

## Action List and Rolling Agenda Matrix

Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status/Action Taken	Date Completed
29/11/2018	6	<p><b>STRATEGIC PLAN 2018 / 2021</b></p> <p>PH confirmed that both Constituent Parties should be written to in order to inform them of our decision to retain the plan.</p>	Penny Halliday	06/12/2018 – AW emailed both Chief Execs to confirm the decision	06/12/2018
29/11/2018	7	<p><b>WINTER PLAN 2018 / 2019</b></p> <p>Discussions will take place between JW, JG and NH to look into what is required for Winter Planning 2019, the plan next year will build on this year's plan to include contributions from The Third and Independent Sector.</p> <p>JW will confirm to NH who has been involved from Third Sector to date.</p>	Julie White	<p>14/12/2018 - Meeting scheduled for the 23<sup>rd</sup> January 2019 at 9:30am</p> <p>11/01/2019 – Each Locality Manager has provided details to JW on how the Third Sector is involved.</p>	14/12/2018

29/11/2018	8	<p><b>STRATEGIC ADVOCACY PLAN FOR ADULTS</b></p> <p>GC asked who has been involved with the Impact Assessments and are individuals with Intersectional Identities being supported to access Independent Advocacy. LO will confirm who was involved in the Impact Assessment and this will also be distributed separately to members.</p> <p>The Action plan included in the Advocacy Plan is to include timescales which LO will confirm.</p>	Linda Owen	10/01/2019 – AM emailed out the completed Impact Assessment to Members.	10/01/2019
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29/11/2018	9	<p><b>DAY SERVICES REVIEW - DIRECTION</b></p> <p>LO will align the funding periods within the document before this Direction is processed.</p> <p>JMcC highlighted that respite is mentioned in page 9 of the report carers will associate this with overnight stays, LO agreed to rephrase.</p> <p>JW confirmed for the Integration Joint Board to issue a Direction to both Health Board and Local Authority to provide a 5 year strategy, transformational business will be undertaken and this will be brought back to Clinical and Care Governance Committee prior to it returning to the Integration Joint Board.</p>	<p>Linda Owen</p> <p>Linda Owen</p> <p>Amber Murray</p>	<p>12/12/2018 – LO confirmed this updated Direction has been issued to Alison Warrick.</p> <p>06/12/2018 – AM emailed Hannah Green to add to Clinical and Care Governance Committee Rolling Agenda.</p>	<p>12/12/2018</p> <p>06/12/2018</p>
29/11/2018	11	<p><b>REVISION OF IJB STANDING ORDERS</b></p> <p>Members agreed to the amendments outlined in the paper with the exception of 5.12 regarding audio recording of meetings. AW confirmed she will investigate other options for audio recording meetings as the current equipment is not reliable.</p>	<p>Alison Warrick</p>	<p>06/12/2018 – Standing orders have been updated and will be added to the website, AW to look at other suitable recording equipment</p>	

29/11/2018	14	<p><b>PUBLIC PROTECTION COMMITTEE STRUCTURE</b></p> <p>PH highlighted the Public Protection Committee will provide assurance to the Integration Joint Board. PH, AF, GC and the professional leads to meet with FMcS.</p> <p>LC confirmed a presentation and Public Protection Committee dates will be distributed to the Integration Joint Board.</p>	Freda McShane / Lillian Cringles / Amber Murray	<p><b>13/12/2018</b> – AM confirmed meeting in diary for 14<sup>th</sup> January at 12:30pm for JW, LC, PH, AF, GC, KD and FMcS</p> <p><b>12/12/2018</b> – AM emailed presentation and dates out to all the members.</p>	<p><b>13/12/2018</b></p> <p><b>12/12/2018</b></p>
29/11/2018	17	<p><b>LEARNING DISABILITY STRATEGY</b></p> <p>AM will distribute the embedded background paper.</p>	Amber Murray	<p><b>03/12/2018</b> – AM to email background paper out with the DRAFT Minutes / Action List</p>	<p><b>06/12/2018</b></p>
29/11/2018	18	<p><b>CHARTER FOR INVOLVEMENT (NATIONAL INVOLVEMENT NETWORK)</b></p> <p>GG will arrange for colleagues from Charter for Involvement to attend a future meeting.</p>	Glen Graham	<p><b>11/01/2019</b> – AM contacted GG with IJB dates that reps can attend.</p>	
27/09/2018		<p>Gail Robertson to attend a future IJB to hold a Workshop on Discharge Planning</p>	Gail Robertson	<p><b>11/12/2018</b> – GR confirmed she is happy to arrange a workshop</p> <p><b>16/01/2019</b> – JW confirmed for GR to bring paper to April IJB Performance &amp; Finance Committee – GR confirmed, Hannah has all details to add to Agenda.</p>	<p><b>16/01/2019</b></p>



