



Dumfries and Galloway
Integration Joint Board

**Minute of Dumfries and Galloway
Integration Joint Board meeting held on
30th November 2017**

For Approval

Minute of the Dumfries and Galloway Integration Joint Board (IJB) meeting held on 30th November at 10am in New Hospital, Cargenbridge, Dumfries, DG2 8RX.

Present:	Penny Halliday (PH)	Chair
	Jim Beattie (JB)	NHS Voting Member
	Claire Brown (CB)	Third Sector Representative
	Lesley Bryce (LB)	NHS Voting Member
	Grace Cardozo (GC)	NHS Voting Member
	Lorna Carr (LC)	Chair of Area Clinical Forum
	Lillian Cringles (LC)	Chief Social Work Officer
	Ian Carruthers (IC)	Local Authority Voting Member
	Eddie Docherty (ED)	Registered Nurse Practitioner
	Ken Donaldson (KD)	NHS Medical Director
	Laura Douglas (LD)	NHS Voting Member
	Val Douglas (VD)	NHS Staff Representative
	Ann Farrell (AFa)	Staff Representative Local Authority
	Andy Ferguson (AFe)	Vice Chair – Local Authority Voting member
	Jim Gatherum (JG)	Scottish Care Representative
	Katy Lewis (KL)	Director of Finance / Chief Finance Officer
	Jim McColm (JMcC)	Unpaid Carer Representative
	Michele McCoy (MMcC)	Interim Director of Public Health
	Jane Maitland (JM)	Local Authority Voting Member
	Tommy Sloan (TS)	Local Authority Voting Member
	Ros Surtees (RS)	Local Authority Voting Member
	Julie White (JW)	Chief Officer
In Attendance:	Graham Abrines (GA)	General Manager – Community Health and Social Care
	Ananda Allan (AA)	Performance and Intelligence Manager (NHS)
	Laura Geddes (LG)	Corporate Business Manager (NHS)
	Viv Gratton (VG)	Strategic Planning and Commissioning Manager
	Amber Murray (AM)	Office Administrator
	Caroline Sharp (CS)	Workforce Director (NHS)
	Alison Warrick (AW)	Executive Assistant to the Chief Officer

1. APOLOGIES FOR ABSENCE

Apologies were received from Greycy Bell.

2. NOTIFICATION OF SUBSTITUTES

PH highlighted the difficulties in obtaining dates for IJB meetings in 2018 and has authorised AW to set dates and asked all IJB members to attend where possible.

It was agreed that meetings will be rotated in each of the four localities and AW / AM will confirm venues in diaries.

PH welcomed KD in his new post as NHS Dumfries and Galloway's Medical Director. Confirmation was given that an external member of staff has been recruited to the Deputy Medical Director post and the IJB will be notified of this in due course.

It was noted that this is Jimmy Beattie's last IJB prior to his retirement. Members extended their thanks to JB for his support and leadership in the establishment of the IJB and the positive relationship with Trade Union / Staff side.

3. DECLARATION(S) OF INTEREST

JMcC declared an interest in Item 11 – as he had been involved in the development of the strategy.

4. MINUTE OF MEETING HELD ON 28th SEPTEMBER 2017

The Minutes of the meeting of the 28th September 2017 were approved.

5. MATTERS ARISING AND ACTION LIST

The Board agreed the actions from the previous meeting on the 28th September 2017.

6. INTEGRATION JOINT BOARD WORKFORCE PLAN

This Paper, presented by CS, provides an update to the Integration Workforce Plan for 2016-19. The Plan was developed by a sub group of the Organisational Development Steering Group with input from across the Partnership.

The Plan includes statements from the NHS and the Council and both CB and JG will provide statements from their sectors to be included.

JW will discuss with Graham Gault, General Manager IM&T on the NHS issues around data sharing across the Partnership and will ask GG to attend the IJB meeting on the 1st of February to provide an update on this.

TS asked if there is any staff employed on zero hour contracts throughout the partnership. CS and LC confirmed that neither the NHS nor Social Work employ staff on Zero hour contracts, however they do employ sessional workers.

AF asked previously for information regarding the reasons for temporary or fixed term contracts. CS confirmed that this is discussed and monitored through the Area Partnership Forum and Staff Governance Committee of the NHS. This information can be shared with members although it was confirmed that the IJB is not an employing organisation.

