groups already in place.

JW suggested that this steering group please be renamed as this is not a steering group on Inequalities and Health Inequalities for the whole Partnership. This group was intended primarily to look at work of HSCSMT in terms of Health Inequalities.

VW will bring back an update.

Decision(s)

Board Members:

- **Noted the Terms of Reference for the Inequalities and Health Inequalities Steering Group and current Group membership, Action Plan to be brought back to a future meeting**

14. FINANCIAL PERFORMANCE UPDATE – QUARTER TWO

KL confirmed a number of key points in regards to this report. The latest position for Quarter Two reflects an in year financial gap of £6.261million which is a deterioration in Quarter One position. All GMs have had their Quarter Two financial review meetings.

We have made progress on our savings plan however there are further cost pressures and overspends specifically around our Acute and Diagnostics and GP Prescribing forecast.

Our issues and risks continue to be reflected to the challenges we are facing specifically related to delayed discharges and system flow, discussions continue on investing some of the Social Care funding into additional capacity in Short Term Augmented Response Service (STARS) and Care and Support Services (CASS), Options are being considered around how we improve our care at home capacity in advance of the winter period.

JM asked if investing money within the CASS and STARS teams will mean we can get patients out of our Acute Hospital quicker and provide a saving. JW confirmed this relates to supporting people in the right place at the right time, we have increased the capacity within the re-ablement process which will hopefully have a long term impact on capacity.

EM asked about the impact of not delivering a break even position this year. KL confirmed we have always had a balance budget, for the last 2 years we have had to rely on non recurring funding. We are still working on trying to get a balanced position. The paper highlights the discussions that have been had around the Sustainability and Modernisation Programme, this is the key priorities for moving forward.

IC asked what we will be doing as an Integration Joint Board in terms of these risks.

JW highlighted the Sustainability and Modernisation Programme will focus on key financial risks.

KL confirmed the IJB Performance and Finance committee scheduled for January will have a further update on our position and will have the outcome on the Sustainability and Modernisation Programme Director recruitment.

Decision(s)

Board Members:

- **Noted the forecast position at Quarter Two is a financial gap of £6.261m (£5.8m at Quarter One).**
- **Noted the detailed review of the financial position following the assessment of the Quarter Two (month 6) financial results.**
- **Noted the work of the SAM programme to help address the financial gap**

15. NHS DUMFRIES AND GALLOWAY BOARD SUMMARY PERFORMANCE REPORT – OCTOBER 2019

AA mentioned most of the information in the Summary Performance Report is automatically generated from local information systems. These figures are an early indication of activity and may not exactly match the National Official Statistics publications which are issued later in time.

IC asked about the bed days which is highlighted in 4.1 of the report, there has been a significant increase, JW confirmed the latest performance report also highlights the main pressure on bed days, the current position feels like we are already well into winter in regards to the increased demand. JW highlighted the work going on to cope with this demand.

JW emphasised the challenge of Delayed Discharge.

JM confirmed the figures for CAHMS are very positive.

EM asked if we can benchmark with the comparisons for the other Health and Social Care Partnerships, AA will bring an update to the next IJB.

JW thanked all of our teams for the work that has been completed.

JG and AA will pick up a conversation out with this meeting in regards to the data.

Decision(s)

Board Members:

- **Noted the NHS Dumfries and Galloway Board Summary Performance Report (October 2019)**

16. INTEGRATION JOINT BOARD ANNUAL PUBLIC PERFORMANCE REVIEW 2018/19 EVENT 'LOOKING BACK, LEAPING FORWARD' FEEDBACK

AA highlighted the Integration Joint Board held an event, 'Looking Back- Leaping Forward', on 31st October 2019. This event included the Annual Public Performance Review for 2018/19.

AF stated the only feedback he received was around the time allocated for members of the public to ask questions. This needs to increase next year.

JW suggested that as an IJB we should thank the Steering Group who pulled this event together.

Decision(s)

Board Members:

- **Noted the feedback from the Integration Joint Board Annual 2018/19 'Looking Back – Leaping Forward' Event**

17. PAPERS APPROVED

- **IJB Performance and Finance Committee Minutes 8th July 2019**

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

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

19. DATE OF NEXT MEETING

Thursday 6th February 2020 in The Training Restaurant, John Niven, Lewis Street, Stranraer, DG9 7AL

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