

ACTION LIST – PERFORMANCE AND FINANCE COMMITTEE

Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status/Action Taken	Date Completed
26/04/2019	7	<p>GOVERNANCE ARRANGEMENTS FOR THE INTEGRATION JOINT BOARD</p> <p>JW advised the committee that this paper is currently in draft format and that they are not being asked to approve this today, just to note. Recommendations will be made at the IJB. JW presented the key principles of the paper to the committee for discussion and indicated a final paper would be shared more widely for comment in advance of taking it to a future IJB.</p>	Julie White	Meeting with Chair and Chief Executive of NHS, Leader and Chief Executive of Council and Chair and Vice Chair of IJB organised for 14 June 2019. Paper will be circulated following that meeting and taken to next IJB meeting.	
26/04/2019	8	<p>FINANCIAL PLAN UPDATE</p> <p>It was discussed that the Financial Improvement Plan requires further detail to be brought back in July. KL will take a revised version of this paper to the IJB for further discussion.</p>	Katy Lewis	This is on th July agenda and the May IJB agenda. Update on Sustainability and Modernisation Programme on agenda for July agenda.	
26/04/2019	13	<p>ORGANISATIONAL DEVELOPMENT ACTION PLAN UPDATE</p>	Hannah Green / Natalie Morel	Added to the October agenda	

		NM advised that this is an update report. Review of the group's function to be undertaken and then brought back to the IJB in 6 months time.			
14/01/19	7	<p>MINISTERIAL STRATEGIC GROUP IMPROVEMENT OBJECTIVES – DRAFT PROPOSAL FOR 2019/20</p> <p>It was discussed that NHS Dumfries and Galloway require to be represented within the Scottish Mental Health forum and JW confirmed that she will pick this up with Denise Moffat. The research within the forum is looking at what the mental health needs are of people in rural Scotland.</p>	Julie White	<p>Added to Julie's action log 25/01.</p> <p>JW picking this up with DM – 07/03</p> <p>HG to chase this</p>	
Completed Actions					
26/04/2019	5	<p>COMMUNITY TRANSPORT PSP</p> <p>GD, JW, KL, MMcC, NA, David Bryson and a member from the Local Authority to have a meeting to discuss further</p>	Hannah Green	Meeting arranged for 17 th June.	17/06/19
26/04/2019	9	<p>MINISTERIAL STRATEGIC GROUP IMPROVEMENT OBJECTIVES MARCH 2019</p> <p>This paper wasn't considered due to time constraints and had been added to IJB agenda in May</p>	Hannah Green	Taken to the May IJB	29/05/19

26/04/2019	10	AT A GLANCE PERFORMANCE INDICATORS REPORT This paper wasn't considered due to time constraints and had been added to IJB agenda in May.	Hannah Green	Taken to the May IJB	29/05/19
26/04/2019	11	DELAYED DISCHARGE PERFORMANCE This paper wasn't considered due to time constraints and had been added to IJB agenda in May.	Hannah Green	Taken to the May IJB	29/05/19
02/11/2018	5	FINANCE WORKSHOP SESSION KL will look into getting Claire Sweeney down to go through these reports.	Katy Lewis	Contact has been made with Claire Sweeny to get a date organised. 14/01/19 – Ongoing. This will be a joint workshop with NHS, IJB and the Council which is likely to take place in March. 31/01/19 – Date for workshop has been confirmed as 15 th April	15/04/19
02/11/2018	6	BUSINESS TRANSFORMATION UPDATE PH asked the committee if they agree to have a short life working group to confirm how the reports should be written, mainly the IJB Board Members to attend and also Alison Warrick. KL will pick up a conversation with Julie to give an update on the Governance review.	Julie White	Katy and Julie discussing this on the 7 th January 2019. An update will be provided on 14 th January. Incorporate As part of Katy's Financial Plan presentation.	14/01/19

