# Dumfries and Galloway Integration Joint Board

# IJB Directions Governance Procedure (Recording, Monitoring and Management of Directions)

# September 2026

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| 1.1 | September 2025 | Revised governance procedure for Directions | Kirsty Bell |
| 1.2 | September 2026 | Revised governance procedure for Directions based on new Integration Scheme April 2026. | Donna Maxwell |
| | | | |

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## Introduction

This procedure sets out the process for formulating, approving, issuing, recording, monitoring, amending and closing directions for the Dumfries and Galloway Integration Joint Board to NHS Dumfries and Galloway, Dumfries and Galloway Council or both constituent authorities.

The IJB agreed a new set of IJB Directions in June 2026 based on a new Integration Scheme, approved by Scottish Ministers in April 2026. Dumfries and Galloway Health and Social Care Integration scheme April 2026

## New IJB Directions (September 2026)

New Directions based on functions and service within the new Integration Scheme comply with the Statutory Guidance on Directions from the Health and Social Care Integration - Statutory Guidance - Directions from Integration Authorities to Health Boards and Local Authorities (January 2020).

The new Directions (September 2026) will stand for the lifetime of the April 2026 Integration Scheme. Additional IJB Directions will only be issued if there is a change to the functions and or services detailed within the Integration Scheme.

The process for formulating, approving and issuing a new IJB Direction is detailed in **Appendix 1**.

## Recording of IJB Directions

A central register of IJB Directions is held and maintained by the IJB Governance Officer. Any changes to or additional IJB Directions must be recorded within the central register and appropriate Constituent Authorities will be informed of any changes as demonstrated in the processes provided in the appendices.

## Monitoring of IJB Directions

IJB Directions are issued to Dumfries and Galloway Council and NHS Dumfries and Galloway (Constituent Authorities). The Constituent Authorities delegate delivery of IJB Directions to the Health and Social Care Partnership (HSCP).

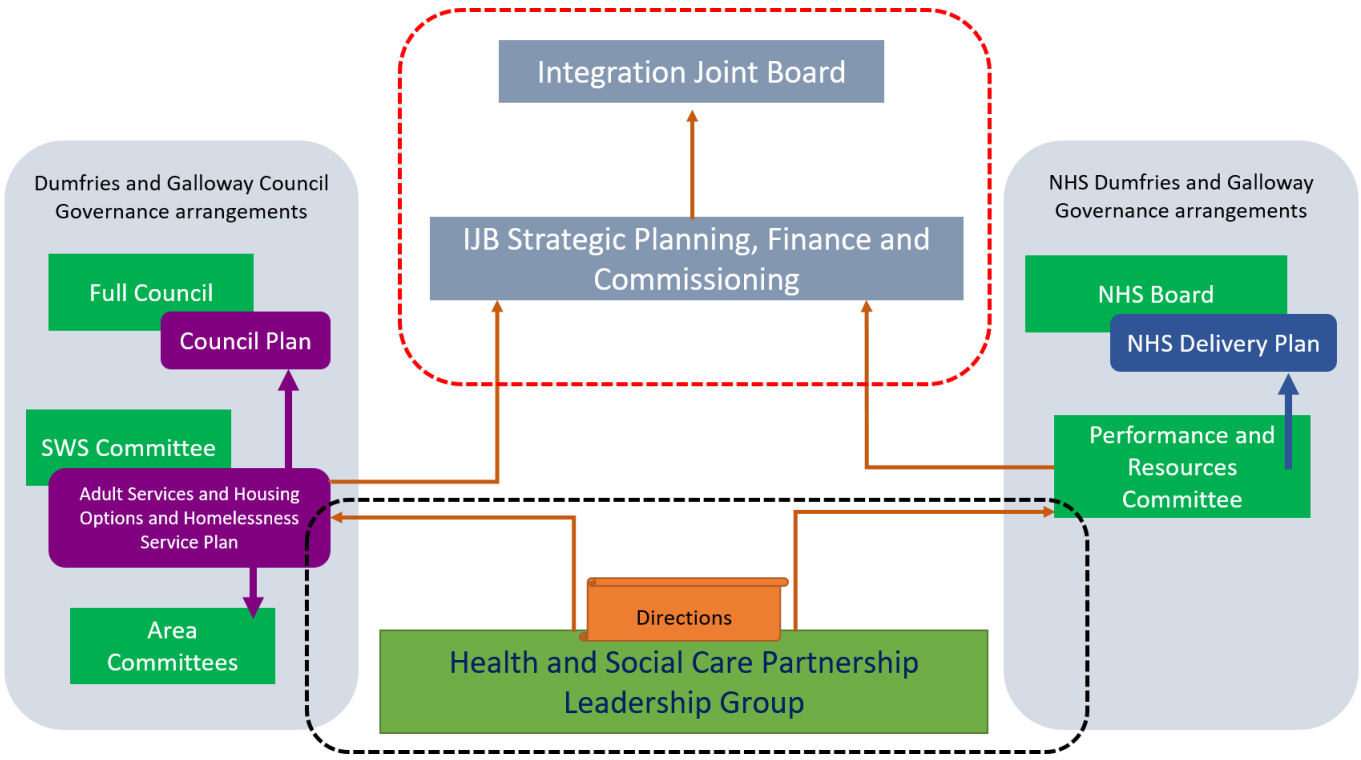
The HSCP (the Chief Officer (CO)) is required to provide progress updates on delegated functions related to the delivery of IJB Directions to each Constituent Authority (information on NHS delegated functions through NHS governance arrangements and information on DGC delegated functions through DGC governance arrangements). Demonstrated in the black dashed area in the diagram.

