

Minute of the Dumfries and Galloway Integration Joint Board (IJB) meeting held on Thursday 22nd September 2022 at 2pm via Microsoft Teams

Voting Members Present:

Andy McFarlane	(AMcF)	Local Authority Voting Member (Vice Chair)
Lesley Bryce	(LB)	NHS Voting Member
Ian Carruthers	(IC)	Local Authority Voting Member
Kim Dams	(KDa)	NHS Voting Member
Malcolm Johnstone	(MJ)	Local Authority Voting Member (Substitute)
Vicky Keir	(VK)	NHS Voting Member
Gail MacGregor	(GM)	Local Authority Voting Member
Willie Scobie	(WS)	Local Authority Voting Member
Paula Stevenson	(PS)	Local Authority Voting Member

Advisory Members Present:

Rebecca Aldridge	(RA)	Senior Operational Manager, Social Work Services (substitute)
Claire Brown	(CB)	Third Sector Representative
Ken Donaldson	(KD)	Medical Director
Fiona Gardiner	(FG)	NHS Staff Side Representative
Jim Gatherum	(JG)	Scottish Care Representative
Pam Jamieson	(PJ)	Deputy Workforce Director
Katy Kerr	(KK)	Chief Finance Officer
Gail Meier	(GM)	Deputy Nurse Director
Julie White	(JW)	Chief Officer
Valerie White	(VW)	Director of Public Health

In Attendance:

Rod Edgar	(RE)	Communication and Engagement Manager
Vicky Freeman	(VF)	Strategic Policy Lead
Viv Gration	(VG)	Deputy Head of Strategic Planning and Commissioning
Amber Murray	(AM)	EA to Chief Officer
Phil Myers	(PM)	Health & Wellbeing Specialist
Alison Warrick	(AW)	Governance Officer

Apologies:

Norma Austin Hart	(NAH)	Third Sector Representative
Grecy Bell	(GB)	Registered Medical Practitioner (Primary Medical Services)
Greg Black	(GB)	NHS Voting Member
Lillian Cringles	(LC)	Chief Social Work Officer
Laura Douglas	(LD)	NHS Voting Member (Chair)
Ann Farrell	(AFa)	Union Representative
Mark Kelly	(MK)	Interim Nurse Director
David Rowland	(DR)	Director of Strategic Planning and Transformation
Alice Wilson	(AWi)	Nurse Director

1. NOTIFICATION OF SUBSTITUTES

Laura Douglas noted her apologies and Andy McFarlane will chair the Integration Joint Board today.

We have no notifications of Substitutes today, but Greg Black has formally noted his apologies for the meeting this afternoon, however, the NHS substitute Bill Irving is currently on annual leave.

Claire Brown is in attendance today for Norma Austin-Hart and Rebecca Aldridge for Lillian Cringles.

2. DECLARATIONS OF INTEREST

No Declarations of Interest was noted.

3. MINUTES OF THE PREVIOUS MEETINGS

The notes from the 23rd June 2022 were agreed as an accurate record.

4. MATTERS ARISING, ACTION LIST AND AGENDA MATRIX

AW confirmed all the actions are included on the List and are up to date.

5. SCHEME OF DELEGATION TO COMMITTEES AND OTHERS

VF presented the revised Scheme of Delegation, to reflect a proposed new committee structure for the Integration Joint Board. The review has been undertaken by a Short Life Working Group that has engaged with Members of IJB throughout the process.

Three Workshops have been undertaken with Members of the Integration Joint Board, also an offer of 1:1s to Board Members, a number of individuals took this offer up.

WS queried the level of delegation to Committees and highlight that we must be clear what we are delegating, what are we offering to committees for decision making. VF mentioned the committees are advisory and provide recommendations to the Integration Joint Board, who will then make decisions and issue directions to the Local Authority and NHS Board.

JW mentioned the IJB is a separate corporate body. It does not need to have similar committees to NHS Board / IJB. The frequency of the meetings will be reviewed and discussed. The proposed committee structure builds on previous arrangements and aims to develop clarity re roles / remits.

A number of tweaks are still to be undertaken to the Scheme of Delegation, Legal advice on this has been taken, and any significant changes will come back through this forum.

IC will pick up a conversation offline re the language.

Conversations are ongoing with the Local Authority regarding the support needed for the committees, if additional financial support was needed a report would come back here to seek approval.

Decision:

The Integration Joint Board:

- **Noted the revised committee structure for the Integration Joint Board**
- **Approved the revised Scheme of Delegation**

6. COMMITTEE MEMBERSHIP

AW highlighted that following the local authority elections in May 2022, there was significant change in the voting membership of the Integration Joint Board as well as a change in the NHS membership of the IJB

It was agreed at the IJB in June 2022 that following the work undertaken on the Scheme of Delegation and review of the committee structure that membership of the Committees would be reviewed and brought to this meeting for approval.

The proposed members were discussed and AW will share the confirmed document following this meeting regarding the Chair / Vice Chairs of the committees, dates for the Committees will be added to the diary.

Audit, Risk and Governance:

Kim Dams **(Chair)**
Greg Black
Andy McFarlane
Ian Carruthers **(Vice Chair)**

Strategic Planning Delivery and Commissioning:

Greg Black **(Chair)**
Lesley Bryce
Paula Stevenson **(Vice Chair)**
Willie Scobie

Finance, Performance and Governance:

Laura Douglas **(Chair)**
Andy McFarlane **(Vice Chair)**
Gail McGregor
Vicky Keir
Lelsey Bryce
Ian Carruthers

Transformation and Innovation/Futures:

Laura Douglas **(Vice Chair)**
Kim Dams
Gail McGregor **(Chair)**
Willie Scobie

It was agreed that the tenure of Chairs / Vice Chairs of Committees would be synchronised with Chair / Vice Chair of IJB.

