

Minute of the Dumfries and Galloway Integration Joint Board (IJB) meeting held on Tuesday 24th September 2024 at 10am – 3pm – The Chamber Meeting Room, Annan Town Hall High Street, Annan, DG12 6AQ

Voting Members Present:

Andy McFarlane	(AMcF)	Local Authority Voting Member (Chair)
Kim Dams	(KDa)	NHS Voting Member (Vice Chair) (Virtual)
Greg Black	(GB)	NHS Voting Member (Virtual)
Ian Carruthers	(IC)	Local Authority Voting Member
Linda Dorward	(LD)	Local Authority Voting Member
Gwilym Gibbons	(GG)	NHS Voting Member
Bill Irving	(BI)	Substitute - NHS Voting Member
Vicky Keir	(VK)	NHS Voting Member
Gail MacGregor	(GM)	Substitute - Local Authority Voting Member (Virtual)

Advisory Members Present:

Rebecca Aldridge	(RA)	Substitute – Social Work Officer Representative
Greycy Bell	(GBe)	Registered Medical Practitioner (Primary Medical Services)
Debbie Cochrane	(DC)	Scottish Care Representative
Ken Donaldson	(KD)	Medical Director
Rod Edgar	(RE)	Communication & Engagement Manager
Ann Farrell	(AFa)	Local Authority Staff Representative
Pam Jamieson	(PJ)	Workforce Director
Nicole Hamlet	(NH)	Chief Officer
Mark Kelly	(MK)	Nurse Director
Katy Kerr	(KK)	Chief Finance Officer
David Rowland	(DR)	Director of Strategic Planning and Transformation
Alan Webb	(AWe)	Third Sector Representative
Valerie White	(VW)	Director of Public Health

In Attendance:

Kirsty Bell	(KB)	Programme Manager
Laura Boyce	(LB)	Director of Midwifery
Lyn Durrant	(LDu)	General Manager - Women, Children and Sexual Health Services Directorate
Amber Murray	(AM)	EA to Chief Officer
Justine Parkinson	(JP)	Performance and Improvement Manager - Women, Children and Sexual Health Services Directorate
Gary Sheehan	(GS)	Divisional Manager – Community Health and Social Care Directorate

Apologies:

Chrissie Hill	(CH)	Local Authority Voting Member
Stephen Morgan	(SM)	Chief Social Work Officer

1. WELCOME, APOLOGIES AND NOTIFICATION OF SUBSTITUTE MEMBERS

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

Formal apologies were noted and formally documented as part of the minute of the meeting.

2. DECLARATIONS OF INTEREST

The Chair asked for Declarations of Interests where Bill Irving, Voting Member raised a declaration of interest in regards to the Maternity and Acorn House agenda items. Bill Irving in his NHS position forms part of the Women and Children's Management Team however, highlighted that he has no delegated powers related to either of these Services.

The Chair considered this potential conflict and made the decision for Bill Irving to continue to participate. It is important to note that this was raised prior to the meeting following IJB governance procedures.

3. MINUTES OF THE PREVIOUS MEETINGS

The Minute of the meeting of the IJB held on 4th June 2024 was submitted for approval, and agreed as a correct record.

4. ACTION LIST / ROLLING AGENDA

IJB action plan was submitted in advance where two outstanding actions are included as agenda items and will be closed accordingly.

5. INTEGRATION JOINT BOARD COMMITTEE UPDATES

a) IJB Audit Risk and Governance (meeting 28.06.2024 and 17.09.2024)

The Minutes of the meetings were submitted for noting. KK highlighted the key points within the Minutes.

The IJB Audit, Risk and Governance Committee meeting held on 17th September 2024. The key areas of business were as follows:

- **Review of the External Audit Annual Report for 2023/24**
- **Update from the Chief Internal Auditor through the Internal Audit Annual Report.**
- **Review of the NHS Audit and Risk Committee Annual Assurance Statement**
- **Review of the Final IJB Governance Statement**
- **Review of the IJB Annual Report and Accounts 2023/24 (included in separate paper)**
- **Update on an Internal Audit Report – Care and Support at Home (Older Adults) Contract Monitoring Arrangements**
- **Update from Governance Officer on a range of activities including the IJB Draft Risk Management Strategy, Draft IJB Best Value Statement and a range of other governance matters – where it was highlighted that these two items will be brought to IJB scheduled in December 2024 for approval.**