A six monthly update on delegated functions will be considered via the appropriate committees for both parties i.e. DGC Social Work and NHS Performance and Resource committees. The Chairs of the Council / NHS committees will provide regular updates to Full Council and / or NHS Board for assurance or escalation of any issues.

Following timely updates from Council / NHS committees assurance on the performance of directions is provided to the IJB Strategic Planning, Finance, and Commissioning committee to

then provide assurance to the Integrated Joint Board as demonstrated in the red dashed area in the diagram below.

**IJB Right to Request Further Assurance**
Notwithstanding the routine reporting arrangements set out within this procedure, the Integration Joint Board reserves the right to request additional information, assurance, exception reports or more detailed reports relating to the delivery, performance, governance, risks, outcomes or financial implications of any IJB Direction at any time. Such requests may be made directly by the IJB, or through the IJB Strategic Planning, Finance and Commissioning Committee, where Members consider that further scrutiny or assurance is required to support their oversight responsibilities.




The Constituent Authorities provide assurance on delivery of Directions to the IJB Strategic Planning, Finance, and Commissioning committee (through minuted decisions), who provide assurance to the Integration Joint Board. Demonstrated in the red dashed area in the diagram above.

On a quarterly basis, exception reporting on the delivery of IJB Directions will be considered by the Health and Social Care Leadership Group (HSCLG) and the HSCP CO will take exception reports on the delegated functions to DGC Senior Leadership Team and NHS Board Management Team.

| **Report** | **Frequency** |
|---|---|
| Directions Register / Exception Report | Quarterly |
| Progress on Directions | Six-monthly |
| Full Directions Annual Report | Annually |
| New Direction | At point of IJB approval |

The process provided in **Appendix 2** details how information will be gathered, reports will be compiled and submitted to relevant teams/groups and committees.

## Amending an IJB Direction

IJB Directions are in place for the lifetime of an Integration Scheme. Once a Direction has been issued it can not be revoked or amended within the first six months. While a Direction is active there is opportunity as part of the six monthly monitoring to seek IJB agreement to amend the following sections:

1. Responsible for delivery
2. Anticipated delivery
3. Impact Assessment

Please notify the IJB Governance Officer that there is a requirement to amend a Direction and complete the template provided in **Appendix 3**.

The IJB Chief Finance Officer will advise the IJB Governance Officer of any amendments required to the budget for a Direction.

The HSCP Performance and Improvement Manager will advise the IJB Governance Officer of any amendments required to the National Health and Wellbeing Outcomes.

## Closure of IJB Directions

A recommendation in letter format to close a Direction due to it being delivered together with an evaluation should be directed through the committee structure of either D&G Council / NHS Board or both, where approval for the direction to be closed should be directed to the IJB Strategic Planning, Finance and Commissioning Committee then onto the Integration Joint Board.

The Integration Joint Board decision will be provided to either DGC Full Council / NHS Board or both by letter.

The central database will be updated to reflect the decision with a record of the letter.

