

Minute of the Dumfries and Galloway Integration Joint Board (IJB) meeting held on Tuesday 4th March 2025 at 10am – 5pm – Seminar Room 4, Education Centre, DGRI

Voting Members Present:

| | | |
|----------------|--------|--|
| Andy McFarlane | (AMcF) | Local Authority Voting Member (Chair) |
| Kim Dams | (KDa) | NHS Voting Member (Vice Chair) |
| Ian Carruthers | (IC) | Local Authority Voting Member |
| Linda Dorward | (LD) | Local Authority Voting Member |
| Chrissie Hill | (CH) | Local Authority Voting Member (Virtual) |
| Vicky Keir | (VK) | NHS Voting Member |

Advisory Members Present:

| | | |
|-----------------|-------|---|
| Debbie Cochrane | (DC) | Scottish Care Representative |
| Nicole Hamlet | (NH) | Chief Officer |
| Mark Kelly | (MK) | Nurse Director |
| Katy Kerr | (KK) | Chief Finance Officer |
| Stephen Morgan | (SM) | Chief Social Work Officer |
| David Rowland | (DR) | Director of Strategic Planning and Transformation |
| Alan Webb | (AWe) | Third Sector Representative |
| Valerie White | (VW) | Director of Public Health (Virtual) |

In Attendance:

| | | |
|--------------------|-------|--|
| Kirsty Bell | (KB) | Programme Manager |
| Alec Campbell | (AC) | Substitute - Communications Team Lead |
| Gill Coupland | (GC) | Strategic Planning & Commissioning Manager |
| Lynsey Fitzpatrick | (LFi) | Equality and Diversity Lead |
| Liz Forsyth | (LF) | Strategy Support Manager |
| Lisa Kirkpatrick | (LK) | Transforming Primary Care Programme Manager |
| Steph Mottram | (SMo) | General Manager – Community Health and Social Care |
| Amber Murray | (AM) | EA to Chief Officer |
| Kerry Willacy | (KW) | Strategic Planning and Commissioning Manager |

Apologies:

| | | |
|----------------|-------|--|
| Grecy Bell | (GBe) | Registered Medical Practitioner (Primary Medical Services) |
| Greg Black | (GB) | NHS Voting Member |
| Gwilym Gibbons | (GG) | NHS Voting Member |
| Ken Donaldson | (KD) | Medical Director |
| Rod Edgar | (RE) | Communication & Engagement Manager |
| Pam Jamieson | (PJ) | Workforce Director |
| Ann Farrell | (AFa) | Local Authority Staff Representative |
| Callum Macoll | (CM) | Staff Side Representative |

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.

AMcF highlighted this was his last meeting and asked to record his gratitude to all involved, where this was reciprocated from Officers, Advisors and Voting Members.

2. DECLARATIONS OF INTEREST

The Chair asked for Declarations of Interests where all members confirmed nothing to highlight.

3. MINUTES OF THE PREVIOUS MEETINGS

The Minute of the meeting of the IJB held on 17th December 2024 were submitted for approval, and agreed as a correct record, with a small amendment which VW will issue to AM.

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.

AM highlighted one outstanding action regarding *The Best Value Statement* email reminder will be issued again to Chairs / Leads.

5. INTEGRATION JOINT BOARD COMMITTEE UPDATES

- a) **IJB Audit Risk and Governance – (meeting 25.02.2025)** – Kim Dams provided an update, highlighting the salient points from the Committee. A meeting is scheduled to discuss Audit timelines prior to retirement of Chief Finance Officer.

KK confirmed an update on recruitment to the Chief Finance Officer will be formally tabled at the exceptional meeting of the IJB in April 2025. The NHS Director of Finance Role is being advertised without the Chief Finance Officer where these roles are now separate and not dual.

NH provided assurance that she is currently discussing interim arrangements and also future plans for recruiting a Chief Finance Officer.

- b) **IJB Finance, Performance & Quality – (meeting 07.01.2025)** – Kim Dams also provided an update due to AMcF being an apology, highlighting the salient points within the notes attached.

- c) **IJB Strategic Planning Delivery & Commissioning (meeting 21.01.2025)** – David Rowland highlighted the key areas of business which was set out within the report.

Key points were discussed:

- **Strategic Planning Group Update**
- **Annual Delivery Plan 2025/26 – Scottish Government Guidance and Local Approach**
- **Refresh of the Strategic Commissioning Plan**
- **Carers Strategy Delivery Plan**
- **Palliative Care Strategy**
- **Health and Social Care Workforce Plan Update**

The Integration Joint Board is asked to:

- **Noted this update from the IJB Strategic Planning, Delivery and Commissioning Committee.**

d) **IJB Transformation, Innovation and Futures (meeting 18.02.2025)** — Ian Carruthers highlighted the key areas of business which was set out within the report.

