

## 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
25/09/2019	3	<b>Minutes from the Previous Meeting of 24<sup>th</sup> July 2019</b> <ul style="list-style-type: none"> <li>LD highlighted that the Minute does not show the Actions she asked for</li> </ul>	Amber Murray	06/12/19	Following discussion with Julie White, Alison Warrick will speak to both Laura Douglas and Norma Austin Hart to determine what they would like included in the Minute.  Awaiting confirmation of changes from LD	
25/09/19	6	<b>Locality Performance Reports</b> <ul style="list-style-type: none"> <li>AF will raise PH's concerns with colleagues in housing over delays at the Garrick site in Stranraer</li> </ul>	Andy Ferguson	06/12/19		
25/09/19	7	<b>Summary Performance Report August 2019</b> AA confirmed that Social Work performance figures will be included from the end of the current financial year	Ananda Allan	31/03/20		
25/09/19	10	<b>Draft Health and Social Care Partnership Workforce Plan</b> <ul style="list-style-type: none"> <li>Workshop to be organized on Strategic Commissioning Intentions</li> </ul>	Vicky Freeman	06/12/19	25/11/19 Emailed Vicky Freeman	
<b>COMPLETED ACTIONS</b>						
Meeting Date	Agenda Item	Action	Person(s) Responsible	Date Due	Current Status/Action Taken	Date Completed
25/09/19	3	Minutes from the Previous Meeting	AW	06/12/19	Following discussion with Julie	08/10/19

		<ul style="list-style-type: none"> <li>• NAH narrative missing around discussions</li> </ul>			<p>White, Alison Warrick will speak to both Laura Douglas and Norma Austin Hart to determine what they would like included in the Minute.</p> <p>Changes from NAH included in the Minute</p>	
25/09/2019	4	<p><b>Action List and Rolling Agenda Matrix</b></p> <ul style="list-style-type: none"> <li>• Moffat GP Impact Assessment to be presented to the next IJB Performance and Finance Committee</li> <li>• Health Inequalities – VW to provide an update to the IJB in December</li> </ul>	Alison Warrick	21/10/19	<ul style="list-style-type: none"> <li>• Added to the Agenda for the IJB Performance and Finance Committee October meeting.</li> <li>• Paper on Agenda for this meeting (6/12)</li> </ul>	03/10/19
25/09/2019	5	<p><b>Action for Children – Independent Review of Short Breaks for Children</b></p> <ul style="list-style-type: none"> <li>• Report to be added to the DGHSCP website</li> <li>• Letters to be sent to all families/users of facilities</li> <li>• JW to present a report to the IJB on 06/12 with a proposed timeline for option appraisal process</li> </ul>	Rod Edgar  Julie White	06/12/19	<ul style="list-style-type: none"> <li>• Report added to the website on the 25<sup>th</sup> September</li> <li>• Letters sent to families/users of facilities</li> <li>• Paper on Agenda for this meeting (6/12)</li> </ul>	21/11/19
25/09/2019	6	<p><b>Locality Performance Reports</b></p> <ul style="list-style-type: none"> <li>• JW confirmed that the Transforming Wigtownshire will be presented to the IJB in April 2020</li> </ul>	Julie White	06/12/19	<ul style="list-style-type: none"> <li>• Added to the Rolling Agenda Matrix for the April Meeting</li> </ul>	08/10/19
25/09/2019	8	<b>Financial Performance Update –</b>	KL			

		<p><b>Quarter One</b></p> <ul style="list-style-type: none"> <li>Update on Sustainability and Modernisation (SAM) Programme to be provided regularly to IJB Performance and Finance Committee</li> <li>Update on 3 year position to be reported to Performance and Finance Committee in December 2019</li> </ul>			<ul style="list-style-type: none"> <li>Added to the Performance and Finance Committee Rolling Agenda Matrix</li> <li>On Agenda for January Performance and Finance Committee</li> </ul>	20/11/19
25/09/2019	9	<p><b>Annual Accounts 2018/19</b></p> <ul style="list-style-type: none"> <li>Accounts to be signed and forwarded to the Auditors</li> <li>Accounts to be uploaded to the DGHSCP website</li> <li>Actions from Audit Scotland Action Plan to be reported through IJB Audit and Risk Committee</li> </ul>			21/11/19 KL will ensure these are picked up within her update report	21/11/19
	10	<p><b>Draft Health and Social Care Partnership Workforce Plan</b></p> <ul style="list-style-type: none"> <li>CC to present an update to the IJB in February on progressing key issues from the Workforce and Sustainability Programme Board</li> <li>Inclusion of Third and Independent Sectors in the SAM discussions is sought</li> </ul>	<p>Caroline Cooksey</p> <p>Julie White</p>		<p>21/10/19 Added to the Rolling Agenda Matrix for February</p> <p>06/11/19 Third and Independent Sector Members to be added to the Workstreams</p>	<p>21/10/19</p> <p>06/11/19</p>
25/09/19	11	<p><b>Review of Carers Support Services</b></p> <ul style="list-style-type: none"> <li>JW confirmed IJB Directions will be reviewed by the IJB</li> </ul>	Alison Warrick	25/09/19	This is already on the IJB Performance and Finance Committee Rolling Agenda Matrix	25/09/19