# **Appendix 1** Process – creating a new IJB Direction



**Appendix 1A Directions Template**

## Dumfries and Galloway Integration Joint Board

# DIRECTION
# (ISSUED UNDER SECTIONS 26-28 OF THE PUBLIC BODIES (JOINT WORKING) (SCOTLAND) ACT 2014)

| | |
|---|---|
| To | |
| Date issued | |
| Date takes effect | |
| Reference Number | *IJB Governance Officer will provide* |
| Title | |
| Supersede, amend or cancel a previous Direction? If yes, provide direction reference number | |

## Detail

| | |
|---|---|
| Functions covered by Direction | *Enter function as it appears in the Integration Scheme* |
| Services covered by Direction | *Enter service as it appears in the Integration Scheme* |
| Budget allocated by IJB to carry out the Direction | *Please consult and agree with IJB Chief Finance Officer* |

## Responsible for delivery

| | |
|---|---|
| Organisation/s | |
| HSCP Directorate | |
| Lead Officer | |

## Anticipated delivery

| | |
|---|---|
| Model of care | *Please refer to the Strategic Commissing Plan and describe the model of care based on the diagram within the plan.* |

| | |
|---|---|
| Desired Local Outcomes | |
| Desired Outputs | |

## Impact

| | |
|---|---|
| Impact Assessment | |
| National Health and Wellbeing Outcomes | *Please consult and agree with HSCP Performance and Improvement Manager* |

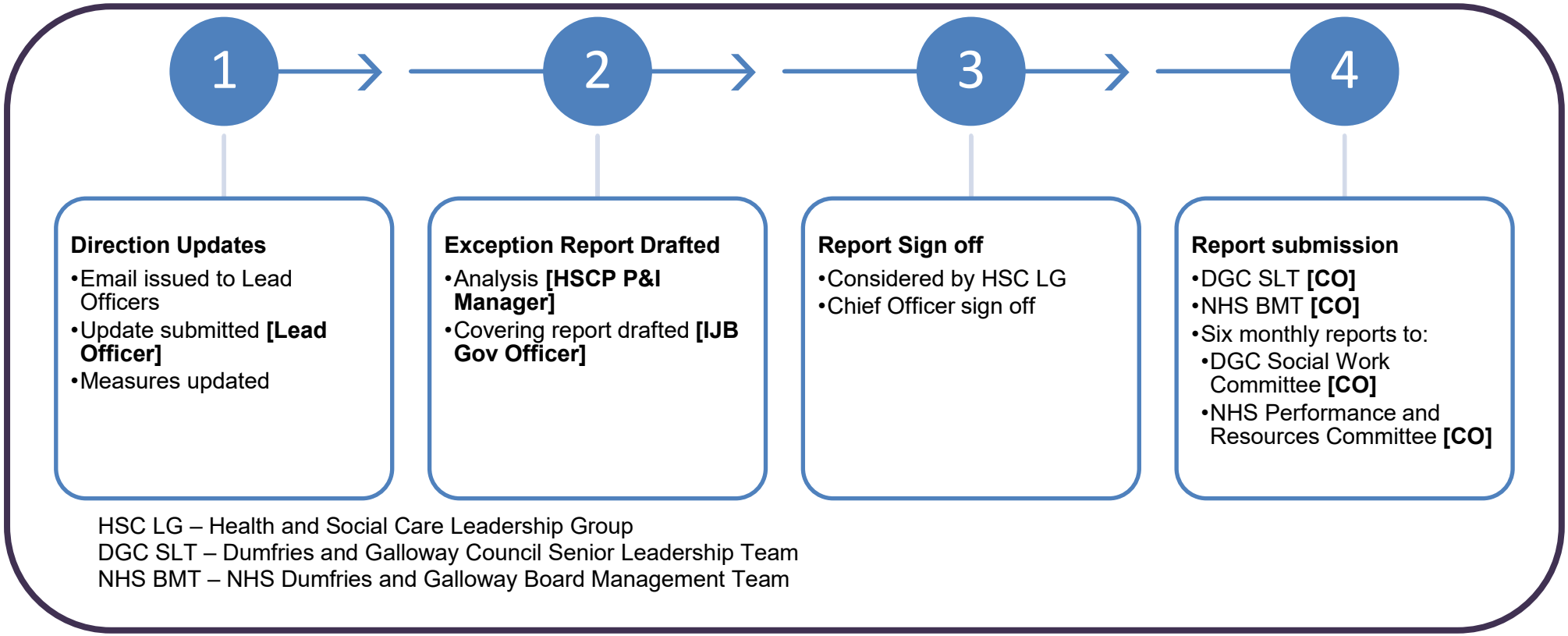
## Monitoring Arrangements

| | |
|---|---|
| Performance Monitoring Arrangements | This Direction will comply with the IJB Directions Performance Reporting Procedure. Updates on progress will be considered through the HSCP, DGC, NHS DG and the IJB governance arrangements.<br><br>The Integration Joint Board reserves the right to request additional reports, information or assurance in relation to this Direction where required.<br><br>The recipients of this Direction are required to ensure that delivery of this Direction is monitored within their current governance arrangements. |
| Date Direction will be reviewed | *IJB Governance Officer will provide* |