<b>27/09/2018</b>	<b>7</b>	<p><b>MOFFAT – PROVISION OF GP SERVICES</b></p> <p>The Integration Joint Board agreed to receive an update on the work that will be undertaken.</p>	<b>Grecy Bell</b>	<p><b>07/11/2018</b> – Update will be giving by G Bell at the January IJB.</p> <p><b>11/12/2018</b> – GB confirmed this will be brought back in January as a paper, added to Rolling Agenda</p>	<b>11/12/2018</b>
<b>27/09/2018</b>	<b>9</b>	<p><b>PARTICULAR NEEDS HOUSING STRATEGY UPDATE</b></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>	<b>Gary Sheehan / Julie Morley</b>	<p><b>05/11/2018</b> – JM confirmed there is a planned ‘Particular Needs Housing Strategy’ group meeting next week (14<sup>th</sup> November). This topic is on the agenda for discussion and planning.</p> <p><b>11/12/2018</b> – JM confirmed the planning of this workshop was discussed at the Particular Needs Housing Group in November with further actions to meet to structure and plan this workshop in detail.</p>	
<b>27/09/2018</b>	<b>13</b>	<p><b>Committee Papers</b></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>	<b>Penny Halliday</b>	<b>18/12/2018</b> – AM set up meeting for the 15 <sup>th</sup> January	<b>18/12/2018</b>
<b>31/05/2018</b>	<b>13</b>	<p><b>Maternity Services in West of Region</b></p> <p>Strategic direction for Maternity Services as part of Wigtownshire programme will be brought back to IJB.</p>	<b>Linda Williamson / Karen King</b>	<b>11/12/2018</b> – LW confirmed this will come as a paper for noting in January, AM added to Rolling Agenda.	<b>11/12/2018</b>



27/09/2018	10	<p><b>FINANCIAL PERFORMANCE UPDATE – QUARTER ONE</b></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	<p><b>01/10/2018</b> – HG confirmed this is scheduled for the next Performance and Finance on the 2<sup>nd</sup> November 2018.</p>	01/10/2018
26/07/2018	7	<p><b>MENTAL WELFARE COMMISSION REPORT ON PEOPLE WITH DEMENTIA IN COMMUNITY HOSPITALS (DUMFRIES AND GALLOWAY RESPONSE TO NATIONAL RECOMMENDATIONS</b></p> <p>The IJB Members have asked for an update on all actions to go to the Clinical &amp; Care Governance Committee every 6 months.</p>	Mhairi Hastings	<p><b>02/08/2018</b> – AM has emailed MH to ask if she will give update at the next Clinical &amp; Care Governance Committee in October.</p> <p>MH confirmed Alice Wilson will be leading on this work, and will feedback.</p> <p><b>05/11/2018</b> – AW confirmed this will go to the next Clinical and Care Gov committee in Feb 2019.</p>	05/11/2018



31/05/2018	8	<p><b>FINANCIAL PERFORMANCE FINANCIAL YEAR 2017/18</b></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><b>Katy Lewis</b></p>	<p><b>02/07/2018</b> – 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><b>05/09/2018</b> – KL confirmed the report is expected Autumn 2018.</p> <p><b>06/11/2018</b> - 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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## Rolling Agenda Matrix

	<b>03/04/2019</b>	<b>29/05/2019</b>	<b>24/07/2019</b>	<b>01/10/2019</b>	<b>06/12/2019</b>
<b>Substantive Items</b>	<p>Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting</p>	<p>Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting</p>	<p>Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting</p>	<p>Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting</p>	<p>Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting</p>
<b>Items Brought Forward from Previous Agendas</b>	<p>IJB Workforce Plan Update – Caroline Sharp (As per Sept Meeting)</p> <p>Potential development of a Maggie’s Centre in Dumfries – Alex Little</p> <p>Maternity Services in West of Region – Linda Williamson</p>	<p>Final Draft particular needs housing strategy – Gary Sheehan</p>			

<b>Items Required by Legislation</b>		<b>Annual Accounts Update</b> <b>Financial Year End Position</b>			
<b>Workshops</b>	<b>Developing a New Strategic Commissioning Plan – Vicky Freeman</b>				