Decision(s)

Board Members:

- **Approved the 2017 edition of the Integration Workforce Plan on the understanding that the additional information regarding fixed term contracts is shared in future.**

12. SENSORY SUPPORT – TAPE SERVICE

It was agreed to take this item earlier in the Agenda

LC presented this Report which highlights the discontinuation of the Tape Service provided by Dumfries and Galloway Council to visually impaired people. This Report has been approved by the Social Work Committee on the 10th October 2017.

A robust review of service users utilising the Tape Service has been undertaken and service users will be assisted during the transition to an alternative service by the Sensory Support Team.

Decision(s)

Board Members:

- **Noted the decision taken at Social Work Committee on 10th October 2017**
- **Agreed to discontinue funding of the Tape Service from 1st April 2018**

7. 2017/18 QUARTER 2 INTEGRATION JOINT BOARD PERFORMANCE UPDATE

AA presented her paper and stated this is the 6th quarterly Performance Report.

Highlights from this report are:

- A12 Acute Emergency Admissions are rising
- B2 Cancer Waiting Times figures are now in line with the rest of Scotland
- B10 CAMHS Patients are now seen within 18 weeks of referral

- B16 Smoking Cessations target was not met. MM will pick up a conversation with the Smoking Matters manager and a report will be brought to the Performance and Finance Committee.
- B12 Infection Control these rates are being reported differently nationally and this has caused some challenges
- B11 Psychological Therapies Waiting Times - due to a reduction in staffing levels and patients not attending appointments this has led to a significant increase in patients waiting to access this service. JW highlighted there are a number of tests of change ongoing such as computerised CBT. Louise Cumbley will provide the IJB's Performance and Finance Committee with an updated report in April 2018.
- B14 Drug and Alcohol - RS asked for further information on service users who have relapsed, discussion on this will come back to future Performance and Finance Committee

IC asked for a line of trajectory to be included in future reports to give an indication of any projected performance and an ability to scrutinise deviations from projections. AA confirmed that were possible this will be included; however for some of the targets it is not possible to include trajectories. AA agreed to discuss this further with IC out with the meeting if required.

AF left the meeting.

Decision(s)

Board Members:

- **Approved and signed off the Quarter 2 Performance Report, 1st July to 30th September 2017 with the agreements around future recording of performance trajectories.**

8. FINANCIAL PERFORMANCE 2017/18 – MID YEAR REVIEW

This report presents the summary financial performance of budgets delegated to the IJB as at the end of month six.

Based on direct forecast of directorate budgets there is a £3.4million gap in savings. The previous quarter started with a £5million gap moving towards £2million. It is anticipated there will be yearend gap of £1million, KL is confident a breakeven position can be delivered.

£2million has been held in year within prescribing for high cost drugs, however cost pressures are being managed within the current position.

There is a forecasted over spend of £750k within Social Work Services however it is expected to see a balanced position by year end.

KL has agreed to hold a Finance Workshop for IJB Members.

KL agreed that a paper on prescribing savings will go to the Performance and Finance Committee in January 2018.

Concern was raised about significant budget cuts for 2018. If we do experience a reduction in funding from both Parties, we need to be in the position to confirm what the impact would be for the Board and which services will no longer be deliverable by the Board. Both Parties will be asked to recognise this, if there are financial reductions for the IJB.

PH has asked if each member can contact KL with their questions around information they require. This has to be completed as a priority.

JG has asked what information would be required from his sector. JW confirmed that she will discuss this with GA and confirm the information required.

Decision(s)

Board Members:

- **Agreed the latest financial forecast position and noted the Mid Year Review update for 2017/18 and the improved position from the Quarter One position**
- **Confirmed agreements to have a workshop in the New Year to discuss and agree how as an IJB we wish to engage with the NHS Board and Local Authority to influence budget setting and resource allocation decision for 2018/19**

9. 2017/18 REVISION OF DIRECTIONS FROM THE INTEGRATION JOINT BOARD TO THE NHS BOARD AND COUNCIL

The Public Bodies (Joint Working) (Scotland) Act 2014 requires the IJB to have a set of binding directions which sits alongside the Strategic Plan. These directions have not been revoked and now require to be revised, where applicable, with any proposed changes forwarded to the NHS or Council as part of the process.

The list appended to this Paper is not definitive and if changes are required to this they will come back to a future meeting for approval.

VF will circulate a draft template for approval.