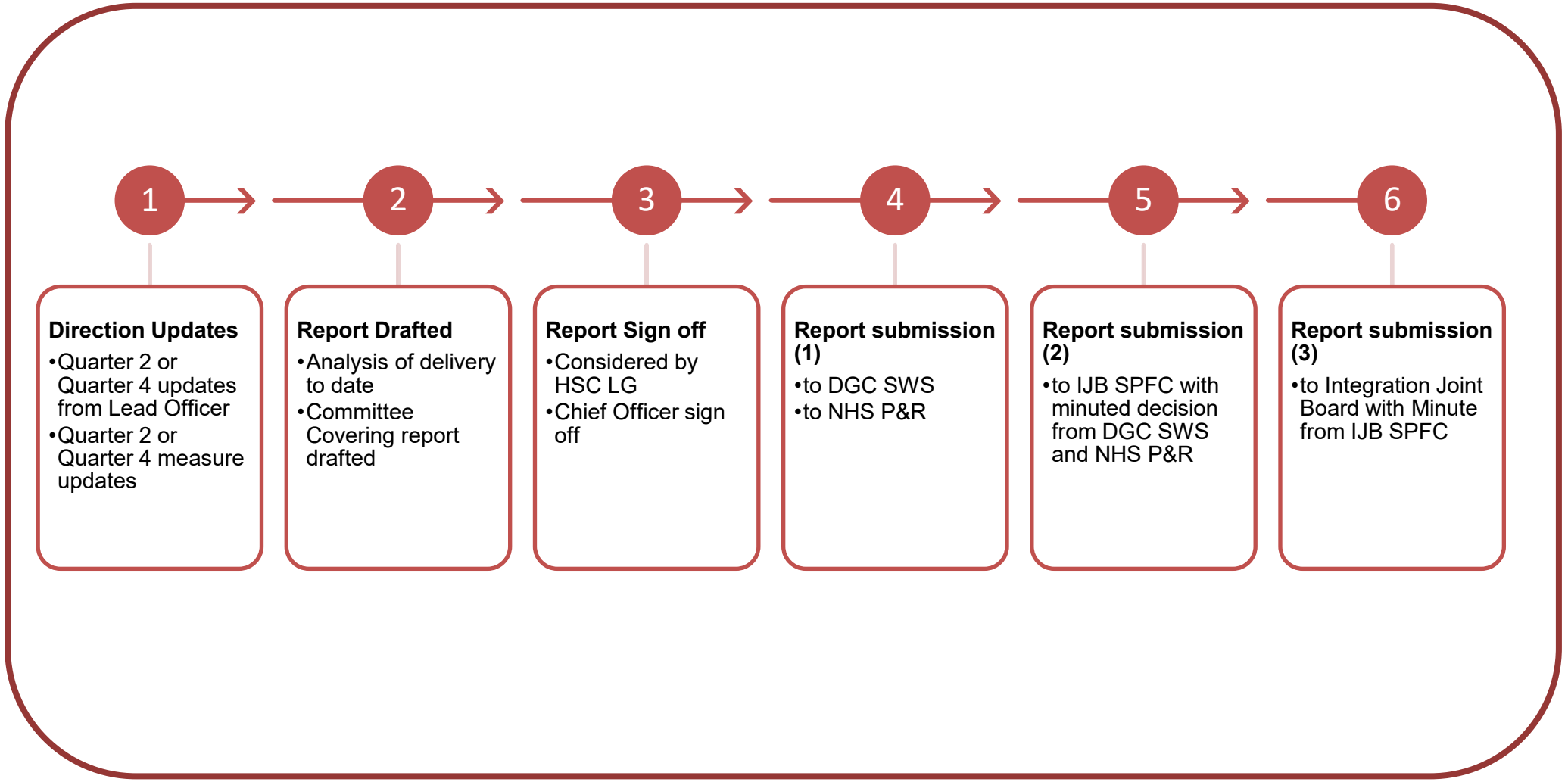
# Appendix 2 Process – Monitoring IJB Directions

The HSCP Chief Officer is required to provide monitoring reports on the delivery of IJB Directions. The following process details how information will be gathered and submitted, who is responsible, how reports will be compiled and submitted to relevant teams and committees.

