

## Action List and Rolling Agenda Matrix

Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status/Action Taken	Date Completed
26/07/2018	5	<p><b>ANNUAL PERFORMANCE REPORT</b></p> <p>PH invited JMc to attend the future Clinical &amp; Care Governance Committees, JMc will be included in the diary invites.</p>	<p><b>Jim McColm</b></p>	<p><b>27/07/2018</b> – AM to include JMc in the diary invites and distribution lists, HG will send a list of date.</p>	<p><b>27/07/2018</b></p>
26/07/2018	7	<p><b>MENTAL WELFARE COMMISSION REPORT ON PEOPLE WITH DEMENTIA IN COMMUNITY HOSPITALS (DUMFRIES AND GALLOWAY RESPONSE TO NATIONAL RECOMMENDATIONS)</b></p> <p>The IJB Members have asked for an update on all actions to go to the Clinical &amp; Care Governance Committee every 6 months.</p>	<p><b>Mhairi Hastings</b></p>	<p><b>02/08/2018</b> – AM has emailed MH to ask if she will give update at the next Clinical &amp; Care Governance Committee in October.</p> <p>MH confirmed Alice Wilson will be leading on this work, and will feedback.</p>	

26/07/2018	9	<p><b>MENTAL HEALTH SERVICES AND THE ROLE OF THE THIRD INDEPENDANT AND COMMUNITY SECTOR</b></p> <p>Mental Health to be a standing item at Clinical &amp; Care Governance Committee, LCu to provide a six monthly update.</p> <p>JW will link with Denise Moffat regarding the Mental Health Strategy coming to a future IJB Meeting.</p>	<p><b>Louise Cumbley</b></p> <p><b>Julie White / Denise Moffat</b></p>	<p><b>02/08/2018</b> – AM has added this to the Clinical &amp; Care Governance Committee rolling Agenda.</p> <p><b>04/09/2018</b> – AW confirmed that this Mental Health Strategy will go to the November IJB, Added to the Rolling Agenda Matrix.</p>	<p><b>02/08/2018</b></p> <p><b>04/09/2018</b></p>
26/07/2018	10	<p><b>FINANCIAL PERFORMANCE UPDATE</b></p> <p>KL will bring back the outcome of the Quarter 1 position to the next IJB in September.</p> <p>A finance workshop to be included at the end of the next Performance and Finance Committee.</p>	<p><b>Katy Lewis</b></p> <p><b>Katy Lewis</b></p>	<p><b>27/07/2018</b> – AM will add this to the Rolling agenda Matrix</p> <p><b>05/09/2018</b> – KL confirmed the October IJB Performance &amp; Finance Committee date is being reviewed and the workshop will be part of this.</p>	<p><b>27/07/2018</b></p>

26/07/2018	11	<p><b>ANY OTHER BUSINESS DEEMED URGENT BY THE CHAIR DUE TO THE NEED FOR A DECISION</b></p> <ul style="list-style-type: none"> <li><b>Alcohol and Drug Deaths</b></li> </ul> <p>PH asked for the IJB to have assurance from the Alcohol and Drug Partnership on Alcohol and Drug Deaths, report to be brought to the next meeting.</p>	Alison Warrick	<p><b>29/08/2018</b> – JW has confirmed with Jackie Davies to bring an update to the September IJB.</p>	<b>29/08/2018</b>
31/05/2018	5	<p><b>PRIMARY CARE TRANSFORMATION</b></p> <p>GB is preparing a newsletter for GPs but confirmed that she will also distribute to IJB members.</p>	Grecy Bell	<p><b>02/07/2018</b> – HG emailed Grecy for update</p> <p><b>27/07/2018</b> - Newsletter is just being finalised and will be signed off by Linda and Grecy next week and distributed as described.</p>	<b>30/07/2018</b>
31/05/2018	8	<p><b>FINANCIAL PERFORMANCE FINANCIAL YEAR 2017/18</b></p> <p>GC asked to consider how we can report on our financial positions in a more joined up way and was there potential for a joint session with Audit Scotland. KL confirmed once the report is published, a further session will be scheduled.</p>	Katy Lewis	<p><b>02/07/2018</b> – HG emailed KL for update</p> <p>A session will be organized for later in the year once Audit Scotland report is published</p> <p><b>05/09/2018</b> – KL confirmed the report is expected Autumn 2018.</p>	