Decision(s)

Board Members:

- **Noted the Scottish Governments Good Practice Note on the form and contents of directions (Appendix 2)**

- **Considered the need to issue a revision of directions to take into account key developments during this financial year**
- **Approved as an Board the key developments that would need to be included in a set of revised directions from the Integration Joint Board to Dumfries and Galloway NHS Board and Dumfries and Galloway Council**
- **Agreed the issuing of a set of revised directions from the Dumfries and Galloway Integration Joint Board to Dumfries and Galloway NHS Board and Dumfries and Galloway Council**
- **Approved the development and implementation of a standardised template for the issuing of directions from the Integration Joint Board to the Health Board and Council to ensure robustness and consistency of approach.**

10. SERVICE PLANNING FRAMEWORK

VG presented this framework which has been developed to ensure a consistent approach to service reviews across the Partnership. The aim is for the service teams to embed this planning framework which will be reviewed every 3 years.

PH asked for assurance that engagement with the third and independent sectors as well as communities within the wider partnership is carried out in future.

A paper on co-production will be brought back to Performance and Finance Committee prior to being reviewed at the IJB.

Decision(s)

Board Members:

- **Noted the national and regional context informing the development of a Service Planning Framework for health and social care services in Dumfries and Galloway**
- **Approved the attached Service Planning Framework, with a couple questions and actions to follow up**
- **Noted the stakeholder engagement activities in the development of the framework**

11. DUMFRIES AND GALLOWAY CARERS STRATEGY 2017-2021

LO discussed the draft Strategy which was presented on the 30th March 2017, the themes in this document have come from carers themselves.

The new Carers Act which comes into force in 2018 places a duty on Local Authorities and relevant Health Boards to jointly prepare a local Carers Strategy.

LO highlighted the support from the Third Sector has been very helpful.

Decision(s)

Board Members:

- **The Board approved the final draft of the Dumfries and Galloway Carers Strategy 2017-2021 and accompanying appendices**
- **Noted that this is a non statutory strategy as determined by the Carers (Scotland) Act 2016**

13. IJB STANDING ORDERS

Following discussion at the June IJB meeting it was agreed that clarification was required under the following Sections:

- 1.5 Members sought clarification around the process of what should happen if the IJB request that a member be removed from the IJB. It is now written into the Standing Orders that the IJB will write to the Partner organisation to review the reasoning behind this.
- 5.5 Calculation of clear days for the purpose of serving a notice – the Standing Orders now state that days excluded as clear days are the day the notice was sent, the day of the meeting, weekends and public holidays.

Decision(s)

Board Members:

- **Approved the Standing Orders for the IJB**

14. INTEGRATION JOINT BOARD VOTING AND NON VOTING ARRANGEMENTS FOR NHS MEMBERS

LG presented this paper which sets out that as of the 31st January JB will stand down as a voting member of the IJB. LC will become the NHS Voting Member in her roles as Chair of Area Partnership Forum and Executive Board Member. Stephen Hare in his role as Chair of Area Partnership Forum will become a Non Voting Member with effect from the 1st February 2018.

The Board were happy to approve these recommendations.

Decision(s)

Board Members:

- **Noted that Jimmy Beattie, Chair of Area Partnership Forum/Non Executive Board Member will stand down as an IJB Voting Member from 31st January 2018**
- **Noted that Lorna Carr, Non Voting IJB Member will stand down from this role with effect from 31st January 2018**
- **Noted that Lorna Carr, Chair of Area Clinical Forum/Non Executive Board Member will fill the vacant post as an IJB Voting Member from 1st February 2018**
- **Noted that Stephen Hare, the new Chair of Area Partnership Forum/Non Executive Board Member will take on the role as a Non Voting IJB Member from 1st February 2018.**

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

- Respite Care – RS highlighted the challenges in accessing respite care beds specifically in the west of the region. GA said that the issue in Wigtownshire is being addressed by the Locality Manager and wider provision will be investigated during a review of day services. Work is ongoing in Stewartry and Nithsdale on trying to commission additional respite beds within care homes. A Paper will be presented to the Clinical and Care Governance Committee after completion of the Day Services Review.

GA and JMcC will discuss respite for people with Multiple Sclerosis, Parkinson's Disease and amputees out with the meeting.

16. DATE OF NEXT MEETING

Thursday 1st February at 10am at the John Niven College, Lewis Street, Stranraer.

A pre meet will be held at 9.30am for all Members

Request for Items to be discussed under AOCB should be sent to the Chair to penny.halliday@nhs.net

Apologies should be forwarded to alison.warrick@nhs.net