

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
24/07/2019	9	<p>Primary Care Programme Update</p> <ul style="list-style-type: none"> • Further update to come to the IJB in December 2019 • Third Sector interface to be included in the Community Link Worker roles • Paper to go to Performance and Finance Committee around engagement with the Third Sector • Jim Gatherum to be invited to attend Primary Care Programme Board 	Kerry Willacy	25/09/2019	07/08/2019 – Emailed KW will updates and contacts	
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	21/08/19 LM will produce a paper but will be on annual leave for 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	<p>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.</p> <p>18/08/19 DM has confirmed her paper will be produced to meet the deadlines</p>	
30/01/2019	12	Moffat Provision of General Practitioner Services	Grecy Bell	25/09/2019	04/03/2019 – GB confirmed the Impact Assessment is currently	

		<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 re-provision.</p>			<p>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 – Impact Assessment to come to the September meeting</p> <p>22/08/2019 Emailed KW to confirm that this will come to the IJB</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	25/09/209	<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
24/07/2019	7	<p>Financial Performance Update Month 2</p> <ul style="list-style-type: none"> Prescribing/Social Prescribing 	Grecy Bell/	25/09/19	31/07/19 - Organised for the 6 th	31/07/2019

		Workshop to be organized for later this year	Michele Mccoy		December 2019, directly after IJB	
24/07/2019	8	Dumfries and Galloway Alcohol and Drug Partnership Update Workshop to be organised to include information from Prison and Police	Grahame Clarke	25/09/2019	20/08 Workshop to be held in January. This has been added to the Agenda Matrix	12/09/19
24/07/2019	10	Records Management Plan and Policy <ul style="list-style-type: none"> • NAH asked to see FOI figures • A report on IJB FOI's and Participation Requests to be presented to Clinical and Care Governance Committee 	Alison Warrick Alison Warrick	25/09/2019 25/09/2019	07/08/2019 – AW sent information to NAH 07/08/2019 – Added to Clinical and Care Governance Agenda Matrix for November and May	12/09/2019 12/09/2019
24/07/2019	11	Directions <ul style="list-style-type: none"> • In future these will be tracked to the National Health and Wellbeing Outcomes and National Public Health Outcomes 	Alison Warrick	25/09/2019	Alison Warrick will ensure this forms part of the governance check	12/09/2019

Integration Joint Board Rolling Agenda Matrix

	06/12/2019	January 2020	March 2020	May 2020	July 2020	September 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"> • Final Draft Particular Needs Housing Strategy • Financial Performance MYR – Katy Lewis • Interim Performance Report – George Noakes • Update on Primary Care Programme – Kerry Willacy • Risk Register – Katy Lewis 	<ul style="list-style-type: none"> • Palliative care plan – Liz Forsyth 	<ul style="list-style-type: none"> • Locality Performance Reports – Ananda Allan • Financial Plan – Katy Lewis 	<ul style="list-style-type: none"> • 	<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) • Declarations of Interest – Alison Warrick • Winter Plan – Lynne Mann/Carole 	<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 	<ul style="list-style-type: none"> • Annual Accounts • Committee Minutes (for Noting)

	<ul style="list-style-type: none"> Morton Performance Management Locality Reports for Area Committees – Ananda Allan Review of Complaints Handling Procedure 					
Workshops	Pharmacy Workshop – Greycy Bell	Drug and Alcohol – Grahame Clarke				

Items required for beyond the current Matrix:

November 2020 – Revision of Standing Orders