

Action List and Rolling Agenda Matrix

Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status/Action Taken	Date Completed
27/09/2018		Gail Robertson to attend a future IJB to hold a Workshop on Discharge Planning	Gail Robertson		
27/09/2018	4	<p>ACTION & ROLLING AGENDA MATRIX</p> <p>JM asked when the Governance arrangements paper will be finalised, JW confirmed the sections are being drafted at the moment and JW is meeting both the Chief Executives w/c 1st October, update will be provided after the meeting.</p>	Julie White	05/11/2018 – JW confirmed the first draft of paper will be completed for the end of November 2018.	

27/09/2018	6	<p>IJB WORKFORCE PLAN</p> <p>The workforce plan highlights that across the Partnership we are winning national awards. PH highlighted that this is to be recognised as it is outstanding. Rod Edgar will pick this up as part of the IJB Communications.</p> <p>Decision(s)</p> <p>Board Members:</p> <ul style="list-style-type: none"> • Members asked for an update every 4 months 	<p>Rod Edgar</p> <p>Caroline Sharp</p>	<p>05/11/2018 – RE confirmed to pick this up.</p> <p>01/10/2018 – AM added to the rolling agenda for 27th March 2019</p>	01/10/2018
27/09/2018	7	<p>MOFFAT – PROVISION OF GP SERVICES</p> <p>The Integration Joint Board agreed to receive an update on the work that will be undertaken.</p>	Grecy Bell	07/11/2018 – Update will be giving by G Bell at the January IJB.	

27/09/2018	8	<p>DUMFRIES AND GALLOWAY ALCOHOL AND DRUG PARTNERSHIP REPORT 2018</p> <p>The Integration Joint Board Members agreed for 4 monthly updates around Drug related deaths to go to the IJB Clinical and Care Governance Committee.</p> <p>Dumfries and Galloway delivered nearly double the Alcohol Brief Interventions this year. 80% of the Alcohol Brief Interventions are required to be undertaken within priority areas, GC will link with GB around the Primary Care agreements.</p>	<p>Grahame Clarke</p> <p>Grahame Clarke / Greycy Bell</p>	<p>01/10/2018 – AM emailed Hannah Green to confirm this was on the Clinical and Care Governance Rolling Agenda.</p>	01/10/2018
27/09/2018	9	<p>PARTICULAR NEEDS HOUSING STRATEGY UPDATE</p> <p>JW mentioned that IJB members are required to be brought up to speed with what is currently being progressed in relation to housing developments across the Partnership. A workshop will be considered.</p>	<p>Gary Sheehan / Julie Morley</p>	<p>05/11/2018 – JM confirmed there is a planned ‘Particular Needs Housing Strategy’ group meeting next week (14 November). This topic is on the agenda for discussion and planning.</p>	

27/09/2018	10	<p>FINANCIAL PERFORMANCE UPDATE – QUARTER ONE</p> <p>Central Reserve Forecasts is part of the Quarter 1 review, any risks are then reviewed. PH asked for the Next IJB Performance and Finance committee to involve a small workshop.</p>	Katy Lewis	01/10/2018 – HG confirmed this is scheduled for the next Performance and Finance on the 2 nd November 2018.	01/10/2018
27/09/2018	13	<p>Committee Papers</p> <p>PH mentioned she would like a quarterly meeting with IJB Committee chairs for them to highlight any risks they feel may not be covered within the committees.</p>	Penny Halliday	05/11/2018 – AM emailed for update	