		Timescale and overarching business view of these cases will be completed.			
14/01/2019	5	<p>2018/19 QUARTER 2 INTEGRATION JOINT BOARD PERFORMANCE AND MINISTERIAL STRATEGIC GROUP UPDATE</p> <p>JW will bring back a detailed paper on discharges and patient flow to the next Performance and Finance meeting before it goes to the IJB, including the reasons and the blockages, as Delayed Discharge is a key performance indicator for the IJB.</p>	Julie White	<p>Added to Julie's action log 25/01</p> <p>Gail Robertson bringing a paper on delayed discharge to P&F on the 26th April.</p>	26/04/19 – Being taken to next IJB
14/01/2019	8	<p>DUMFRIES AND GALLOWAY CARERS STRATEGY 2017-2021 - UPDATE</p> <p>LO advised that there is another piece of work ongoing which will report to the Clinical & Care Governance meeting in February.</p> <p>LO will return to Performance and Finance Committee in 6 months to provide a further update.</p>	Linda Owen / Hannah Green	<p>Linda Owen will provide a Carers Eligibility Criteria Update at the C&CG meeting in February.</p> <p>Carers Strategy 6 monthly update is added to the July agenda</p>	

14/01/2019	9	<p>ANY OTHER BUSINESS DEEMED URGENT BY THE CHAIR DUE TO THE NEED FOR A DECISION</p> <p>Brexit Planning / Impact Graham Abrines attended a recent meeting regarding Brexit planning and so it would be useful for him to provide an update on this at the next meeting.</p>	Hannah Green	On the agenda for the 26 th April meeting. HG sent out a Brexit doc from KL	26/04/19
14/01/2018	10	<p>FINANCIAL PLANNING WORKSHOP – IJB PERFORMANCE AND FINANCE COMMITTEE – STRATEGIC AND FINANCIAL PLAN UPDATE</p> <p>It was agreed that KL, VF & JW would devise criteria and with support of HSCSMT to produce a shortlist of efficiency schemes which will come to a future workshop for scrutiny by members.</p>	Julie White, Katy Lewis & Vicky Freeman	Added to Julie’s action log 25/01 This has taken place	26/04/19
02/11/2018	3	<p>MINUTES OF THE PREVIOUS MEETING 12th July 2018</p> <p>PH asked for a timeline in regards to Item 7 Business Transformation on the previous minutes. KL confirmed there is more information in the</p>	Katy Lewis	Confirm this will be presented as part of overall workshop at January meeting.	14/01/19

		updates at this meeting, there has been no mapping on everything together as of yet, KL will link with JW and will issue prior to next meeting.			
02/11/2018	5	KL will look into extending the January Performance and Finance meeting by 1 hour to hold this workshop.	Katy Lewis	The January meeting has been extended to accommodate this workshop	14/01/19
12/07/2018	6	Dumfries and Galloway Carers Strategy 2017 – 2021 LO will provide a further update in Nov / Dec.	Linda Owen	LO will provide an update at Jan 19 meeting	14/01/19

Rolling Agenda Matrix – IJB Performance and Finance Committee

	22/10/18	14/01/2019	26/04/2019	08/07/2019	21/10/2019
Substantive Items	<ul style="list-style-type: none"> • Apologies • Minute of the Previous Meeting • AOCB • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Minute of the Previous Meeting • AOCB • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Minute of the Previous Meeting • AOCB • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Minute of the Previous Meeting • AOCB • Date of Next Meeting 	<ul style="list-style-type: none"> • Apologies • Minute of the Previous Meeting • AOCB • Date of Next Meeting
Items Brought Forward from	<ul style="list-style-type: none"> • AA to provide assurance in writing. 	<ul style="list-style-type: none"> • Linda Owen to provide an update 	<ul style="list-style-type: none"> • Graham Dunn from Community 	<ul style="list-style-type: none"> • Self Assessment – KL check with JW 	<ul style="list-style-type: none"> • LO Carers Strategy – 6

<p>Previous Agendas</p>	<ul style="list-style-type: none"> • Rosie Black from SDS invited to meeting 	<p>on Carers Strategy 2017-2021</p>	<p>Transport PSP to give presentation</p> <ul style="list-style-type: none"> • Equality Act Specific Duties Report 2019 – Lynsey Fitzpatrick • Gail Robertson – update on discharge and patient flow • JW to present a discharge paper • Graham Abrines regarding Brexit • People delayed in hospital paper 	<p>what meeting this is to come to</p> <ul style="list-style-type: none"> • Winter Plan – come back at a later date 	<p>monthly update</p> <ul style="list-style-type: none"> • Organisational Development Action Plan Update – Natalie Morel
<p>Items Required by Legislation</p>					