

Minute of the Dumfries and Galloway Integration Joint Board (IJB) meeting held on Tuesday 5th March 2024 at 10am – 3pm – The Chamber, The County Buildings, Daar Road, Kirkcudbright DG6 4PJ

Voting Members Present:

Andy McFarlane	(AMcF)	Local Authority Voting Member (Chair)
Greg Black	(GB)	NHS Voting Member
Ian Carruthers	(IC)	Local Authority Voting Member
Andy Ferguson	(AF)	Substitute - Local Authority Voting Member
Gwilym Gibbons	(GG)	NHS Voting Member
Gail MacGregor	(GMc)	Substitute - Local Authority Voting Member (Virtual)

Advisory Members Present:

Ken Donaldson	(KD)	Medical Director
Rod Edgar	(RE)	Communication & Engagement Manager
Ann Farrell	(AFa)	Local Authority Staff Representative
Mark Kelly	(MK)	Nurse Director
Katy Kerr	(KK)	Chief Finance Officer
Stephen Morgan	(SM)	Chief Social Work Officer
Julie White	(JW)	Chief Officer
Valerie White	(VW)	Director of Public Health

In Attendance:

Kirsty Bell	(KB)	Programme Manager
Viv Gratton	(VG)	Deputy Head of Strategic Planning and Commissioning (Virtual)
Nicole Hamlet	(NH)	Deputy Chief Officer
Amber Murray	(AM)	EA to Chief Officer
Justin Murray	(JM)	General Manager – Mental Health Services (Virtual)
Steph Mottram	(SM)	General Manager – Community Health & Social Care
Gary Sheehan	(GS)	Divisional Manager - Community Beds and Supported Living (Virtual)
Alan Webb	(AW)	Third Sector Representative

Apologies:

Grecy Bell	(GBe)	Registered Medical Practitioner (Primary Medical Services)
Debbie Cochrane	(DC)	Scottish Care Representative
Kim Dams	(KDa)	NHS Voting Member (Vice Chair)
Rhianna Davies-McCrorie	(RD)	NHS Voting Member
Fiona Gardiner	(FG)	NHS Staff Side Representative
Pam Jamieson	(PJ)	Workforce Director
Denis Male	(DM)	Local Authority Voting Member
Karen Martin	(KM)	Unpaid Carers Representative
David Rowland	(DR)	Director of Strategic Planning and Transformation
Paula Stevenson	(PS)	Local Authority Voting Member

1. WELCOME, APOLOGIES AND NOTIFICATION OF SUBSTITUTE MEMBERS

AMcF went through the etiquette of the meeting, highlighting to members the importance when meetings are hybrid to confirm attendance to Amber Murray / Business Support Team.

We have noted our formal apologies above.

Substitute Members:

- Local Authority Voting Member – Andy Ferguson.

AMcF welcomed Alan Webb today from Third Sector Dumfries and Galloway, who is observing today where formal approval will come forward to the next scheduled IJB.

Action: AM

2. DECLARATIONS OF INTEREST

No Declarations of Interest noted.

3. MINUTES OF THE PREVIOUS MEETINGS

The notes from 7th December 2023 were then agreed as an accurate record.

4. ACTION LIST / ROLLING AGENDA

Action plan will be shared following this meeting and updated accordingly.

5. INTEGRATION JOINT BOARD COMMITTEE UPDATES

a) IJB Audit Risk and Governance (meeting 22.02.2024) – Updated by Katy Kerr

KK confirmed this was an update following the committee in February.

The key areas of business were as follows:

- Approval and sign off minutes of meeting of 30th November 2023 shared as **(Appendix 1)**
- Review of the Draft External Audit Plan for 2023/24
- Update from Audit Scotland on the IJB Finance & Performance Report 2024 – Audit Scope
- Update from the Chief Internal Auditor through the Internal Audit Annual Report.
- Update from Governance Officer on a range of activities including the Directions Policy and a range of other governance matters
- Update from the Chief Finance Officer, including an indicative timeline for the annual accounts process

It was highlighted that the scheduled Risk workshop was postponed due to lack of capacity of subject experts. Support is being sought from subject experts to hold this workshop as a matter of priority.

KB confirmed AW has undertaken a refresh of all IJB policies / guidance where a formal update will be brought to the next scheduled Audit, Risk and Governance Committee and then into the next scheduled IJB.

b) IJB Finance, Performance & Quality – (meeting 09.01.2024) – Updated by Andy McFarlane

AMcF highlighted the below from the Draft Minutes from the January Committee.