26/07/2018	7	<p>MENTAL WELFARE COMMISSION REPORT ON PEOPLE WITH DEMENTIA IN COMMUNITY HOSPITALS (DUMFRIES AND GALLOWAY RESPONSE TO NATIONAL RECOMMENDATIONS</p> <p>The IJB Members have asked for an update on all actions to go to the Clinical & Care Governance Committee every 6 months.</p>	Mhairi Hastings	<p>02/08/2018 – AM has emailed MH to ask if she will give update at the next Clinical & Care Governance Committee in October.</p> <p>MH confirmed Alice Wilson will be leading on this work, and will feedback.</p> <p>05/11/2018 – AW confirmed this will go to the next Clinical and Care Gov committee in Feb 2019.</p>	
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31/05/2018	8	<p>FINANCIAL PERFORMANCE FINANCIAL YEAR 2017/18</p> <p>GC asked to consider how we can report on our financial positions in a more joined up way and was there potential for a joint session with Audit Scotland. KL confirmed once the report is published, a further session will be scheduled.</p>	<p>Katy Lewis</p>	<p>02/07/2018 – HG emailed KL for update</p> <p>A session will be organized for later in the year once Audit Scotland report is published</p> <p>05/09/2018 – KL confirmed the report is expected Autumn 2018.</p> <p>06/11/2018 - Audit Scotland Overview report for 2018 has now been published.</p> <p>Finance reports for 2018/19 have already been reviewed in line with best practice.</p>	06/11/2018
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31/05/2018	13	<p>Maternity Services in West of Region</p> <p>Strategic direction for Maternity Services as part of Wigtownshire programme will be brought back to IJB.</p>	<p>Linda Williamson / Karen King</p>	<p>07/11/2018 – KK confirmed The funded establishment for midwifery in the West is 7.19 wte midwives.</p> <p>They are currently working with 4.65 wte midwives due to vacancies and sick leave. Recruitment to one full time midwife post as previously discussed is doubtful due to difficulty in obtaining reference / extra hours having to be completed as part of training prior to registration. This is currently being followed up and may lead to withdrawal of the offer. This will leave the team with 2.6 wte vacancies as another midwife in the team has indicated her intention to resign. One other midwife who is absent from work at present will also be going on maternity leave.</p> <p>Due to the fragility of the staffing we will not be able to reinstate on-call cover for intra-partum care in the foreseeable future.</p> <p>The ongoing plan is to:</p> <p>Continue to look at recruitment, possibly on a rotational basis Progress work on the Best Start - will consider how best to roll out model in Stranraer [also in other localities]. Consider feasibility of a midwife led unit, establishment of a community hub. Skill mix.</p>	
COMPLETED ACTIONS					

31/05/2018	9	<p>UPDATE ON GOVERNANCE ARRANGEMENTS</p> <p>As part of the coursework undertaken by AW, an Induction programme will be formulated for IJB members and current members will have the opportunity to undertake this.</p>	Alison Warrick	An update will come to the IJB in September – On Agenda for the September Meeting	09/07/18
31/05/2018	7	<p>ANNUAL ACCOUNTS 2017/18 UPDATE</p> <p>The draft set of accounts are to be circulated to IJB members to provide assurance that any concerns will be fed through the Audit and Risk Committee from all members.</p>	Katy Lewis	KL confirmed that draft accounts have been circulated to all IJB Members	10/07/18
26/07/2018	5	<p>ANNUAL PERFORMANCE REPORT</p> <p>PH invited JMc to attend the future Clinical & Care Governance Committees, JMc will be included in the diary invites.</p>	Jim McColm	27/07/2018 – AM to include JMc in the diary invites and distribution lists, HG will send a list of date.	27/07/2018

26/07/2018	9	<p>MENTAL HEALTH SERVICES AND THE ROLE OF THE THIRD INDEPENDANT AND COMMUNITY SECTOR</p> <p>Mental Health to be a standing item at Clinical & Care Governance Committee, LCu to provide a six monthly update.</p> <p>JW will link with Denise Moffat regarding the Mental Health Strategy coming to a future IJB Meeting.</p>	<p>Louise Cumbley</p> <p>Julie White / Denise Moffat</p>	<p>02/08/2018 – AM has added this to the Clinical & Care Governance Committee rolling Agenda.</p> <p>04/09/2018 – AW confirmed that this Mental Health Strategy will go to the November IJB, Added to the Rolling Agenda Matrix.</p>	<p>02/08/2018</p> <p>04/09/2018</p>
26/07/2018	10	<p>FINANCIAL PERFORMANCE UPDATE</p> <p>KL will bring back the outcome of the Quarter 1 position to the next IJB in September.</p> <p>A finance workshop to be included at the end of the next Performance and Finance Committee.</p>	<p>Katy Lewis</p> <p>Katy Lewis</p>	<p>27/07/2018 – AM will add this to the Rolling agenda Matrix</p> <p>05/09/2018 – KL confirmed the October IJB Performance & Finance Committee date is being reviewed and the workshop will be part of this.</p>	<p>27/07/2018</p> <p>01/10/2018</p>

