

**Minute of the Dumfries and Galloway Integration Joint Board (IJB) meeting held on  
Tuesday 4<sup>th</sup> June 2024 at 10am – 3pm – Seminar Room 3, Education Centre**

**Voting Members Present:**

|                  |               |  |
|------------------|---------------|--|
| Andy McFarlane   | <b>(AMcF)</b> | Local Authority Voting Member ( <b>Chair</b> )                       |
| Kim Dams         | <b>(KDa)</b>  | NHS Voting Member ( <b>Vice Chair</b> ) ( <b>Virtual</b> )           |
| Greg Black       | <b>(GB)</b>   | NHS Voting Member ( <b>Virtual</b> )                                 |
| Ian Carruthers   | <b>(IC)</b>   | Local Authority Voting Member  |
| Karen Carruthers | <b>(KC)</b>   | <b>Substitute</b> - Local Authority Voting Member                    |
| Gwilym Gibbons   | <b>(GG)</b>   | NHS Voting Member  |
| Bill Irving      | <b>(BI)</b>   | <b>Substitute</b> - NHS Voting Member                                |
| Gail MacGregor   | <b>(GM)</b>   | <b>Substitute</b> - Local Authority Voting Member ( <b>Virtual</b> ) |
| Paula Stevenson  | <b>(PS)</b>   | Local Authority Voting Member ( <b>Virtual</b> )                     |

**Advisory Members Present:**

|                |              |   |
|----------------|--------------|---|
| Ken Donaldson  | <b>(KD)</b>  | Medical Director  |
| Rod Edgar      | <b>(RE)</b>  | Communication & Engagement Manager                                  |
| Pam Jamieson   | <b>(PJ)</b>  | Workforce Director  |
| Nicole Hamlet  | <b>(NH)</b>  | Chief Officer   |
| Fiona Kane     | <b>(FK)</b>  | <b>Substitute</b> - Scottish Care Representative ( <b>Virtual</b> ) |
| Mark Kelly     | <b>(MK)</b>  | Nurse Director  |
| Katy Kerr      | <b>(KK)</b>  | Chief Finance Officer ( <b>Virtual</b> )                            |
| Stephen Morgan | <b>(SM)</b>  | Chief Social Work Officer ( <b>Virtual</b> )                        |
| David Rowland  | <b>(DR)</b>  | Director of Strategic Planning and Transformation                   |
| Alan Webb      | <b>(AWe)</b> | Third Sector Representative   |
| Valerie White  | <b>(VW)</b>  | Director of Public Health   |

**In Attendance:**

|                |             |  |
|----------------|-------------|--|
| Ananda Allan   | <b>(AA)</b> | Performance and Intelligence Manager         |
| Kirsty Bell    | <b>(KB)</b> | Programme Manager                            |
| Amber Murray   | <b>(AM)</b> | EA to Chief Officer                          |
| Alison Warrick | <b>(AW)</b> | Governance Officer                           |
| Kerry Willacy  | <b>(KW)</b> | Strategic Planning and Commissioning Manager |

**Apologies:**

|                 |              |  |
|-----------------|--------------|--|
| Grecy Bell      | <b>(GBe)</b> | Registered Medical Practitioner (Primary Medical Services) |
| Debbie Cochrane | <b>(DC)</b>  | Scottish Care Representative                               |
| Andy Ferguson   | <b>(AF)</b>  | Local Authority Voting Member                              |
| Ann Farrell     | <b>(AFa)</b> | Local Authority Staff Representative                       |
| Chrissie Hill   | <b>(CH)</b>  | Local Authority Voting Member                              |
| Denis Male      | <b>(DM)</b>  | 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.

A discussion was had in terms of the election period, highlighting that due to the requirements around the Pre-Election Period which began on Saturday 25<sup>th</sup> May, reports and associated decisions on subjects including Maternity Services in Wigtownshire and Short Break Services which were planned for the Integration Joint Board meeting of 4<sup>th</sup> June have been postponed until after the General Election on 4<sup>th</sup> July.

## 2. DECLARATIONS OF INTEREST

No Declarations of Interest noted.

## 3. MINUTES OF THE PREVIOUS MEETINGS

The notes from 16<sup>th</sup> April 2024 were then agreed as an accurate record, both IC and GG formally approving.

