

## Action List and Rolling Agenda Matrix

Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status/Action Taken	Date Completed
30/01/2019	6	<p><b>AUDIT SCOTLAND REPORT ON INTEGRATION</b></p> <p>JW confirmed Audit Scotland published its latest report on Health and Social Care Integration on 15th November 2018 and highlighted that this report highlights good practice as well as challenges faced across Scotland in the delivery of effective Integration. Members of the IJB are to be involved in the Short life working group, meetings are to be scheduled and an update brought to the next meeting.</p>	Julie White	<p><b>30/01/2019</b> – Meetings have been sent out to all members, first one taking place on Friday 8th February, Second meeting Friday 22nd February at and then the third meeting Friday 15th March. Update will be brought back to a further IJB.</p>	30/01/2019

30/01/2019	8	<p><b>DUMFRIES AND GALLOWAY ALCOHOL AND DRUG PARTNERSHIP REPORT</b></p> <p>GC reflected that she felt very uncomfortable about the lack of Impact Assessment. GCI mentioned at the commissioning stage there would be an Impact Assessment undertaken, this will be completed and provided to the IJB.</p> <p>JW highlighted if the recommendations can be approved, and then an impact assessment can be brought back to a future IJB or Clinical and Care Governance Committee.</p>	Grahame Clarke	<p><b>04/03/2019</b> – AM emailed for an update.</p> <p><b>11/03/2019</b> – GC confirmed Work has now commenced on the Impact Assessment on the ADP Investment Area Funding Proposals, as requested by the IJB. Assistance has been sought Health &amp; Wellbeing and from the NHS Equality Lead. Once the scope of the Assessment is confirmed, a facilitated session will be held with members of the ADP Executive Group to complete the process which will then be reported to the IJB. It is hoped to have the matter reported to the IJB for the meeting of 19/5</p>	
30/01/2019	12	<p><b>MOFFAT PROVISION OF GENERAL PRACTITIONER SERVICES</b></p> <p>All members have asked for an Impact Assessment to be completed as soon as possible and issued.</p> <p>PH confirmed that the Partnership is required to be involved in all discussions regarding GP reprovision.</p>	Grecy Bell	<p><b>04/03/2019</b> – GB confirmed the Impact Assessment is currently underway.</p>	

30/01/2019	14	<p><b>INEQUALITIES AND HEALTH INEQUALITIES</b></p> <p>PH asked to get confirmation of the timeline and membership of the steering group.</p>	Phil Myers	<p><b>04/03/2019</b> – AM emailed for an update.</p> <p><b>13/03/2019</b> – PM confirmed Membership and terms of reference for the Health Inequalities Working Group will be finalised during April 2019, following discussion with C&amp;SC Management Team.</p>	
30/01/2019	18	<p><b>ANY OTHER BUSINESS DEEMED URGENT BY THE CHAIR DUE TO THE NEED FOR A DECISION</b></p> <ul style="list-style-type: none"> <li>• <b>Carer Aware Training, Have all members old and new taken part</b></li> </ul> <p>Can members come back to Amber Murray with names of those who have taken part in the training.</p>	All Members	<p><b>24/02/2019</b> – Lesley Bryce confirmed she is a registered carer and has undertaken Carer Aware Training in 2016.</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>	Alison Warrick	<p><b>06/12/2018</b> – Standing orders have been updated and will be added to the website, AW to look at other suitable recording equipment</p>	



27/09/2018	9	<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>	Gary Sheehan / Julie Morley	<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> <p><b>19/02/2019</b> – Workshop is scheduled for Friday 5<sup>th</sup> April.</p>	19/02/2019
<b>COMPLETED ACTIONS</b>					
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

27/09/2018		Gail Robertson to attend a future IJB to hold a Workshop on Discharge Planning	Gail Robertson	11/12/2018 – GR confirmed she is happy to arrange a workshop  16/01/2019 – JW confirmed for GR to bring paper to April IJB Performance & Finance Committee – GR confirmed, Hannah has all details to add to Agenda.	16/01/2019
27/09/2018	4	<b>ACTION &amp; ROLLING AGENDA MATRIX</b>  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	Julie White	05/11/2018 – JW confirmed the first draft of paper will be completed for the end of November 2018.  30/01/2019 - JW confirmed paper will be brought to the April IJB	30/01/2019

## Rolling Agenda Matrix

	<b>29/05/2019</b>	<b>24/07/2019</b>	<b>25/09/2019</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>
<b>Items Brought Forward from Previous Agendas</b>	<p>Final Draft particular needs housing strategy – Gary Sheehan</p> <p>Mental Welfare Commission Report and Recommendations: People with Dementia in Community Hospitals – Update – Alice Wilson.</p> <p>Potential development of a Maggie's Centre in Dumfries – Alex Little</p> <p>IJB Workforce Plan Update – Caroline Sharp (As per Sept Meeting)</p> <p>Operational Response to Urgent Maternity Services situation / Linda Williamson / Karen King</p>			
<b>Items Required by Legislation</b>	<p>Annual Accounts Update</p> <p>Financial Year End Position</p>	<p>Primary Care Transformation Programme Update - Greycy Bell</p>		<p>Primary Care Transformation Programme Update - Greycy Bell</p>
<b>Workshops</b>	<p>Performance Workshop – Vicky Freeman</p>			