- Delivery of Right Care Right Place was a key discussion, where a further update will be discussed on today's agenda in terms of Phase 2 as per Directions.
- Discussion took place on all extant Directions with a view to assessing the impact which is captured in the minutes.

c) IJB Strategic Planning Delivery & Commissioning (meeting 16.01.2024) – Updated by Greg Black

GB highlighted to members below that the key areas of business was discussed:

- Approval of minutes from 26th October 2023
- Update from the Strategic Planning Group
- Discussion of performance measures
- Digital Delivery Plan development
- 2023 / 2024 Annual Delivery Plan quarter 2 Progress Report
- Approach to development of the 2024/2025 Annual Delivery plan
- Discussion of approach to Strategic Commissioning Plan 2025 - 2028

KB mentioned the Strategic Planning Group has undertaken a refresh of the membership and refreshed the Terms of Reference and this will come through the next IJB.

Action: AW

Decision:

The Integration Joint Board is asked to:

- **Strategic Planning Group (SPG):**
 - **Noted that an Annual Report was not provided for 2022/23 given the changes to the SPG during this period including a review of membership.**
 - **Supported the proposed approach that an Annual Report for 2023/24 will be presented to the Committee in 2024/25**
- **Digital Delivery Plan Development:**
 - **Noted the Partnership's commitment to develop a Digital Delivery Plan**
 - **Approved the formation of a Short Life Working Group to focus on the development of the Delivery Plan.**
 - **Agreed that the Delivery Plan should align with the 6 priority areas in the Digital Health and Care Strategy, Enabling, Connecting and Empowering: Care in the Digital Age, and reflect short-, medium- and long-term goals that align three local areas of work: Ehealth and Digital Futures (which includes work on A2D, ADAM, and the GP IT re-provision); Digital Priorities and Digital Maturity Assessment**
 - **Agreed that a project management approach, provided by the Project Management Office to development and implementation of the Digital Delivery Plan should be adopted with oversight by the Digital Transformation Programme Board.**
- **2023/24 Annual Delivery Plan Quarter 2 Progress Report:**
 - **Noted the 2023/24 Annual Delivery Plan Quarter 2 progress update (with due consideration to the Quarter 1 update submitted in July 2023)**
- **Developing the Annual Delivery Plan 2024/2025:**

- Noted the requirements from the Scottish Government and the planned approach for the development of the local plan.
- **Strategic Commissioning Plan 2025-2028:**
 - Endorsed the two-stage approach to the review of current Strategic Commissioning Plan set out within the paper.
 - Noted the views and advice from the Strategic Planning Group.

d) **IJB Transformation, Innovation and Futures (meeting 13.02.2024)** – Updated by Ian Carruthers.

The key areas of business were as follows:

- Galloway Community Hospital – The proposed review of GCH were noted with concerns around the financial position.

IC and AMcF confirmed the importance of this Committee and feels the engagement within the committee is significant. JW supported the importance; this Committee must focus on any service re-design work given the financial pressures that we are experiencing.

6. FINANCIAL PERFORMANCE UPDATE – QUARTER THREE

KK highlighted to members that 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 January 2024, Quarter Three of financial year 2023 / 24.

This position assesses the forecast financial performance for 2023 / 24 as compared to the original Financial Plan which was approved by the IJB in April 2023. It is recognised the financial position for 2023 / 24 remains incredibly challenging with the level of risk increasing as we move into 2024 / 25.

Quarter 3 position is set out within the Report, no expectations of any changes pre the year end considering the current position.

More detailed forecast to be undertaken in terms of IJB reserves. This will be discussed within next year's position / update. NHS Board will be fully engaged in this.

Budget meeting for the IJB is scheduled for Tuesday 16th April 2024. Discussions are ongoing in terms of the NHS managing the current financial deficit in the form of a saving plans. In reality the NHS uplift set out in the report is causing more challenges.

IC asked will we break even at the end of this financial year, KK confirmed that this will still be a debt for the NHS Board, but not to be repaid until the NHS Board are financially stable and will be paid over the next few years.

Members discussed an agreed for a workshop to be held for IJB Members, where KK to take members through a wider presentation, this could be arranged following the IJB Finance, Performance & Quality Committee on April 9 2024. AM will arrange to get this invite issued.