Key points were discussed:

- **Assessment of the Effectiveness of Integration and Proposed Actions**
- **Community Planning Update** – AMcF mentioned that Officer's themselves should provide updates
- **Scottish Government Population Health Framework** – VW confirmed a refreshed invite has been shared with IJB Members on 26th May 2025
- **Draft Equality Act Specific Duties Papers** – This paper was shared as an appendix
- **DGHSCP Participation and Engagement Activity Quality Report**
- **Place Based Planning – Workshop was held**

LFi mentioned in terms of the report which was shared, mainstreaming equality should be part of the day to day structures, behaviour and culture of an organisation, and contributes towards continuous improvement and better performance.

The purpose of this paper is to outline the legal duties on the Integration Joint Board to comply with the Equality Act 2010 (*Specific Duties*) (Scotland) Regulations 2012.

The attached report provides information on the steps taken to comply with the legislation, particularly around the publication of a mainstreaming report and the development of a set of equality outcomes for 2025-2029.

LFi confirmed she links with a number of forums / parties.

A discussion was had around the impact on Directions, full level of detail is required, and we must capture inequalities.

The Integration Joint Board is asked to:

- **Noted this update from the IJB Transformation, Innovation and Futures Committee.**
- **Agreed to the IJB Transformation, Innovation and Futures Committee leading a piece of work to embed prevention, early intervention and the reform themes into the Directions that will be set for 2025/26.**
- **Approved the publication of the Joint NHS / Integration Joint Board Equality and Diversity Mainstreaming and Equality Outcomes Report for 2025 (appendix 1).**

10.30am L Fitzpatrick left the meeting

6. IJB DIRECTION PROGRESS UPDATE – NEW DRAFT DIRECTIONS

KB highlighted the main body of this report was presented at the IJB Transformation, Innovation and Futures Committee on 18th February 2025, where this summarises progress towards improving the effectiveness of integration by ensuring adherence to the statutory guidance on Directions.

Officers have redesigned the Directions template to capture this information more effectively where a draft of the new template which was shared as Appendix 1.

Additionally, KB gave a brief update on the progress of Maternity Services and Short Breaks Directions.

- **Maternity Services (Wigtownshire)** – discussions taking place with SAS to formalise a bypass protocol. All maternity patient facing materials have removed any reference to the Glenoch, these are available on the website and a draft EQIA.
- **Acorn House** – the budget has been amended and savings realised. Furthermore, the staff on fixed term contracts will go through a recruitment process to become permanent and a permanent Band 7 Senior Charge Nurse now in post.

The NDAS (neuro developmental assessment service) hub has now moved into the other half of the estate.

Organisational change process will commence summer 2025 to review current Job Descriptions for Acorn House staff with the opportunity to develop NDAS into substantive duties.

KB due to meet all General Managers on Thursday 13th March 2025 to run through all Directions.

Direction workshop held on 14th February 2025, a number of actions were provided and are being worked on, KB mentioned scheduling another workshop in terms of capturing Impact Assessments / Financial Risks.

Action: KB

IC thanked for all the support that has been provided in terms of Directions and within the Committees.

DR and VW mentioned this is a helpful template, but asked for Strategic Commissioning Intentions to be included / matched.

Action: KB

KB will take an update on the Directions Template and process into Health and Social Care Partnership, Senior Leadership Team for Council and Board Management Team, AM will link KB into the appropriate agendas.

Action: KB / AM

VK has asked for a discussion out with regarding the update in the report about staffing within Acorn House.

Action: KB / VK

CH asked when the report will come back around Acorn House and will NDAS be part of this update. KB confirmed impacts and implementations have been highlighted and will be part of the report.

Action: KB

Decision:

The Integration Joint Board:

- **Noted the progress in relation to the approach taken to develop a Core Suite of Directions to improve the effectiveness of integration in Dumfries and Galloway and ensuring adherence to the Statutory Guidance.**
- **Approved the new Directions Template (Appendix 1).**
- **Noted the brief 6 monthly update on Maternity Services and Short Breaks Directions.**

7. MEMBERSHIP UPDATE

The Chair and Vice Chair of the Integration Joint Board are appointed in line with the terms agreed within the Integration Scheme where the Chair / Vice Chair hold office for a period of 2 years, the Chair / Vice Chair of the IJB alternate between both parties.

The term for both the Chair and Vice Chair is due to come to an end 31st March 2025, therefore we are asked to nominate and ratify both appointments.

AMcF nominated Kim Dams as Chair of the IJB for the next 2 years, where IC was a seconder of this nomination.

CH nominated Ian Carruthers Local Authority Member as Vice Chair, where VK was seconder.

KB / AM will do a piece of work in terms of the Chairs / Vice Chairs / Members within the IJB Committees and will confirm with them. This will be a formal membership update at the extraordinary meeting on the 15th April 2025. KB will link with Local Authority too in terms of new Council Members.