## 4. ACTION LIST / ROLLING AGENDA

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

AMcF highlighted a query in regards to an action regarding Third Sector within the IJB Transformation, Innovation and Futures Action Plan, AM will link with AWe out-with to update this.

**Action: AM**

## 5. MEMBERSHIP OF IJB COMMITTEES UPDATE

AW highlighted at the meeting of the Integration Joint Board on the 16<sup>th</sup> April 2024, members were informed that Rhianna Davies-McCrorie had decided to withdraw from her position as Voting Member of the IJB.

This has led to vacancies within the membership of the Committees and Kim Dams has kindly worked with other NHS Voting Members to look at providing cover across the IJB and its committees on an interim basis until a solution is sought from the NHS Board, where Bill Irving has formally approved to support, and attended the meeting today.

AM / AW will update all invites / distribution lists accordingly in regards to the below table:

|  |  |
|--|--|
| Integration Joint Board                              | Bill Irving (current substitute voting member) |
| Audit, Risk and Governance Committee                 | Kim Dams (Chair)<br>Greg Black                 |
| Performance, Finance and Quality Committee           | Kim Dams (Vice Chair)<br>Gwilym Gibbons        |
| Strategic Plan, Delivery and Commissioning Committee | Greg Black (Chair)<br>Vicky Keir               |

|  |   |
|--|---|
| Transformation, Innovation and Futures Committee | Gwilym Gibbons (Vice Chair)<br>Vicky Keir |
|--|---|

IC welcomed GG as a member on the IJB Transformation, Innovation and Futures Committee.

Members took into consideration re pressures / consistency within Committees in terms recruiting into a Voting Member Post.

**Decision:**

**The Integration Joint Board:**

- **Noted that Bill Irving, Substitute NHS Voting Member will attend the IJB in the interim**
- **Approved the changes in interim membership of the IJB Committees as outlined in Section 3.3**

**6. INTEGRATION JOINT BOARD COMMITTEE UPDATES**

**a) IJB Audit Risk and Governance (meeting 18/06.2024)**

No update due to committee not taken place yet.

**b) IJB Finance, Performance & Quality – (meeting 09.04.2024) – Updated by Andy McFarlane**

AMcF highlighted to members the key discussions which were had within the Committee as outlined below:

**Directions Performance Update:**

A wide discussion / presentation was presented from Donna Maxwell, Performance Manager in terms of a new reporting format on the performance of Directions where this is tabled for a more in-depth discussion.

NH confirmed a discussion will be had with Operational Leads in terms of the key performance indicators to ensure accurate / validated information is captured.

**Quarterly Community Planning Partnership Performance Update:**

VW will provide updates to the committee from this group, as an action from the committee is on the planner.

**c) IJB Strategic Planning Delivery & Commissioning (meeting 23.04.2024) – Updated by Greg Black**

GB confirmed one of the main discussions was around the Strategic Planning Group, where attendance has been reviewed, membership was highlighted where the written update to the IJB Committee was approved.

**d) IJB Transformation, Innovation and Futures (meeting 14.05.2024) – Updated by Ian Carruthers.**

IC highlighted at the meeting of the Transformation, Innovation and Futures Committee, we received a presentation from the General Manager, Acute and Diagnostics, outlining the progress made in moving to a more sustainable position

with the Medical workforce at the Galloway Community Hospital, as well as the opportunities and challenges that exist with that site.

We also heard from the Interim Chief Officer about the important role that Galloway Community Hospital plays in meeting the needs of the people of Stranraer and the surrounding areas.

The Committee Members confirmed that they wished to see the Galloway Community Hospital continue to meet these needs and instructed the Health and Social Care Partnership to develop plans for this.

While recognising that the IJB, as a public body, cannot make or issue a policy decision during the pre-election period, the Committee would welcome the opportunity to share its views more fully at the earliest opportunity and, if there is agreement, for the IJB can make a strategic commissioning decision and issue an associated Direction to support and formalise this work.

## 7. IJB DIRECTIONS PROCESS REPORT

KB confirmed this IJB Direction Progress Report March 2024 (*Appendix 1*) gives an overview of NHS Dumfries and Galloway's progress and performance relating to the open IJB Directions. This is a first iteration of an update report for the period up to end March 2024 including all extant Directions.

