

Integration Joint Board Action List and Rolling Agenda Matrix

Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Due	Current Status/Action Taken	Date Completed
29/05/2019	6	<p>Review of Winter Plan 2018/19</p> <ul style="list-style-type: none"> Proposals for Strategic Commissioning Intentions will be brought back to the IJB Update on the Winter Plan to be presented to Performance and Finance Committee 	Lynne Mann	21/10/2019	27/06/19 Emailed Lynne Mann with the paper template and a diary invitation to attend the October Performance and Finance Committee. Added to the Agenda Matrix	
29/05/2019	9	<p>Ministerial Strategic Group Improvement Objectives March 2019</p> <p>JW to take a paper or presentation to the IJB Performance and Finance Committee on Mental Health waiting times.</p>	JW	21/10/2019	27/06/19 Emailed Denise Moffat to ask for a paper on Mental Health Waiting Times to the October Performance and Finance Committee and extended an invitation to attend the meeting to talk to the paper.	
29/05/2019	11	<p>Delayed Discharge Performance Report March 2019</p> <p>An update paper on delayed discharges and actions to come to every 2nd meeting</p>	GR	25/09/19	26/06/19 On the Agenda Matrix for the September meeting. Emailed GR with template and diary invitation to attend the September meeting and once dates are confirmed for 2020 these diary invitations will be extended to every 2 nd meeting.	
29/05/2019	12	<p>AOB</p> <p>AF has asked for an update on BREXIT to come back to the July meeting</p>	JW	24/07/2019	26/06/19 A verbal update will be provided to the IJB by Julie White and Katy Lewis	24/07/19
03/04/2019	3	<p>MINUTE OF MEETING HELD ON 30th JANUARY 2019</p> <p>Formal confirmation required from the NHS Board on Membership</p>	Alison Warrick / Julie White	24/072019	21/06/19 Paper on Agenda for 24 th July meeting	24/07/19

		arrangements. A paper on this will be brought back to a future meeting.				
30/01/2019	8	<p>DUMFRIES AND GALLOWAY ALCOHOL AND DRUG PARTNERSHIP REPORT</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	24/07/19	<p>11/03/2019 – 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 & 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> <p>03/05/2019 – GC called to confirm there was a delay in arranging the session so update paper will come to the July IJB.</p>	24/07/2019
03/04/2019	9	<p>PRIMARY CARE TRANSFORMATION UPDATE</p> <p>There are a number of pieces of work happening across localities, the challenges we are having with Physiotherapy staffing means a number of these initiatives will be delivered in different ways. Giving support to the practices that are in need will be a priority.</p>	Grecy Bell	24/07/19	<p>01/05/2019 – AM emailed for an update.</p> <p>26/06/19 – On the Agenda for the Meeting</p>	24/07/19

30/01/2019	12	<p>MOFFAT PROVISION OF GENERAL PRACTITIONER SERVICES</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>	Greycy Bell	24/07/2019	<p>04/03/2019 – GB confirmed the Impact Assessment is currently underway.</p> <p>07/05/2019 – LB confirmed The impact assessment is in progress as we take forward the boundary review.</p> <p>26/06/2019 – GB to update the IJB meeting of the 24th July</p>	
30/01/2019	14	<p>INEQUALITIES AND HEALTH INEQUALITIES</p> <p>PH asked to get confirmation of the timeline and membership of the steering group.</p>	Phil Myers	25/09/2019	<p>02/07/19 Terms of Reference for the proposed Inequalities Steering Group is being finalised and will be shared with appropriate Managers and Committees. It is envisaged that an initial meeting of the Steering Group will now take place in late September 2019. It is proposed that the Steering Group work plan will be focused around delivering activity under the following strands; service provision, workforce training, effective partnerships, employment and procurement processes.</p>	
COMPLETED ACTIONS						
Meeting Date	Agenda Item	Action	Person(s) Responsible	Date Due	Current Status/Action Taken	Date Completed
03/04/2019	6	FINANCIAL PERFORMANCE 2018/2019 – QUARTER 3 REVIEW	Hannah Green	10/04/2019	01/05/2019 – AM sent this to HG to add this to the Rolling Agenda.	01/05/2019

		AF asked for a Telecare update at the next Clinical Care Governance Committee.				
03/04/2019	8	<p>LOCALITY PERFORMANCE REPORTS, APRIL 2019</p> <p>JG asked if we should consider more of the challenges rather than the positive outcomes, this would help public understanding of challenges in Health and Social Care. There is no mention in these reports of the Independent Sectors. JW mentioned there will be discussions had with Locality Mangers, this will be delivered in the next reports.</p>	Julie White	10/04/2019	14/05/2019 – JW emailed Locality Managers	14/05/2019
29/11/2018	11	<p>REVISION OF IJB STANDING ORDERS</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>06/12/2018 – Standing orders have been updated and will be added to the website, AW to look at other suitable recording equipment</p> <p>01/05/2019 – Rod Edgar has confirmed the IJB will now be live streamed / recorded with his new equipment.</p>	29/05/2019

Integration Joint Board Rolling Agenda Matrix

	25/09/2019	06/12/2019	January 2020	March 2020	May 2020	July 2020
Substantive Items	<ul style="list-style-type: none"> • Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting 	<ul style="list-style-type: none"> • Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting 	<ul style="list-style-type: none"> • Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting 	<ul style="list-style-type: none"> • Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting 	<ul style="list-style-type: none"> • Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting 	<ul style="list-style-type: none"> • Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting
Items Brought Forward from previous Agendas	<ul style="list-style-type: none"> • Risk Register – Katy Lewis • Delayed Discharge Update – Gail Robertson 	<ul style="list-style-type: none"> • Final Draft Particular Needs Housing Strategy • Financial Performance MYR – Katy Lewis • Interim Performance Report – George Noakes 	<ul style="list-style-type: none"> • Delayed Discharge Update – Gail Robertson 	<ul style="list-style-type: none"> • Locality Performance Reports – Ananda Allan • Financial Plan – Katy Lewis 	<ul style="list-style-type: none"> • Delayed Discharge Update – Gail Robertson 	<ul style="list-style-type: none"> • Records Management Plan
Items Required by Legislation	<ul style="list-style-type: none"> • Committee Minutes for Noting (if applicable) • Annual Accounts – Katy Lewis • Scheme of Delegation – Alison Warrick • Review of FOI Policy and Publication 	<ul style="list-style-type: none"> • Committee Minutes for Noting (if applicable) • Declarations of Interest – Alison Warrick • Winter Plan – Lynne Mann/Carole Morton • Performance Management 	<ul style="list-style-type: none"> • Chief Social Work Officers Annual Report – Lillian Cringles • Committee Minutes for Noting (if applicable) 	<ul style="list-style-type: none"> • Committee Minutes for Noting (if applicable) 	<ul style="list-style-type: none"> • Performance Management Locality Reports for Area Committees – Ananda Allan • Committee Minutes for Noting (if applicable) 	<ul style="list-style-type: none"> • Committee Minutes for Noting (if applicable) • Annual Performance Report – Ananda Allan

	Scheme – Alison Warrick <ul style="list-style-type: none"> • Review of Complaints Handling Procedure • Update to Workforce Plan – Caroline Sharp 	Locality Reports for Area Committees – Ananda Allan				
Workshops	You As a Collaborative Leader Taster Session – Peter Bryden					

Items required for beyond the current Matrix:

September 2020 – Update on Delayed Discharges

November 2020 – Revision of Standing Orders