Action: AM

AF asked the regarding the definition of the previously referenced "*Special Measures*". KK highlighted this is a tailored support arrangement from Scottish Government not special measures at this time.

JW highlighted the work that has been undertaken so far is to develop the plan for next year which is a request from Scottish Government, given the scale of our current deficit we have been tasked with another target, which a number of colleagues have been working on

this is the NHS part of the budget. JW suggested that we do have the above workshop which will allow members to receive the full presentation in terms of the delegated budget and also highlight the savings.

AMcF mentioned difficult decisions / impacts will need to be undertaken, but we must make sure we make the best decisions to mitigate any risks. Also communications must be clear.

Risk will continue to be a large piece of this work all mitigations will be met, to limit any risk.

Decision:

The Integration Joint Board:

- **Took assurance in relation to the update on the financial position, however, recognise that the current in-year gap is projected at £20.071m, which is an improvement from the opening Financial Plan due to the additional funding received from Scottish Government and a change in overall forecast position. Notification has also been received that there are further consequential funding to be distributed to Boards before the end of the financial year; this has not been included in the report at this time.**

There remains considerable risk in relation to the financial position and this is set out in the paper.

- **Discussed the issues contained within this paper.**

7. DIRECTION PERFORMANCE UPDATE

A wide discussion / over view of the Directions were previously discussed at the IJB Finance, Performance & Quality Committee.

Significant work has been undertaken in terms of the 33 extant Directions; a focus on closing 20 of these is being worked on and will come through a future IJB.

Direction Governance Procedure has now been approved by the NHS Board and Social Work Committee who are fully engaged and is going to Full Council in March for final formal sign off.

KB suggested at the next IJB in June 2024, an opportunity to go through each individual direction.

Action: KB

11:07 V Gration and G Sheehan joined the meeting virtually.

SM thanked KB for the engagement and confirmed this was well received at Social Work committee and all involvement is welcomed.

Members requested for the Directions to be in the public domain, KB is supportive to look into this.

Action: KB

8. RIGHT CARE RIGHT PLACE COTTAGE HOSPITALS

SM mentioned The Integration Joint Board issued a Direction in September 2023, as part of the Right Care, Right Place: Bed Based Intermediate Care Programme, to work with communities on the future of suspended in-patient services in cottage hospitals.

This paper presents

- an overview of the approach to engagement with communities and stakeholders
- results from the engagement activities between December 2023 and February 2024 which looked at all aspects of intermediate care within our communities including the role of all cottage hospitals
- proposed options for each of the four cottage hospitals with suspended in-patient services which has been discussed with staff / public
- an outline of options appraisal process and timeline
- a proposal to build on the good conversations with communities to further enhance community resilience and sustainable delivery of community health and social care by considering the suggestions and ideas that have resulted from this engagement

VG explained the engagement / themes focussed workshop sessions were undertaken in each of the Home Team areas, the team approached the people who were keen to be involved at the very start who provided details. Most sessions were held in the evenings and were limited to 12 members of the public, some were well attended and other were small numbers. The depth of the conversations / level of detail were robust and helpful in terms of moving forward.

Staff Sessions, action groups and elected members again were also scheduled and hosted in each of the Home Team areas, this has all been collated into a statement of consultation and will be produced at the end of the Consultation process.

Cottage Hospitals have been large areas of discussion. A number of the other themes right back to Summer 2022 from Time to Talk are all linked and the learning that the team would take from the groups is the smaller the group the more detail provided.

VG confirmed through the full programme over 1800 individuals have been spoken to.

There are a number of actions to be completed in each Home Team area, firstly around commissioning flexible beds to provide short term care and support. These will also be used for Step up and down care.

Each community has different needs, proposals in terms of Community Hospitals will differ, GS provided an overview of the proposed options shared across the four areas.

The next stage / plan will be to establish Option Appraisals for each area, GS / colleagues will continue to link with the Communities including local councillors.

VG highlighted the Options Appraisal guidance which is included as Appendix 7. The guidance is robust and they will be considered against what Scottish Government have set out as the 5 critical success factors. The outcomes from this exercise will be presented back to the IJB September 2024 for the decision moving forward.

IC asked in terms of Housing, what level of importance is Strategic Housing, VG / GS and D Rowland have been to a number of the workshops which have been running around the housing this is being reflected into the needs assessment document, the challenge will always be around identifying the support. Extra Care Housing is part of all the discussions, this will be driven through the IJB Transformation, Innovation and Futures Committee.