KB went through the Appendix 1 in great details in terms of Directions. KB confirmed the Strategic Planning & Commissioning Team have been supporting KB in regards to refining the Direction detail for reporting, however this is the first iteration where members are asked to critique the detail included.

IC asked in terms of the Directions what are we capturing regarding performance targets / what we can achieve.

KB confirmed to members, there is still a level of discussions needed around all directions, especially at an Operational Level.

NH / SM are working in terms of Adult Social Care Performance Measures, NH asked to include Benchmarking figures. We must have realistic targets in place locally.

DR mentioned in terms of the RAG status, should we include two RAG 1) Progress and 2) Outcome.

AW highlighted all Directions that are issued include the original report where the ask is included as part of the paper, and finance at that stage would not be discussed.

KB will take into account all the comments / discussion today and will do some additional work and will come back with a further update in September 2024 including lessons learnt and re-evaluate.

**Action: KB**

SM mentioned in terms of the link up around directions, scrutinise in terms of performance is key. AMcF, NH and SM to link regarding statutory guidance, AM will schedule this. NH confirmed she will bring back a paper in terms of reviewing the template / process to be clear in terms of measuring.

**Action: AM / NH**

MK thanked the team for the work that has gone into this update, and asked for something are quality to be included.

**Decision:**

**The Integration Joint Board:**

- **Took assurance from the IJB Directions Progress Report on the delivery of the legal directions issued to them by the Integrated Joint Board together and approved to progress status below (Appendix 1):**

|   |    |
|---|----|
| IJB Directions progressing as anticipated     | 8  |
| IJB Directions complete                       | 11 |
| IJB Directions experiencing slippage          | 3  |
| IJB Directions not achieving planned outcomes | 1  |
| IJB Directions superseded or not delivered    | 2  |

- **Approved an updated report to be brought back in September following an update on the discussions today.**

**8. RECRUITMENT PROCESS FOR CHIEF OFFICER / CHIEF OPERATING OFFICER**

PJ highlighted to members this paper is to seek approval from the IJB as to the recruitment process to be followed for the post of Chief Officer to the IJB / Chief Operating Officer for NHS, Local Authority Colleagues are aware of the situation.

Job Description is under evaluation at the moment, when the outcome is confirmed requirement process can go ahead. Process that will be followed will be a close working process with both Health and Local Authority.

When the recruitment stage is confirmed, IJB Members will be invited to be part of the process, IC asked to include a Voting Member, mainly IJB Chair / Vice Chair on the panel, PJ confirmed she is supportive of this.

Members discussed how the post is budgeted and if this is from Health and LA, KK confirmed the post is paid from the Health budget.

**Decision:**

**The Integration Joint Board:**

- **Approved the recruitment process outlined to recruit to the Chief Officer / Chief Operating Officer.**
- **Approved that the recruitment process can commence.**
- **Agreed to an extra ordinary meeting when required to approve the appointment of Chief Officer / Chief Operating Officer in line with Section 10 of The Public Bodies (Joint Working) (Scotland) Act 2014**
- **Agree resource to utilise Solace, the company utilised by Local Authority to support assessment centre processes.**

**9. STRATEGIC COMMISSIONING PLAN 2025 – 2028**

KW attended and confirmed The Public Bodies (Joint Working) (Scotland) Act 2014 places legislative requirements on Integration Authorities to review their Strategic Commissioning Plans at least once in every relevant period. This must be carried out with the involvement of their Strategic Planning Group.

The relevant period for the current Strategic Commissioning Plan is 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2025. This was established when the Integration Joint Board published their current Strategic Commissioning Plan in April 2022.

The Integration Joint Board Strategic Planning Delivery and Commissioning Committee have already endorsed the proposed two-stage approach to the review.

KW went through the timeline which is shared as per Appendix 3.

**Decision:**

**The Integration Joint Board:**

- **Approved the two-stage approach to the review of current SCP set out within this paper.**
- **Noted revised timeline for two stage approach to the review of SCP.**

**10. FINANCIAL VERBAL UPDATE**

KK apologised for there not being a written report, timings were not suitable for June, and a formal update will be shared at the next IJB and the next IJB Finance, Performance & Quality Committee.