31/05/2018	13	<p><b>Maternity Services in West of Region</b></p> <p>Strategic direction for Maternity Services as part of Wigtownshire programme will be brought back to IJB.</p>	<p><b>Linda Williamson / Karen King</b></p>	<p><b>27/07/2018</b> - Maternity workforce in the West of the Region someone has been offered awaiting confirmation due to having interviews elsewhere. There are a significant number of other challenges within the workforce In the west e.g. Retirements and people moving south.</p> <p><b>06/09/2018</b> – KK mentioned The midwife has now accepted the post in the West we are awaiting references, PVG and occupational health clearance she will also require a period of mentorship as she is newly qualified. It will therefore be a couple of months before we can review the situation and assess whether on-call would be a viable option going forward. Work is on-going with co-production through Transforming Care in Wigtownshire.</p>	
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05/04/2018	5	<p><b>AGREED ACTIONS FROM THE PREVIOUS MEETING</b></p> <p>TS enquired whether the Housing Lead officer post had been recruited too. JW will provide an update.</p> <p>TS asked for clarification regarding the Option Appraisal update on Acorn House, JW confirmed A full independent review will take place around the future of Short Break Services for Children, this process is ongoing and will be assessed by</p>	<p><b>Julie White</b></p> <p><b>Julie White</b></p>	<p><b>27/07/2018</b> – Julie Morley has been appointed, JW has an introduction meeting scheduled for 14/08/2018, JMorley is working alongside with G Sheehan in the West of the Region.</p> <p><b>27/07/2018</b> – JW confirmed there is an Independent Review scheduled for the Middle of August 2018, appointment process scheduled and the panel has been established</p> <p><b>17/09/2018</b> – Action for Children were appointed for the Independent Review, the team will be in Dumfries on the 18<sup>th</sup> September to meet with Service Users. This will be a session for the team and families to become acquainted with one another.</p>	14/08/2018
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<b>01/02/2018</b>	<b>9</b>	<b>Developing New Models of Care in Esk Valley</b>	<b>Julie White / Gary Sheehan / Graham Abrines</b>	<b>03/08/2018</b> – GA confirmed GS will be bringing something to the September HSCSMT.  <b>04/09/2018</b> - AM confirmed with GS that the Creation of a Multi-Agency Health and Wellbeing Centre will come to the November HSCSMT, added to Rolling Agenda Matrix.	<b>04/09/2018</b>
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**COMPLETED ACTIONS**

<b>31/05/2018</b>	<b>9</b>	<b>UPDATE ON GOVERNANCE ARRANGEMENTS</b>  As part of the coursework undertaken by AW, an Induction programme will be formulated for IJB members and current members will have the opportunity to undertake this.	<b>Alison Warrick</b>	An update will come to the IJB in September – On Agenda for the September Meeting	<b>09/07/18</b>
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<b>31/05/2018</b>	<b>7</b>	<b>ANNUAL ACCOUNTS 2017/18 UPDATE</b>  The draft set of accounts are to be circulated to IJB members to provide assurance that any concerns will be fed through the Audit and Risk Committee from all members.	<b>Katy Lewis</b>	KL confirmed that draft accounts have been circulated to all IJB Members	<b>10/07/18</b>
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## Rolling Agenda Matrix

	<b>29/11/18</b>	<b>January 2019</b>	<b>March 2019</b>	<b>May 2019</b>	<b>July 2019</b>
<b>Substantive Items</b>	<p>Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting</p>	<p>Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting</p>	<p>Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting</p>	<p>Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting</p>	<p>Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting</p>
<b>Items Brought Forward from Previous Agendas</b>	<p>Update on Primary Care Improvement Plan – Greycy Bell</p> <p>Update on Chief Social Worker Officers Annual Report – Lillian Cringles</p> <p>Carers Act – Short Break Services Statement (Linda Owen)</p> <p>Dumfries and Galloway Strategic Advocacy Plan for Adults (Linda Owen)</p> <p>children’s services report– Lillian Cringles (deferred from Sept Agenda)</p> <p>Smoking Cessation Targets – Trish Grierson (Deferred from Sept Agenda)</p> <p>Mental Health Strategy Paper – Denise Moffat as per AWarrick email 04/09/2018</p> <p>Strategic Plan 2018 – 2021 - Vicky Freeman</p> <p>Smoking Cessation Targets – Trish Grierson</p>				

<b>Items Required by Legislation</b>	<b>Financial Performance – Mid Year Review</b>  <b>Register of Members Interest</b>  <b>Meeting Dates 2019</b>  <b>Review of IJB Committee Terms of Reference (Scheme of Delegation to Committees)</b>  <b>Review of IJB Code of Conduct</b>  <b>Review of IJB Standing Orders</b>	<b>Performance Report</b>  <b>Report from Chief Finance Officer</b>  <b>Chief Social Work Officers Annual Report</b>		<b>Annual Accounts Update</b>  <b>Financial Year End Position</b>	
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