MK mentioned in terms of the 5 Critical Success Factors from Scottish Government, the main one must be in terms of cost effective and has asked to include the impacts of the different options. Our current workforce should also be linked in as in the ability to deliver the options presented.

AMcF asked do Scottish Government weigh the 5 Critical Success Factors, VG will determine this with stakeholders in the Community and this will be the people involved in the process.

Care and Repair Housing funding was approved at Full Council, and AMcF asked is this included in the Housing Review. GS chairs the Care and Repair Steering Group, where this Grant has been granted, this can run alongside Right Care Right Place, a report setting out this summary position will come back.

Action: GS

SM mentioned an in-patient bed is different to a flexible bed, as it must need medical intervention over a 24 hour basis.

JW highlights the people occupying the in-patient beds at the moment in Community Hospitals require other care, but it is the availability they provide. We must be clear in the Options Appraisal what beds we do have available.

11.59 G MacGregor joined the meeting

AMcF asked in terms of the commissioning requests, we are at the process of the specification is being finalised and procurement colleagues are prepared to share this, this is a straight forward procurement process as we have Contracts already in place.

AF mentioned this is an informal arrangement, we must just be clear regarding the available facilities.

Decision:

The Integration Joint Board:

- **Noted the feedback from engagement activities within each Home Team area between December 2023 and February 2024**
- **Noted the need to reach a more diverse cross section of community during the next stage of consultation**
- **Approved the proposed options for options appraisal for each of the four cottage hospitals with currently suspended in-patient services (Moffat, Thornhill, Kirkcudbright and Newton Stewart)**
- **Approved the outline options appraisal process and timeline**
- **Approved that the Community Health and Social Care Directorate continue to work closely with Home Team area communities to build on the good conversations that have taken place to explore possible areas for development and implementation**

1.07 J Murray joined the meeting virtually

9. COMPLEX NEEDS SERVICE EVALUATION FRAMEWORK

JM highlighted to members that this paper offers an update to the Integration Joint Board in relation to the Complex Needs Service and the development of an evaluation framework for the Service.

In May 2023, the responsibility for Complex Care was transferred to the Mental Health Directorate. Progress to date is to commence implementation of the complex care plan.

Learning Disability Team has a good management structure, but concerns over the next year due to retirements but the future plan for this is currently being worked up.

AF asked in terms of the waiting list for children awaiting a neuro-developmental diagnosis, JM highlighted children do not sit within this Directorate. JW confirmed the Neuro-developmental Assessment Service / pathway this is being developed at the moment and at this stage.

GG asked in terms of 7.4 in the report, do we have an update on the funding by 31st March 2024. JM confirmed an encouraging update has been provided and looks to receive the funding. KK and D Rowland have met with Scottish Government in terms of the impact of this funding.

Decision:

The Integration Joint Board:

- **Noted update in relation to the Complex Needs Service**
- **Noted the Evaluation Framework and its implementation**

10. CHIEF SOCIAL WORK OFFICER'S ANNUAL REPORT 2022 / 2023

SM confirmed the 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 belongs to the Chief Social Work Officer.

SM congratulated the front line members of staff for the work they have undertaken.

IC asked in terms of the next year, what is the next challenge, SM highlighted it would be workforce staff are seeing people in critical need for the services. So supporting staff is the most important part.

VW mentioned when reading the report it highlights how challenging the roles are and our local position in terms of poverty.

We must as colleagues remember to praise and thank our members of staff, which SM will continue to include in his Annual Reports.

Decision:

The Integration Joint Board:

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

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

No AOCB was noted.

AMcF highlighted to members that the meeting today will be J White's last meeting as Chief Officer and thanked and praised JW for all the support she has provided to the IJB.

JW confirmed with members the arrangements for a Interim Chief Officer where a recruitment process is being followed where officers from both NHS and Local Authority were offered the opportunity to submit an expression of interest. Interviews will take place w/c 18th March 2024, and a formal paper will be brought to the IJB in April 2024.

JW looks forward to working with colleagues within her new role as Chief Executive of the NHS Board.

The next meeting of the Formal IJB based on the Budget is on Tuesday 16th April 2024 at 10am – 12noon – Seminar Room 5, Education Centre, DGRI

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