



Dumfries and Galloway  
Integration Joint Board

**Minute of Dumfries and Galloway  
Integration Joint Board meeting held on  
28<sup>th</sup> June 2017**

*For Approval*

Minute of the Dumfries and Galloway Integration Joint Board (IJB) meeting held on 28<sup>th</sup> June 2017, Community Centre, Cotton Street, Castle Douglas

|                       |                       |   |
|-----------------------|-----------------------|---|
| <b>Present:</b>       | Penny Halliday (PH)   | Chair   |
|                       | Jim Beattie (JB)      | NHS Voting Member   |
|                       | Lesley Bryce (LB)     | NHS Voting Member   |
|                       | Angus Cameron (AC)    | Registered Medical Practitioner<br>(not Primary Medical Services) |
|                       | Ian Carruthers (IC)   | Local Authority Voting Member                                     |
|                       | Lillian Cringles (LC) | Chief Social Work Officer   |
|                       | Eddie Docherty (ED)   | Registered Nurse Practitioner                                     |
|                       | Laura Douglas (LD)    | NHS Voting Member   |
|                       | Andy Ferguson (AF)    | Local Authority Voting Member                                     |
|                       | Katy Lewis (KL)       | Chief Finance Officer   |
|                       | Jane Maitland (JM)    | Local Authority Voting Member                                     |
|                       | Jim McColm (JMc)      | Unpaid Carers Representative                                      |
|                       | Claire Rogerson (CR)  | Governance Officer  |
|                       | Tommy Sloan (TS)      | Local Authority Voting Member                                     |
|                       | Ros Surtees (RS)      | Local Authority Voting Member                                     |
|                       | Julie White (JW)      | Chief Officer   |
| <b>In Attendance:</b> | Laura Geddes (LG)     | NHS Corporate Business Manager                                    |
|                       | Alison Warrick (AW)   | Executive Assistant to Chief Officer                              |

#### **1. APOLOGIES FOR ABSENCE**

Apologies were received from Greycy Bell, Grace Cardozo, Ken Donaldson, Val Douglas, Stella Macpherson and Michele McCoy.

#### **2. NOTIFICATION OF SUBSTITUTES**

None noted.

#### **3. DECLARATION(S) OF INTEREST**

None noted.

#### **4. MINUTE OF MEETING HELD ON 25<sup>th</sup> MAY 2017**

These were approved with the following amendments:

Jane Maitland is to be added to those present at the meeting.

#### **5. AGREED ACTIONS FROM THE PREVIOUS MEETING HELD ON 25<sup>th</sup> MAY 2017**

This item was deferred until the July meeting.

## **6. UNAUDITED ANNUAL ACCOUNTS 2016/17**

KL has prepared these accounts in line with the Local Authority Accounts (Scotland) Regulations 2014 and with input from Paul Garrett and both the NHS and Local Authority Finance teams. These accounts will be audited in July and will be formally presented to the September IJB for sign off.

These accounts will now be available for public scrutiny between the 1<sup>st</sup> and the 21<sup>st</sup> July in Council premises throughout the Region.

A glossary will be added to the Accounts.

KL will provide a detailed breakdown on expenditure that sits below the summary service headings and will include this within the next Finance report.

An update of the reserves policy will be undertaken during the financial year.

### **Decision(s)**

**Members approved the IJB's unaudited Annual Accounts for the financial year ended 31<sup>st</sup> March 2017 which will be submitted to the external auditors for review and subject to public consultation.**

## **7. IJB GOVERNANCE ARRANGEMENTS UPDATE**

Following discussions at the March and May meetings of the IJB it was agreed to review and formalise governance arrangements and to discuss several appointments following the local elections.

- PH was formally noted as the Chair of the IJB.
- Following a proposal by TS and seconded by RS, AF was appointed to the position of Vice Chair of the IJB.
- Standing Orders were reviewed and changes advised as follows:

Item 12.1 Committees to be removed from this sentence

### **Section 14 – Committees**

It was agreed that Committees should be held in public unless there is requirement for session to be held in private. Where possible, Committees will also be held throughout the region. All future Committee meetings and IJB should be recorded. AW will source availability of recording equipment.

- Scheme of Delegation to Committees – updates to this were approved
- Membership of Committees – the following Membership was agreed:

**Audit and Risk Committee:**

**Chair:** Ian Carruthers  
**Vice Chair:** Laura Douglas  
**Voting Members:** Jimmy Beattie and Jane Maitland  
**Non Voting Members:** Ann Farrell and Katy Lewis

**Clinical and Care Governance Committee:**

**Chair:** Grace Cardozo  
**Vice Chair:** Ros Surtees  
**Voting Members:** Lesley Bryce and Ian Carruthers  
**Non Voting Members:** Lorna Carr, Lillian Cringles, Eddie Docherty, Angus Cameron and Julie White

**Performance and Finance Committee:**

**Chair:** Penny Halliday  
**Vice Chair:** Andy Ferguson  
**Voting Members:** Tommy Sloan, Grace Cardozo, Jimmy Beattie and Jane Maitland  
**Non Voting Members:** Lillian Cringles, Vicky Freeman, Julie White and Katy Lewis

IJB Members are encouraged to attend any of the Committees even those which they do not sit on as a voting member.

- Appointment of Standards Officer – it was agreed that AW will be formally appointed as the Standards Officer to the IJB. Following a training programme with CIPFA which should take approx 6 months, AW will take on the role of Governance Officer and in the interim LG, the NHS's Corporate Business Manager will provide support in this role.

CR was thanked for her help and support in the role of Governance Officer for the IJB to date.

**Decision(s)**

**Board Members**

- **Noted that the Chair of the IJB transferred to the NHS from 1<sup>st</sup> April 2017 with Penny Halliday (as the former Vice Chair) appointed into this role for a 2 year period.**
- **Confirmed the appointment of the Vice Chair of the IJB from the Council elected membership**
- **Approved the Standing Orders for the IJB**
- **Approved the Scheme of Delegation for the IJB**
- **Agree and approve the new membership of the IJB Committees**

- **Confirmed the appointment of the Chief Officers Executive Assistant as the Standards Officer for the IJB**
- **Confirmed that interim Governance Officer support will be provided through the NHS Corporate Business Manager.**

## **8. DEVELOPMENT PROGRAMME FOR MEMBERS**

PH outlined a number of proposals for a development programme for IJB Members. This included:

- A session on Values Based Reflective Practice
- One to one meetings with Chair for all Voting Members
- Buddy arrangement for Voting Members

It was agreed that:

- A session on VBRP would take place as soon as feasible in line with availability in corporate diaries
- PH will set up 1:1 meetings with Voting Members
- PH will propose a buddy system for Members

## **9. COMMITTEE MINUTES**

- **Audit and Risk Committee**  
These were noted

## **10. ANY OTHER BUSINESS DEEMED URGENT BY THE CHAIR DUE TO THE NEED FOR A DECISION**

- JMcC highlighted that Carolyn Little, Chair of Support In Mind Scotland has been awarded an MBE in recognition for her significant contribution to Mental Health services.

It was agreed that a letter will be sent on behalf of the IJB to Carolyn to congratulate her.

## **11. DATE OF NEXT MEETING**

Thursday 27<sup>th</sup> July 2017 at 10am, Lockerbie Town Hall, Lockerbie, DG11 2ES

Request for Items to be discussed under AOB should be sent to the Chair to [penny.halliday@nhs.net](mailto:penny.halliday@nhs.net)

Apologies should be forwarded to [alison.warrick@nhs.net](mailto:alison.warrick@nhs.net)

DRAFT