- b) **IJB Finance, Performance & Quality – (meeting 09.07.2024)** – Andy McFarlane, Chair, highlighted the key areas of business as follows:
- **Finance Update**
 - **Direction Performance Update**
 - **Dumfries and Galloway Alcohol & Drug Partnership Annual Reporting Survey**
 - **Contracts Monitoring Report: Third Sector Commissioning Services**
 - **IJB Annual Performance Report 2023 / 2024 – First Draft**
- c) **IJB Strategic Planning Delivery & Commissioning (meeting 23.07.2024)** – David Rowland highlighted the key areas of business as follows:
- **Strategic Planning Group Update**
 - **Strategic Needs Assessment Update**
 - **Non-Registered Third Sector Contract Review Update**
 - **Update on National Work progressing to define Models of Care for Remote, Rural and Island Areas :**
 - **Action:** This update will come back to the first meeting in 2025.
 - **Local Carers Strategy and Delivery Plan**
 - **Supported Accommodation Opportunity Garrick Site, Stranraer**
 - **Action:** It was highlighted by the Chair that the detail of a Direction requires to be brought through the next scheduled IJB for formal approval to issue.
 - **IJB Annual Performance Report 2023 / 2024 – Final Draft**
- d) **IJB Transformation, Innovation and Futures (meeting 13.08.2024)** – IC confirmed a paper will be shared for formal noting at next scheduled IJB.

6. MEMBERSHIP UPDATE

In accordance with Section 10 of the Public Bodies (Joint Working) (Scotland) Act 2014, the Membership of the Integration Joint Board (IJB) was discussed and due process discussed as follow:

AM updated that a review of IJB membership took place due to the following changes outlined below:

- Denis Male, gave notice to stand down as an IJB voting member with effect from the August 2024 where an exit interview will be scheduled – ***awaiting replacement confirmation from the Local Authority Governance Officer***
- Paula Stevenson, gave notice to stand down as an IJB voting member with effect from the August 2024 where again an exit interview will be scheduled – ***Linda Dorward was approved as a new IJB voting member and welcomed at the meeting where an induction will be scheduled.***
- KB highlighted that we continue to have a vacant NHS Voting Member as required by the IJB – where the NHS Corporate Governance Officer confirmed there has been appointment however not formally approved by Scottish Government as yet where a further update will be provided in due course.
- NHS Staff Side Representative – ***approval for Callum MacColl to become a member and AM will link with him regarding all meetings and an induction.***

The IJB Strategic Planning, Delivery and Commissioning Committee will now require a nominated Vice Chair due to the change in voting members; where members approved that that LD will take on this role, and also be the Representative of the IJB at the NHS Public Health Committee.

Action: AM

Following previous discussion regarding the following vacancies, adverts were managed by the Communication Team to recruit members as per Public Bodies Act (2014) as follows:

- Service User Representative
- Unpaid Carer Representative

Action: AM

KB noted that we are going to take a more formal approach to recruiting into these positions with a job advert and outline of the role and responsibility where a further update will come into the next scheduled IJB.

Action: KB / AM

Decision:

The Integration Joint Board:

- **Approved the Local Authority voting membership changes**
 - Refer to approved changes above
- **Discussed the NHS Voting Member vacancy as outlined above**
- **Discussed plans to appoint the 3 vacant representatives**
 - **Service User Rep**
 - **Unpaid Carer Rep**
 - **NHS Staff Side Rep**

7. IJB DIRECTIONS PROGRESS REPORT

KB provided an update on 10 extant Directions, where it was highlighted that unfortunately there has been limited support in terms of a Performance Officer due to other pressing priorities however, this is now rectified:

- **IJBD1905: Day Services** – Approved the closure of this Direction as delivered / achieved with evidence
- **IJBD2003 Implement the D&G IJB Digital Health and Care Strategy 2020 – 2024** – Approved the closure of this Direction, as we have the strategy in place and a national strategy to which a Digital Delivery Plan in place, where this is monitored through the Digital Steering Group and updates are provided to IJB Transformation, Innovation and Futures Committee.
- **IJBD2102: Investment in Care and Support Services (CASS)**- This was not approved to close (reference points below).
- **IJBD2103: Short Term Assessment and Reablement Service** - This was not approved to close(reference points below).

