

Integration Joint Board Action List and Agenda Planner

Meeting Date	Agenda Item		Person(s) Responsible	Target Due	Current Status/Action Taken	Date Completed
27/05/2021	4	Action List and Agenda Planner LB asked for a meeting with JW, KK, VF, NAH and LC. AM to arrange	Amber Murray	22/07/2021		
	4	AF asked for the website to be updated as it still highlights that he is Chair of the IJB	Amber Murray/Rod Edgar	22/07/2021		
	4	LD has asked to meet with Advisory Members, Committee Chairs and Vice Chairs to have a wider discussion on governance structure	Amber Murray	22/07/2021	Meeting is scheduled for Wednesday 4 th August 2021 at 9am.	
	7	MC asked for an IJB Workshop on the content of the Feeley report on the Review of Adult Social Care	Amber Murray	22/07/2021		
	7	AW to insert paragraphs into the Policy to include the level of detail of directions and performance monitoring. This document although approved by the IJB, will be brought back to a future meeting for sight of the changes.	Alison Warrick	22/07/2021	Changes have been made to the Policy and it will be included on the agenda for the next meeting.	
	8	AW to update the Directions template to include that we would expect to see how progress is being made against the priority areas of focus	Alison Warrick	22/07/2021	This has been updated and changes viewed within the Policy document for review at the meeting of the 22 nd July.	
22/04/2021	3	Minute of the 18th March 2021 LD asked for the action from this item for LB, JW and KK to link requires being included in the action plan LD asked for confirmation on how we have allocated money for Carers	LB/JW/KK AW	27/05/2021	There is an update on Carers presented to the meeting on the 27/05/2021 27/05/2021 Meeting to be arranged with LB, JW, KL as per 27/05/2021 Agenda Item 4 Action	

18/03/2021	2	Sustainability and Modernisation Programme Update NAH asked if a pie chart could be included in future reports to provide an At a Glance summary. DR will include this in next report.	David Rowland	27/05/2021	SAM Updates will now be taken through the IJB Performance and Finance Committee	
18/03/2021	11	AOB – Data Sharing An update on this will be supplied to the IJB in July	Graham Gault	22/07/2021	On the Agenda planner for July	
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 3 rd December 2020. Confirmed by GB and template sent to him. GB asked for an extension due to C19 ?CCG	

COMPLETED ACTIONS

Meeting Date	Agenda Item	Action	Person(s) Responsible	Date Due	Current Status/Action Taken	Date Completed
22/04/2021	4	SAM Workshop David Rowland and Kelly Armstrong to link with Jim Gatherum regarding engagement of Independent Sector organisations.	DR/KA/JG	27/05/2021	27/05/2021 Initial meeting has taken place	27/05/2021
18/03/2021	7	Quarter 3 Financial Posititon Discussed Carers Strategy which is due to end this year and future sustainability. LB to share her comments with JW/KL. VF to speak to Carers organisations to ascertain what proposals they would like to be considered. NAH to	Vicky Freeman	27/05/2021	Carers paper on IJB Agenda 27/05 Further meeting to be arranged with JW/KK/NAH/LB	27/05/2021

		be included in this work.				
18/03/2021	9	Governance Arrangements Both parties to confirm to AW the names of Chairs/Vice Chairs of Committees. In the interim all current Chairs/Vice Chairs will remain in place	Voting Members	27/05/2021	Completed and paper on Agenda for 27/05	17/05/2021
18/03/2021	11	AOB – Strategic Planning Group Members were asked to appoint 1 member to the SPG and confirm the details of this to AW	All	27/05/2021	Paper on Agenda 27/05	27/05/2021

Integration Joint Board Agenda Planner 2021

	16 th September	18 th November	January 2022	March 2022	May 2022	July 2022
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
Governance	<ul style="list-style-type: none"> • Progress to the revision of the Integration Scheme • Annual Review of the Freedom of Information Policy and Model Publication Scheme – AW • Review of IJB Standing Orders – AW • Review of the Scheme of Delegation to Committees/ Officers – AW • Review of Committee Terms of Reference 	<ul style="list-style-type: none"> • Update report on Directions • Integration Scheme • Annual Review of Register of Members Interest - AW • Annual Review of Code of Conduct - AW 	<ul style="list-style-type: none"> • Annual review of Records Management Plan and Policy - AW • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Review of Directions Policy - AW • 	<ul style="list-style-type: none"> • Review of Complaints Handling Procedure– AW
Finance	<ul style="list-style-type: none"> • Annual Report and Accounts • SAM Quarterly Update - DR 	<ul style="list-style-type: none"> • Quarter 2 Financial Position • SAM Quarterly Update - DR 	<ul style="list-style-type: none"> • Quarter 3 Financial Position 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Budget Setting for the next financial year 	<ul style="list-style-type: none"> • Financial Update •

Performance	<ul style="list-style-type: none"> • Locality Performance Reports to Area Committees – AA • Draft IJB Annual Performance Report 	<ul style="list-style-type: none"> • Annual Performance Report Approval • MSG Indicators 	<ul style="list-style-type: none"> • Sign off Performance Framework 	<ul style="list-style-type: none"> • Interim Performance Reports • Locality Reports 	•	•
Transforming Care and Strategic Planning	<ul style="list-style-type: none"> • Verbal update on 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 • Communication and Engagement Strategy - RE 	<ul style="list-style-type: none"> • Delayed Discharge Report – GR • Chief Social Work Officers Annual Report – LC • Update on Carers Strategy – VG • Workforce Plan 	<ul style="list-style-type: none"> • Update on delivery of Digital Health and Care Strategy – RG • 	•	•	
Workshops/ Development		•				