Draft numbers are being used at the moment to prepare the accounts, the draft accounts will be shared out following the IJB Audit Risk and Governance meeting on 18<sup>th</sup> June 2024. NHS Board have received brokerage of 23million which a share will be shared with the IJB to close the deficit position, also a level of reserves will be shared from the Social Work position.

A number of risks that the IJB should be aware of at the moment, we are paying the Social Work increased rates for staff up to £12, and was agreed direction by Government, and also a risk on Care at Home Rates, which is beyond what was budgeted for.

Saving plans have been developed and KK and NH have been working with teams both NHS and Local Authority in terms of delivery.

Chief Finance Officers are pushing for allocations to be brought out earlier, and have been advised that 80% of allocations will be out by end of June.

AMcF thanked KK For the update, and looks forward to the written report.

**11. PROPOSAL FOR ANNUAL PERFORMANCE REPORT 2023 / 2024**

AA attended and confirmed under the Public Bodies (*Joint Working*) (*Scotland*) Act 2014, the Integration Joint Board is required to publish an Annual Performance Report each year.

Timeline was included in the paper, AA asked for the IJB to approve the timeline, and all IJB Members can be invited to the IJB Strategic Planning Delivery and Commissioning Committee to approve publication of the final draft. Once this is approved and published, it will go to the NHS Board, Full Council and Strategic Planning Group.

AMcF asked will an easy read option be available, AA confirmed only if requested as we only have a limited resource for easy read.

**Decision:**

**The Integration Joint Board:**

- **Discussed and approved the plan and timescale for the 2023 / 2024 IJB Annual Performance Report.**
- **Delegated authority to the IJB Strategic Planning Delivery and Commissioning Committee to approve publication of the final draft.**

**12. RIGHT CARE RIGHT PLACE UPDATE**

DR presented an update on progress that has been made with the Right Care; Right Place Programme since our last meeting in March of this year.

The presentation focussed on the progress that has been made with Right Care; Right Place, the process that the team is working through and the revised timescale for reporting back to the IJB. AM will share the presentation shared.

**Action: AM**

Members agreed to hold an additional meeting in October to consider the outcome from the consultations, AM will issue an invite for the 29<sup>th</sup> October 2024.

**Action: AM**

IC asked in terms of the consultation process, specifically around Housing / aids and adaptations, aware this is a strategic issue, how do we as an IJB support this. DR confirmed connections have been made with housing colleagues.

FK shared a report in terms of Long Term Care, which AM will share with the notes.

**Action: AM**

**13. DUMFRIES AND GALLOWAY INDEPENDENT ADVOCACY PLAN (ADULT AND CHILDREN / YOUNG PEOPLE)**

Due to timing of the Agenda, DR confirmed there is a statutory requirement under the Mental Health (Care and Treatment) (Scotland) Act 2003, updated 2015, on Local Authorities and Health Boards to ensure the availability of independent advocacy services in their area.

The Mental Welfare Commission Right to Advocacy Report 2023 was published in April 2023 recommends that all Health and Social Care Partnerships have a joint plan, with local authority and NHS Board, in place by 31<sup>st</sup> March 2024.

Papers on the development of the Joint Independent Advocacy Plan have been presented for noting at governance groups including Dumfries and Galloway Council's Children's Services Strategic and Planning Partnership - Executive Group, Health and Social Care Leadership Group, and IJB Strategic Planning Delivery and Commissioning Committee prior to this meeting.

On 15<sup>th</sup> February 2024 the Health and Social Care Leadership Group agreed that to allow sufficient time to process data from engagement activities and go through all necessary governance, the Draft Joint Independent Advocacy Plan would be published by 31<sup>st</sup> March 2024.

DR confirmed any comments for Members to go direct to L Forsyth.

VW asked individuals within Drug & Alcohol are they included in this plan, DR confirmed they are included.

**Decision:**

**The Integration Joint Board:**

- **Noted the Draft Joint Independent Advocacy Plans (*plain English and Easy Read versions*) publication on 31<sup>st</sup> March 2024 enabled us to meet the MWC recommendation.**
- **Approved the Draft Joint Independent Advocacy Plans (*plain English and Easy Read versions*) in Appendix 3 and 4.**

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

No AOCB was noted.

**The next meeting of the Formal IJB is on Tuesday 24<sup>th</sup> September 2024 at 10am – 3pm – The Chambers in Annan Town Hall**

DRAFT