LD requested a forensic report for CASS / STARS before these Directions are approved for closure. Agreement from members with this approach and a full update will be taken via IJB Finance, Performance and Quality Committee.

Action: KB

- **IJBD2301: Carers Funding** – Approved the closure of this Direction as delivered / achieved with evidence
- **IJBD2115 - eCommunication** – Discussion took place to ask whether the level of text messages are capped where assurance was given that this isn't the case however, if further rollout to other teams to adopt this would incur a cost in terms of SMS Messages. Approved the closure of this Direction as delivered / achieved with evidence.
- **IJBD2301: Community Treatment and Care Service (CTAC)** – Approved the closure of this Direction as delivered / achieved with evidence.
- **IJBD2116 – Business Modernisation** – A discussion was had in regards to this Direction also being directed to the Local Authority, and it was agreed that but approved the closure of this Direction. However, a request to work up another

Direction in terms of how we can make our system as efficient as we can such as the use of Digital solutions.

KB will arrange to update as per the above.

Action: KB

11:01am K Dams, Vice Chair, joined the Board virtually.

8. IJB POLICIES UPDATE

KB confirmed the policies and procedures presented today are in the main legally binding documents which the Integration Joint Board is required to have in place where the IJB Audit, Risk and Governance Committee have reviewed and give recommendation for IJBs approval – this was tabled at the IJB Committee on 28th June 2024.

AMcF asked in terms of the new members agreed today they must complete the Registers of Members of Interest. KB will complete this is part of the induction process.

The Risk Management Strategy and Best Value Statement is due to come back to the IJB scheduled in December 2024.

Decision:

The Integration Joint Board:

- **Approved the governance documents outlined below:**
 1. **Standing Orders**
 2. **Complaints Handling Procedure**
 3. **Records Management Policy**
 4. **Expenses Procedure**
 5. **Code of Conduct**
 6. **Register of Members Interest**
 7. **Freedom of Information Policy**

9. FINANCIAL PERFORMANCE UPDATE – QUARTER ONE

KK mentioned 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 Quarter One of financial year 2024 / 25. This position assesses the forecast financial performance for 2024 / 25 as compared to the original Financial Plan which was approved by the IJB in April 2024. It is recognised the financial position for 2024 / 2025 remains incredibly challenging and there are a number of significant emergent risks since this initial budget was agreed.

Delegated Council Budget is a risk and is also highlighted within the report.

LD asked in terms of the continued prescribing costs, this is the key concern and risk. GP prescribing more so from CoVID has increased significantly; work is ongoing to manage this risk / area.

GB highlighted a number of the difficulties around primary care prescribing where a wide conversation was then had with members.

Financial Recovery Sessions have been held with staff members, no messaging / updates with the member of the public, however this is a key focus to ensure Public Messaging.

Action: KK

There was a discussion about ensuring that the Public are involved in how we manage this significant risk and AW mentioned maximising resources, and including Third Sector. NH

raised a comment in terms of the Strategic Needs Assessment, as everyone should be down the middle of this in terms of innovation.

A number of the advisory members discussed a number of options / changes that could possibly be reviewed to potential raise solutions.

AW mentioned in terms of an engagement process not a consultation process should be arranged with the Public.

AM noted in terms of the National Flexible Framework, where this was approved virtually by voting members and tabled formally today.

Decision:

The Integration Joint Board:

- **Gave assurance that 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 £20.079m.**
- **Approved the use of IJB reserves of £920k to support the award of the contract for the National Flexible Framework (NFF) to Care at Home Providers (as previously agreed virtually) and to note that the full year costs of £1.7m will require to be recognised as part of the budget setting process for 2025 / 2026 as there is no recurring funding to support this increase. Note this approval has already been requested in the paper on the NFF shared to members virtually.**
- **Discussed the issues contained within this paper.**
- **Noted a more detailed discussion on the financial position is scheduled for the Finance, Performance and Quality Committee scheduled for the 8th October 2024.**

10. ANNUAL ACCOUNTS 2023 / 2024

KK confirmed this paper presents the Annual Accounts for the Integration Joint Board for the 2023 / 2024 financial year.