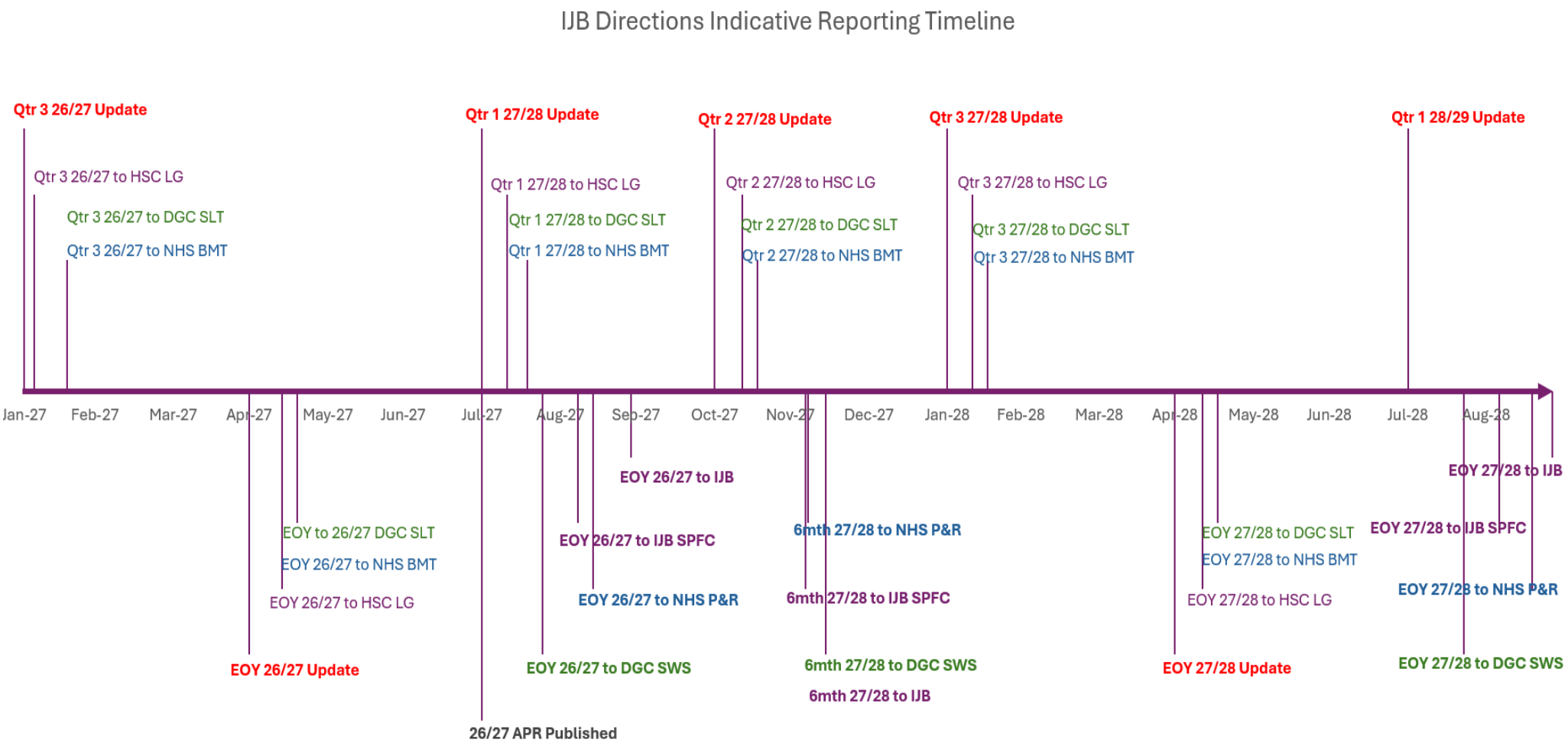
## Quarterly Exception Monitoring



# Six Monthly Monitoring



## IJB Directions Reporting Schedule



# **Appendix 3** Process – Amending IJB Directions

Once a Direction has been issued it can not be revoked or amended within the first six months.The Lead Officer must notify the IJB Governance Officer of a requirement to amend a Direction with a completed amendment template:

| | |
|---|---|
| **IJB Direction reference number** | |
| **Title** | |

| **Section/s to be amended:** | Detail change/s required | Provide reason for change/s |
|---|---|---|
| Responsible for delivery | | |
| Anticipated delivery | | |
| Impact Assessment | | |

The IJB Governance Officer will collate all changes required and include within the next six monthly report to the IJB to seek approval.

**Request approved** - the IJB Governance Officer will amend the IJB Directions database and notify the Lead Officer and HSCP Performance and Improvement Manager.

**Request declined** - the Governance Officer will notify the Lead Officer and discuss next steps.