Decision:

The Integration Joint Board approved the positions of Chair/Vice Chair and membership of the following committees:

- **Strategic Plan Delivery and Commissioning**
- **Transformation and Innovation/Futures**
- **Finance, Performance and Quality**
- **Audit, Risk and Governance**

- **Approved that the next change in the positions of Chair/Vice Chair of the committees will take place in April 2023 as planned.**

7. ANNUAL ACCOUNTS 2021/2022

KK provided an update on this paper which presents the Annual Accounts for the Integration Joint Board for the 2021/22 financial year.

The accounts have been prepared by KK and the Team and have been reviewed by the IJB Audit and Risk Committee, also auditors have approved the Annual Accounts. Only one action is noted and will be reported through the committees over the next 12 months.

Decision:

The Integration Joint Board:

- **Adopted and approved for publication and submission to the Scottish Government Health and Social Care Directorate, the IJB's audited Annual Accounts for the financial year ended 31st March 2022 (Appendix 1) which have been reviewed and scrutinised by the IJB Audit and Risk Committee and recommended to the IJB for approval.**
- **Noted the report provided by the External Auditors of the IJB providing a clean audit opinion for 2021/22 (Appendix 2).**
- **Authorised the Chair and Chief Officer of the IJB to sign the letter of representation to the External Auditors (Appendix 3).**

8. FINANCIAL PERFORMANCE QUARTER ONE

KK highlighted this report presents an update on the financial performance for the budgets delegated to the Integration Joint Board (IJB) based on the position at the end of June 2022, Quarter One (Q1) of financial year 2022/23. This position assesses the forecast financial performance for 2022/23 as compared to the original Financial Plan which was approved by the IJB in April 2022. It is recognised the financial position for 2022/23 remains incredibly challenging and there are a number of emerging risks which since this initial review remain unresolved at the time of preparing this report.

When the plan was set we were aware of the savings target at the end of the first quarter we have seen a worsening position, with the numerous pressures right across the system.

14.48 – P Myers joined the meeting

KK flagged the level of unconfirmed funding in terms of allocations and the uncertainty this causes. Confirmation was received yesterday for Planned Care / Elective Care funding which is less than expected. Discussions have been had with NHS Board regarding how this is managed. Budget Settlement has also been discussed with the Local Authority with discussions ongoing.

The level of IJB Reserves have also been highlighted in the report, part of this is around CoVID funding.

KK meets regular with Local Authority in terms of funding, KD mentioned that the financial risks also affect the Third Sector Partners, we must be mindful of these services.

The Non Recurring Funding is going to be discussed at NHS Board and will be brought back.

JW echoed the update given by KK re the uncertainty and risk, the wider pressures we are facing are included in the Annual Account update, we must be aware of the situation at the moment which reflects a significant incredibly challenging imbalance of demand and capacity across the system coupled with huge financial risks.

A Winter Plan is being developed and will be brought back to future meeting, highlighting the numerous challenges the proposals to address surges in demand over Winter. The response to these will impact the Financial Plans.

Decision:

The Integration Joint Board noted:

- **Assurance** – The IJB is asked to take assurance in relation to the update on the financial position, however, recognise that the current in-year gap is projected at £15.191m in line with opening Financial Plan. There remains considerable risk in relation to the financial position and this is set out in the paper. Note the release of funding from the CoVID reserve.
- **Discussion** – The IJB is asked to discuss the issues contained within this paper.

9. DIGITAL PARTICIPATION CHARTER

PM mentioned this paper provides the Integration Joint Board with information on Scotland's Digital Participation Charter (hereafter referred to as the Charter) and makes the request that the Integration Joint Board endorse sign up to the Charter. This provides the Members on the background of the Charter.

The NHS Board have agreed to sign up to this Charter on the 8th August 2022. This is administrated by the Scottish Council and is focussed around 5 key areas, Skilling up staff, support of staff in terms of skills, supporting the move towards to a Digital Scotland, Supporting work around the essentials and sharing around good practise and networking.

This paper has been through a number of Governance Routes.

AMcF mentioned that the key part is connectivity, this will cause a significant issue, and the cost of this for individuals may affect people's ability to participate. Also security of data must be confirmed to be secure. AMcF asked are we intending to also run physical options, interventions will be part of a choice, as digital interventions may not be the best option for everyone this is about choices.

CB highlighted around the point of the Digital exclusion research which is being published next week, the three themes that are coming out are skills, motivation and access.

Decision:

The Integration Joint Board:

- **Endorsed the sign up to Scotland's Digital Participation Charter**
- **Noted the NHS Board endorsed signed up to Scotland's Digital Participation Charter at its meeting held on 8th August 2022, with the requirement to provide an annual update on activity associated with the Charter**

10. REPORTS FOR NOTING

The Integration Joint Board Papers below were noted:

- a) Strategic Planning Group Minute – 5th May 2022**
- b) IJB Audit and Risk Committee Minute – 17th March 2022**
- c) Future Meeting Dates 2022 – IJB / Committee's – AM will share these dates following this meeting.**

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

- **Register of Members of Interest Forms still to be returned – AW reminded members of the need for completion.**
- **Hybrid Meetings – A wide discussion took place regarding face to face meetings again, various conversations were had highlighting the benefit for remote or face to face meetings. The next meeting will be online, and future meetings in 2023 will be a hybrid of online and face to face.**

The next meeting of the IJB will be held on the 5th December 2022 at 2pm via Microsoft Teams