The paper was tabled at the last IJB Audit, Risk and Governance Committee, and was scrutinised by IJB Chair, Director of Finance and Interim Chief Officer where signing off accounts formally after the meeting today.

Decision:

The Integration Joint Board:

- **Approved to adopt and approved for publication and submission to the Scottish Government Health and Social Care Directorate, the IJB's audit Annual Accounts for the financial year ended 31st March 2024 (Appendix 1) which have been reviewed and scrutinised by the IJB Audit, Risk and Governance 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 2023/24 (Appendix 2).**
- **Approved the Chair and Chief Officer of the IJB to sign the letter of representation to the External Auditors (Appendix 3).**

13:15pm L Boyce, L Durrant, J Parkinson and G Sheehan joined the Board in person.

11. FINAL ANNUAL PERFORMANCE REPORT 2023 / 2024

DR noted that the Performance Report was approved as delegated to IJB Committee therefore this is brought to the Board for assurance.

DR highlighted Under the Public Bodies (Joint Working) (Scotland) Act 2014, the Integration Joint Board is required to publish an Annual Performance Report each year.

Decision:

The Integration Joint Board:

- **Gave assurance the 2023 / 2024 IJB Annual Performance Report Final report goes for publication and distribution to the NHS Board and Local Authority**

12. MATERNITY SERVICE REVIEW – WIGTOWNSHIRE

Following discussion at the Integration Joint Board on 27th September 2023, a Direction was issued for NHS Dumfries and Galloway to undertake formal consultation on two options for Maternity Services in Wigtownshire following an extensive engagement period earlier in the year; this was inclusive of an options appraisal.

LB confirmed this paper is to provide the output from the consultation process and is presented for discussion and approval of either Option 1 / Option 2 – to then produce a Direction with EQIA on the chosen option to NHS Dumfries and Galloway.

LDu highlighted the key points following the options appraisal, where consultation was carried out with national colleagues, stakeholder events were well attended but from a public perspective the uptake was extremely low as outlined in the paper.

Both Options are highlighted below:

- **Option One** - represents the birthing service currently available in Wigtownshire. It would comprise continued care provision from Community Maternity Hub (*Oak Tree Family Centre*) and support for home births, but with no provision for intrapartum care within Galloway Community Hospital.
- **Option Two** - would comprise the continued care delivery from a Community Maternity Hub (*Oak Tree Family Centre*), with the addition of a planned, on call birthing option for low risk births only from within Galloway Community Hospital.

LDu outlined that following CoVID, the 2 Rooms previously used by Maternity Services have been used for surge capacity, which have reduced transfers to DGRI.

LB highlighted the Birth Rate across Scotland has reduced this in the Wigtownshire locality is a real terms reduction of 32% of Births since 2012. Recent figures illustrate only 23% of the Births on the total case load would have met the criteria of 'low risk'. A discussion regarding Births on the roadside was had where LDu confirmed the National Data confirms we are not an outlier, and 0.72% of Births, region wide within Dumfries and Galloway were born before arrival during the period of review with national comparative data being 0.67%.

MK provided members with a professional advice as an advisory member. This is about the sustainability in terms of delivery within the current workforce, financial situation and risks. The feedback received thus far has been well received.

AMcF mentioned that despite interest from the media there was a low update, from the Public in terms of the consultation process on the options.

VK confirmed she has linked with a number of the Maternity Staff where the feedback on their preferred option is Option 1.

Sleeping Giants were engaged in the process to create the level on transparency and individuals were asked to rate the scale of the impacts / risks.

13:48pm G Black dropped off Board due to connection issues, where he highlighted he will join when he can – we continued to be quorate

LB highlighted recruitment for Community Maternity Staff has not been fruitful which illustrates the current situation region wide with recruitment issues.

LD asked with regards to reviewing the Service no matter the approved option, what process is in place to enable this to take place. KB responded to LDs ask to note we have an Annual Governance Assurance process in place.

KD highlighted the differences between a pregnant person being transported by ambulance as an emergency and a internal transfer risk if at Galloway Community Hospital where there may be a significant delay in transferring from GCH as timing classification is different.

