Integration Joint Board Action List and Agenda Planner

Meeting Date	Agenda Item		Person(s) Responsible	Target Due	Current Status/Action Taken	Date Completed
23/09/2020	7	**Locality Performance Reports** AA to discuss the inclusion of the volunteering efforts during the covid 19 response in these reports with Graham Abrines and will share the outcome with NAH	Ananda Allan		29/09 – GA has provided a form of words for inclusion in the reports	
22/04/2020		**Decision was taken at this meeting that normal governance arrangements and delegation of authority is enacted 'if required'**				
06/02/2020	7	**Achieving Excellence in Pharmaceutical Care** GB to pick up a conversation with GC around the Impact Assessment in terms of this being considered at a Pharmacy level.	Graeme Bryson	February 2021	A Pharmacy progress report will be presented to the IJB on the 3rd December 2020. Confirmed by GB and template sent to him. GB asked for an extension due to C19	February 2021
COMPLETED ACTIONS						
Meeting Date	Agenda Item	Action	Person(s) Responsible	Date Due	Current Status/Action Taken	Date Completed
03/12/2020	11	**What if and Why Not Report** Arrange to meet with JG, NAH, VF, LC to discuss view from partnership on the independent review of social care.	Julie White	March	Meeting organised for 28th January with confirmation that this will come back to the IJB in March. On Agenda Planner for March	10/12/2020
03/12/2020	IC2	**ADP – In Committee** Arrange for IJB session on Drug Related Deaths with Grahame/Jackie	Amber Murray	January	Workshop will take place on the 21st January 2021	23/12/2020
23/09/2020	10	**Alcohol and Drug Partnership**	Grahame	03/12/2020	29/09 Paper template sent to	03/12/2020

		An update on drug deaths will be brought back to the December IJB due to figures not being made available until November	Clarke/Jackie Davies		GC/JD	

Integration Joint Board Agenda Planner 2021

	18th March	22nd April	27th May	23rd June	22nd July	19th August
Substantive Items	• Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business Date of Next Meeting	• Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting	• Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting	• Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business Date of Next Meeting	• Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting	• Notification of Substitutes • Declarations of Interest • Minute of Previous Meeting • Any Other Business • Date of Next Meeting
Governance	• Appointment of Chair and Vice Chair of IJB and Committees	• Review of the Scheme of Delegation to Committees/ Officers – AW • Review of Committee Terms of Reference • Directions Policy (and thereafter annual review) - AW • Progress on the revision to the Integration Scheme • Complaints Handling Procedure (and thereafter annual review) – AW	•	• Progress to the revision of the Integration Scheme	• Update report on Directions (dependent AW	• Review of IJB Standing Orders – AW
Finance	• Quarter 3 Financial Position • Sustainability and Modernisation (SAM)	• Budget Setting for the next financial year	•	• Review of Financial Year • SAM Quarterly Update - DR	• Draft Annual Report and Accounts (dependent on date of A&R Committee)	• Quarter 1 Financial Position

	Quarterly Update - DR					
Performance	• Locality Performance Reports to Area Committees – AA • Interim Performance Report (moved from Jan per VF)	•	•	•	• Annual Performance Report	•
Transforming Care and Strategic Planning	• Extension to the Existing Strategic Plan • Update on the Strategic Plan • Alcohol and Drug Partnership Strategy – GC and JD	• Verbal update on the Strategic Plan • Equality and Diversity Joint Outcomes 2017/2021 • Update on delivery of the Mental Health Strategy – GM Mental Health • Update on delivery of Care and Support at Home Framework – Glen Graham • Partnership View on the Independent review of social care – Julie • Whistleblowing - new standards and IJB implications – KD • Reshaping Care for Older Adults in Esk Valley – Gary Sheehan	• Update on delivery of the Learning Disability Strategy • Review of the Carers Strategy 2017-2021 – VG • Delayed Discharge Report – GR	• Verbal update on the Strategic Plan	• Delayed Discharge Report - GR	• Update on delivery of Digital Health and Care Strategy – RG • Verbal Update on Strategic Plan

		• Achieving Excellence in Pharmaceutical Care Progress Report				
Workshops/ Development	•					

	16th September	21st October	18th November	15th December	January 2022	February 2022
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Governance	• Annual Review of the Freedom of Information Policy and Model Publication Scheme - AW	• Integration Scheme • Annual Review of Register of Members Interest - AW • Annual Review of Code of Conduct - AW	• Annual review of Records Management Plan and Policy - AW	•	• Update report on Directions	•
Finance	• Annual Report and Accounts • SAM Quarterly Update - DR	•	•	• Quarter 2 Financial Position • SAM Quarterly Update - DR	•	• Quarter 3 Financial Position
Performance	• Locality Performance Reports to Area Committees - AA	•	•	•	•	•
Transforming	• Approval of	• Workforce Plan	• Chief Social	• Update on	•	• Delayed

Care and Strategic Planning	the Strategic Plan • Update on delivery of the Plan for Palliative Care – LS • Update on delivery of Housing With Care and Support – Julia Morley • Update on delivery of Transforming Wigtownshire	• Delayed Discharge Report - GR	Work Officers Annual Report - LC	Carers Strategy - VG		Discharge Report – GR •
Workshops/ Development	• Strategic Plan					