		Performance and Finance Committee on a 6 monthly basis				
24/07/19	8	<b>Dumfries and Galloway Alcohol and Drug Partnership Update</b>  Workshop to be organised to include information from Prison and Police	<b>Grahame Clarke</b>	<b>01/2020</b>	<b>20/08</b> Workshop in February after the IJB – Added to the Matrix	20/08/19
24/07/19	9	<b>Primary Care Programme Update</b> <ul style="list-style-type: none"> <li>• Further update to come to the IJB in December 2019</li> <li>• Third Sector interface to be included in the Community Link Worker roles</li> <li>• Paper to go to Performance and Finance Committee around engagement with the Third Sector</li> <li>• Jim Gatherum to be invited to attend Primary Care Programme Board</li> </ul>	<b>Kerry Willacy</b>	<b>25/09/2019</b>	<ul style="list-style-type: none"> <li>• On the Agenda for this Meeting</li> <li>• Scott McGill, has been working with Third Sector on this</li> <li>• Graham Abrines/Alison Solley completing a paper on this which will be part of the next update</li> <li>• Jim Gatherum is invited to Primary Care Programme Board.</li> </ul>	25/11/19
29/05/2019	9	<b>Ministerial Strategic Group Improvement Objectives March 2019</b>  JW to take a paper or presentation to the IJB Performance and Finance Committee on Mental Health waiting times.	<b>JW</b>	21/10/2019	<p><b>27/06/19</b> 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><b>18/08/19</b> DM has confirmed her paper will be produced to meet the deadlines</p>	21/10/19
30/01/2019	14	<b>INEQUALITIES AND HEALTH INEQUALITIES</b>  PH asked to get confirmation of the timeline and membership of the steering group.	<b>Phil Myers</b>	25/09/2019	<b>02/07/19</b> 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	<b>21/11/19</b>

					<p>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> <p>25/09/19 – VW will provide a verbal update to the next IJB Meeting</p> <p>21/11/19 – Paper on Agenda for this meeting</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 re-provision.</p>	<b>Grecy Bell</b>	25/09/2019	<p><b>04/03/2019</b> – GB confirmed the Impact Assessment is currently underway.</p> <p><b>07/05/2019</b> – LB confirmed The impact assessment is in progress as we take forward the boundary review.</p> <p><b>26/06/2019</b> – GB to update the IJB meeting of the 24<sup>th</sup> July – Impact Assessment to come to the September meeting</p> <p><b>22/08/2019</b> Emailed KW to confirm that this will come to the IJB</p>	<p>This is being progressed through the IJB Performance and Finance Committee to their meeting on the 21<sup>st</sup> October 2019.</p>

## Integration Joint Board Rolling Agenda Matrix

	06/02/2020	09/04/2020	04/06/2020	06/08/2020	23/09/2020
<b>Substantive Items</b>	<ul style="list-style-type: none"> <li>• Notification of Substitutes</li> <li>• Declarations of Interest</li> <li>• Minute of Previous Meeting</li> <li>• Any Other Business</li> <li>• Date of Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of Substitutes</li> <li>• Declarations of Interest</li> <li>• Minute of Previous Meeting</li> <li>• Any Other Business</li> <li>• Date of Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of Substitutes</li> <li>• Declarations of Interest</li> <li>• Minute of Previous Meeting</li> <li>• Any Other Business</li> <li>• Date of Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of Substitutes</li> <li>• Declarations of Interest</li> <li>• Minute of Previous Meeting</li> <li>• Any Other Business</li> <li>• Date of Next Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Notification of Substitutes</li> <li>• Declarations of Interest</li> <li>• Minute of Previous Meeting</li> <li>• Any Other Business</li> <li>• Date of Next Meeting</li> </ul>
<b>Items Brought Forward from previous Agendas</b>	<ul style="list-style-type: none"> <li>• Palliative care plan – Liz Forsyth</li> <li>• Progressing key issues from the Workforce and Sustainability Programme Board - CC</li> <li>• Final Draft Particular Needs Housing Strategy – Viv Gration / Julie Morley</li> <li>• Brexit Update – Jeff Ace</li> <li>• Achieving Excellence – making D&amp;G a centre of pharmacy excellence – Graeme Bryson</li> <li>• Digital Health and Care Strategy – Ruth Griffiths</li> </ul>	<ul style="list-style-type: none"> <li>• Locality Performance Reports – Ananda Allan</li> <li>• Draft Budget Financial Plan – Katy Lewis</li> <li>• Update on Transforming Wigtownshire – Graham Abrines</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Records Management Plan</li> </ul>	

<b>Items Required by Legislation</b>	<ul style="list-style-type: none"> <li>• Committee Minutes for Noting (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Minutes for Noting (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Performance Management Locality Reports for Area Committees – Ananda Allan</li> <li>• Committee Minutes for Noting (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Minutes for Noting (if applicable)</li> <li>• Annual Performance Report – Ananda Allan</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Accounts</li> <li>• Committee Minutes (for Noting)</li> <li>• Area Committee Locality Performance Reports</li> </ul>
<b>Workshops</b>	ADP Workshop – Grahame Clark/Jackie Davies	Workforce Implications of the Strategic Commissioning Plan – Tracy Parker			

Items required for beyond the current Matrix:

November 2020 – Revision of Standing Orders