13:56pm G MacGregor left Board for another commitment.

AMcF opened up to Voting Members where there was a consensus of a decision on Option 1 from Voting Members.

Decision:

The Integration Joint Board:

- **Noted and considered the key findings from the consultation final report, alongside the consultation programme output summary report**
- **Considered NHS D&G's ability to implement a model and the associated timeline and resource requirement to make a decision on the future model of Maternity Care in Wigtownshire**
- **Decision on Option 1 from Voting Members. A Direction to NHS D&G will be drafted on Option 1 for maternity care in Wigtownshire**

13. SHORT BREAKS SERVICE REVIEW

LDu highlighted to members this has also been an ongoing concern / discussion for this IJB for some time.

This paper sets out potential options for consideration for the future model of Short Breaks in recognition of the financial viability of the options from the Action for Children report:

- **Option 1** - Continue to offer a nurse led 5-day Service (*post pandemic*) with financial savings of approximately 200k (from Health budget) together with

enhancing the workforce and the use of the current estate whilst maximising the offer of person-centred care across child health services, ensuring best value.

- **Option 2** - Commission a service review of what is deliverable and sustainable for the Short Breaks Service (*given that the initial options appraised some 5 years ago are not financially viable*).

Acorn House currently has 10 beds, however these are all not 'staffed beds'.

This is an integrated financial budget, so is a shared agreement between Local Authority / NHS as no additional funding would be needed for the Neuro- Developmental Service.

AW mentioned following conversations with a number of Third Sector Representatives the preferred option would be Option 1. AW also highlighted an amendment to the paper to include Carers Support for health and wellbeing to be included in section 6.

MK highlighted as a Professional Advisor he is supportive to take forward both options, however financial modelling must be considered in terms of best value.

VK gave an update in terms of the difficulties children's and parents face without a diagnosis, where the length of time for diagnosis causes long term issues / delays for families.

This was opened up to Voting Members:

LD, Voting Member confirmed Option 1.

BI, Voting Member confirmed Option 1

VK, Voting Member confirmed Option 1

IC, Voting Member supported MK points around both Options being appropriate. However, confirmed Option 1.

GG, Voting Member raised his anxiety in terms of the length of time this service review taken therefore confirmed Option 1.

AMcF, Chair confirmed decision made by the Voting Members as preferred option is Option 1.

Decision:

The Integration Joint Board:

- **Approved formally close down the previous Short Breaks Review and associated three options commissioned by the IJB undertaken by Action for Children. This is due to the agreement at the IJB Finance, Performance and Quality Committee that none of these options are fully deliverable within the current financial and staffing constraints and there is a need to reconsider the overall model.**
- **Agreed to issue a direction on option 1 as the approach to the future of the Short Breaks Service Model:**
 - **Option 1: Continue to offer a nurse led 5-day Service (post pandemic) with financial savings of approximately 200k together with enhancing the workforce and the use of the current estate whilst maximising the offer of person-centred care across child health services, ensuring best value.**

14. RIGHT CARE RIGHT PLACE – FLEXIBLE BED UPDATE

GS attended and provided a presentation with an update on the above, AM shared this round members.

Action: AM

Key points highlighted were:

- 27th September 2023 – IJB issued a direction to commission 31 flexible beds to provide intermediate care, subject to budget provision being identified in the 2024 / 2025 budget setting process.
- Flexible beds will provide step up support, step down support, end of life care and respite care according to the needs of the individual with in-reach multi-disciplinary support provided from Home Teams.
- Original high level plan for commissioning 31 flexible beds across Dumfries & Galloway assumed that flexible beds would be distributed across all Home Team areas as follows:

Home Team(s)	Proposed Numbers	Flexible	Bed
Rhins	3		
Machars	6		
Stewartry	5		
Mid & upper Nithsdale	7		
Dumfries North & South	6		
Mid & Upper Annandale	2		
Lower Annandale & Eskdale	2		
Total:	31		

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

- **2025 IJB Meeting Dates** – Shared for approval, Members were asked to confirm with AM by COP 27th September with any concerns prior to being confirmed in diaries.

The next meeting of the Formal IJB is the Extraordinary one on Tuesday 29th October 2024 at 10am in Seminar Room 4, Education Centre, DGRI.