Action: KB / AM

Decision:

The Integration Joint Board:

- **Nominated and approved the appointment of Kim Dams, NHS Non Exec Member to the position of IJB Chair**
- **Nominated and approved a Ian Carruthers Vice Chair for the terms of 2 years**

8. FINANCIAL PERFORMANCE UPDATE – QUARTER THREE

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 Three of financial year 2024 / 2025.

This report details the opening Financial Plan position for Dumfries and Galloway IJB for 2024 / 2025. The Financial Plan was approved at the IJB in April 2024 and set out an estimated projected financial gap for 2024 / 2025 of £20.079m. The plan identified a savings target of £20.857m which must be achieved to reduce the deficit to that level.

KK highlighted the key points within the 7 tables that were included in the report.

Further IJB Financial Workshop will be held within the IJB Finance, Performance & Quality Committee on the 8th April, Invite will be extended to all IJB Members.

Action: AM

SM mentioned in terms of the Social Work finance and the balances is important but are fully aware of the challenges and difficult decisions will be required to be taken, echoed by NH.

Adult Social Work Visioning Piece is still ongoing and also fully includes the challenges, spend to save is a challenge this will go to Scottish Government as part of the Unscheduled Care Programme, also NHS Board and Local Authority SLT.

National Insurance is a challenge at the moment, AW mentioned in Dumfries and Galloway Third Sector has been looking into this in terms of the commissioning value. Members / officers are encouraged to open up early conversations in terms of preventative situations.

A full in depth conversation was had with a number of members and officers in terms of the Budget, highlighting the Financial challenges, where this has been discussed in a number of different forums.

Reform – we must look at doing things differently, both NHS and Local Authority must start to change and do things differently and must be bold with ideas, the Adult Social Care Visioning has been discussed numerous times and is not new, NH highlighted we must drive change at pace.

MK recognised the amazing work the staff are delivering at the moment in this current situation.

Members discussed regarding the cost / value of treatment and medication.

Decision:

The Integration Joint Board:

- **Noted and took assurance in relation to the update on the financial position and the measures being taken, however, recognise that the current in-year gap has increased to £31.6m given the latest forecast on operational budgets overspend and allocation reductions.**

12:21pm L Forsyth and K Willacy joined the meeting in person

9. DRAFT CARERS STRATEGY DELIVERY PLAN

LF highlighted and confirmed it is a legal requirement that the Integration Joint Board have a Local Carers Strategy.

The Dumfries and Galloway Carers Strategy 2025 – 2028: *'More of the same won't do'* was approved by the IJB on 17th December 2024.

A draft Carers Strategy Delivery Plan with initial budget information was attached, they were developed with Carers and Carers organisations.

Strong engagement was underway with Carers, and they have been fully part of this Delivery Plan, this is a legal requirement, failure to support Carers could cause significant risks for carers.

Following approval today this will be published on our Health and Social Care Partnership website.

AMcF thanked the team for the work that has undergone into this Strategy Delivery Plan, and has been well received. DR echoed this comment and commended this piece of work on behalf of the Integration Joint Board.

Members mentioned this was an easy strategy to read, VW asked around Quarterly Reporting, is this an added value, LF confirmed not all asks are quarterly.

KB highlighted this Direction Supersedes the Carers Strategy one which had been ongoing for a number of months now.

Decision:

The Integration Joint Board:

- **Approved the final draft Carers Strategy Delivery Plan, including the actions, timeframes and performance measures.**
- **Approved the proposed Direction in relation to delivery of the Carers Strategy and Delivery Plan to both Parties.**

10. STRATEGIC COMMISSIONING PLAN – 2025 - 2028

Strategic Commissioning Intentions (SCIs) have been the main focus, KW went through the SCIs which were included in Appendix 1, the order and numbers of these have been amended and none of the Strategic Commissioning Intentions from previous years have been lost they are all included.

IC asked in regards to the Strategic Commissioning Plan, it should reflect and have a model of care

Decision:

The Integration Joint Board:

- **Approved and adopted the new Strategic Commissioning Plan 2025 – 2028 (as set out in Appendix 1).**
- **Noted that a communication plan has been developed and the new SCP will be shared with delivery partners.**
- **Remitted the Chief Officer to share the new SCP with Dumfries and Galloway Council and the NHS Board to ask that all plans for service change fully reflect the agreed model of care and demonstrate progress against the Strategic Commissioning Intentions where appropriate.**
- **Approved that, following this review of the SCP, there is no need for substantive changes to the SCP until the end of this relevant period in 2028.**

1.30pm following lunch L Forsyth, G Coupland and L Kirkpatrick joined in person.