26/07/2018	11	<p>ANY OTHER BUSINESS DEEMED URGENT BY THE CHAIR DUE TO THE NEED FOR A DECISION</p> <ul style="list-style-type: none"> • Alcohol and Drug Deaths <p>PH asked for the IJB to have assurance from the Alcohol and Drug Partnership on Alcohol and Drug Deaths, report to be brought to the next meeting.</p>	Alison Warrick	<p>29/08/2018 – JW has confirmed with Jackie Davies to bring an update to the September IJB.</p>	29/08/2018
31/05/2018	5	<p>PRIMARY CARE TRANSFORMATION</p> <p>GB is preparing a newsletter for GPs but confirmed that she will also distribute to IJB members.</p>	Grecy Bell	<p>02/07/2018 – HG emailed Grecy for update</p> <p>27/07/2018 - Newsletter is just being finalised and will be signed off by Linda and Grecy next week and distributed as described.</p>	30/07/2018

01/02/2018	9	<p>Developing New Models of Care in Esk Valley</p>	<p>Julie White / Gary Sheehan / Graham Abrines</p>	<p>03/08/2018 – GA confirmed GS will be bringing something to the September HSCSMT.</p> <p>04/09/2018 - AM confirmed with GS that the Creation of a Multi-Agency Health and Wellbeing Centre will come to the November HSCSMT, added to Rolling Agenda Matrix.</p>	04/09/2018
05/04/2018	5	<p>AGREED ACTIONS FROM THE PREVIOUS MEETING</p> <p>TS enquired whether the Housing Lead officer post had been recruited too. JW will provide an update.</p> <p>TS asked for clarification regarding the Option Appraisal update on Acorn House, JW confirmed A full independent review will take place around the future of Short Break Services for Children, this process is ongoing and will be assessed by</p>	<p>Julie White</p> <p>Julie White</p>	<p>27/07/2018 – Julie Morley has been appointed, JW has an introduction meeting scheduled for 14/08/2018, JMorley is working alongside with G Sheehan in the West of the Region.</p> <p>27/07/2018 – JW confirmed there is an Independent Review scheduled for the Middle of August 2018, appointment process scheduled and the panel has been established</p> <p>17/09/2018 – Action for Children</p>	14/08/2018

Rolling Agenda Matrix

	29/11/18	30/01/2019	27/03/2019	29/05/2019	24/07/2019	25/09/2019	27/11/2019
Substantive Items	Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting	Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting	Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting	Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting	Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting	Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting	Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting
Items Brought Forward from Previous Agendas	Update on Primary Care Improvement Plan – Greycy Bell Carers Act – Short Break Services Statement (Linda Owen) Dumfries and Galloway Strategic Advocacy Plan for Adults (Linda Owen) Smoking Cessation Targets – Trish Grierson (Deferred from Sept Agenda) Strategic Plan 2018 – 2021 - Vicky Freeman	Update on Chief Social Worker Officers Annual Report – Lillian Cringles – Agreed by LC on phone 24/10/2018 Inequalities and Health Inequalities – Phil Myers Mental Health Strategy Update – Denise Moffat	IJB Workforce Plan Update – Caroline Sharp (As per Sept Meeting)	Final Draft particular needs housing strategy – Gary Sheehan			

<p>Items Required by Legislation</p>	<p>Financial Performance – Mid Year Review</p> <p>Register of Members Interest</p> <p>Meeting Dates 2019</p> <p>Review of IJB Committee Terms of Reference (Scheme of Delegation to Committees)</p> <p>Review of IJB Code of Conduct</p>	<p>Performance Report</p> <p>Report from Chief Finance Officer</p> <p>Chief Social Work Officers Annual Report</p>		<p>Annual Accounts Update</p> <p>Financial Year End Position</p>			
<p>Workshops</p>		<p>IJB Development Workshop – Caroline Sharp / Tracy Parker</p>					