11. DEVELOPING A LOCAL VISION FOR SUSTAINABLE GENERAL MEDICAL SERVICES

DR confirmed following the meeting in December where an update was provided, a team has been developed to take this work forward, including Communication and Intelligence.

Presentation was shared prior to the meeting, GC provided an overview of the key points, themes and feedback within the presentation, prior to a formal update coming back.

AMcF opened this up to questions from Members.

MK raised a plea for Digital to come first, and asked for colleagues to look into what other countries are doing.

DR confirmed the drive to move this forward was from the National Network, to share all intelligence all this will be shared into the IJB.

LD asked in terms of AI, this is fully included in the work, DR confirmed the new Microsoft Licence will include all this.

KD mentioned target numbers, do we have an idea how many we are keen to link with in terms of the consultation. DR highlighted a survey was issued when undergoing the consultation from RCRP which was useful and was a lesson learned and will be used.

12. RIGHT CARE RIGHT PLACE PROCESS UPDATE – FEBRUARY 2025

SMo mentioned In October 2024 the Integration Joint Board approved proposals resulting from the *“Right Care, Right Place”* consultation. This report provides the IJB an outline of the progress in the first 4 months since this decision was made, SM confirmed they are on target for the progress months.

Key points below were highlighted:

MOFFAT

- GP Practice work tendered, awarded & commenced: Work now ongoing – moves scheduled for April 2025.
- Plan for Home Teams Accommodation linking to completion of work: ongoing – space identified (awaiting completion gong GP accommodation)
- Space and introduction of Virtual Clinic Space: space identified and logistical and service planning ongoing
- Vaccination accommodation: complete

THORNHILL

- Home Teams Accommodation: complete
- Space and introduction of Virtual Clinic Space: space identified and logistical and service planning ongoing
- Vaccination accommodation: complete

KIRKCUDBRIGHT

- Home Teams Accommodation: complete
- Space and introduction of Virtual Clinic Space: space identified and logistical and service planning ongoing
- Vaccination accommodation: complete

NEWTON STEWART

- Home Teams Accommodation: complete
- Space and introduction of Virtual Clinic Space: space identified and logistical and service planning ongoing
- Vaccination accommodation: complete
- Signage being changed to reflect Community Hubs

- Feedback obtained from other Directorates and now actively working to accommodate needs through planning of use of space and any alteration / equipment necessary (this includes virtual clinic space).
- Progressing Day Hospice sessions at hubs linking with paper completed by Strategic Planning outlining potential delivery models. This will also link with proposals for frailty services currently being considered.
- Draft proposals completed outlining delivery of IV Therapies / OPAT at Newton Stewart completed Lead Nurse which will form the basis of plans for other hubs.
- Finance Team audit of equipment left / stored in former ward / hospital areas to confirm value and potential redistribution (limited numbers).
- Community Engagement plan in development to be rolled out by Strategic Planning Colleagues..
- Links made with Art Strategy Group to consider holistic projects to support “feel of the hubs”
- Links made with Third Sector to explore East Renfrew Model front door access into in the community.
- Scoping completed for outpatient services to introduce Mental Health and Women & Children services.
- Early intervention scoping with Active Lives programme

The following risks have been identified:

- Failure to identify services to deliver Virtual Consultations
- Failure to deliver successful well utilised Community Hubs
- Limited finance to undertake any changes that may be required to adapt / enhance facilities

Completion of 3 to 6 months implementation plan to include:

- Finalise Moffat campus following on from GP moves
- Finalise proposals for Day Hospice
- Finalise Outpatient delivery programme with Mental Health & Women & Childrens
- Develop proposals for Third Sector new models for front door of the community
- Engagement with Communities for feedback on initial proposals and priority areas for communities

SM asked in terms of Month 3 to 6, it is really exciting and real engagement for the Community and thanked the team for the work that has been undergoing to get us working differently and should help delivery things in the community more rapidly.

KD thanked SM and her team for the work that has happened and asked have the teams received any feedback so far. Staff have been fully engaged and League of Friends also been involved in the progress.

Communication regarding the progress is due to be issued this afternoon.

These hubs are going to be the interface of the new model involving Primary Care. We are keeping it as simple as possible and they are all being called Community Health and Social Care Hubs.

AW confirmed Third Sector are keen to be fully involved, they have something in place at the moment in terms of what the Sector can provide.

Decision:

The Integration Joint Board:

- Discussed and noted the progress so far in respect of Right Care, Right Place

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

No AOCB was noted at this point of the meeting.

The next meeting of the Formal IJB is on Tuesday 3rd June 2025 at 10am, with an additional IJB Scheduled on the Budget on Tuesday 15th April 2025 at 9am.

WORKSHOP SESSION – INTEGRATION SCHEME

Led by Vicky Freeman – and brief notes from this workshop will be shared following the workshop.

DRAFT