

## Integration Joint Board Action List and Agenda Planner

Action Number	Meeting Date	Agenda Item		Person(s) Responsible	Target Due	Current Status/Action Taken	Date Completed
1.	22/07/2021	4	<b>Action List and Agenda Planner</b> To have numbers against actions on the planner going forward	Alison Warrick	16/09/2021	Completed	01/09/2021
2.		6	<b>Interim Health and Social Care Workforce Plan April 2021 – March 2022</b> Tracy Parker and workforce colleagues from NHSDG to work with colleagues from the local authority/third sector and independent sector on the Workforce Plan 2022-25	Tracy Parker	07/09/2021	TP has confirmed via email that she will include the local authority/third sector and independent sector organisations in the drafting of the Workforce Plan 2022-2025.	07/09/2021
3.		7	<b>IJB Complaints Handling Procedure</b> The CHP is to be added to the dghscp website	Alison Warrick	16/09/2021	Completed	02/09/2021
4.		8	<b>Financial Update</b> KK to bring a more detailed paper on funding streams which have been released non recurrently	Katy Kerr	21/10/2021	KK will present a paper to the IJB Performance and Finance Committee on the 21 <sup>st</sup> October 2021. Added to the Performance and Finance Agenda Planner	07/09/2021
5.	27/05/2021	4	<b>Action List and Agenda Planner</b> LB asked for a meeting with JW, KK, VF, NAH and LC. AM to arrange	Amber Murray	22/07/2021	This meeting was held on Monday 26 <sup>th</sup> July	26/07/2021
6.		4	AF asked for the website to be updated as it still highlights that	Amber Murray/Rod	22/07/2021	Awaiting other ROIs so this can all be completed at the	

			he is Chair of the IJB	Edgar		same time	
7.		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 <sup>th</sup> August 2021 at 9am. Further meeting has been requested	04/08/2021
8.		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	Workshop on the National Care Service is scheduled for IJB Members on the 14 <sup>th</sup> September 2021.	06/09/2021
9.	18/03/2021	11	<b>AOB – Data Sharing</b> An update on this will be supplied to the IJB in July	Graham Gault	22/07/2021	An update was discussed at the July meeting, presented on behalf of Marsali Caig in her role as Chair of the IJB Audit and Risk Committee	22/07/2021
10.	06/02/2020	7	<b>Achieving Excellence in Pharmaceutical Care</b> 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 <sup>rd</sup> December 2020.  Confirmed by GB and template sent to him.  GB asked for an extension due to C19 ?CCG	Pending
<b>COMPLETED ACTIONS</b>							
	Meeting Date	Agenda Item	Action	Person(s) Responsible	Date Due	Current Status/Action Taken	Date Completed
11.		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.	22/07/2021
12.		8	AW to update the Directions template to include that we would expect to see how	Alison Warrick	22/07/2021	This has been updated and changes viewed within the Policy document for review at	22/07/2021

			progress is being made against the priority areas of focus			the meeting of the 22 <sup>nd</sup> July.	
13.	22/04/2021	3	<p><b>Minute of the 18<sup>th</sup> March 2021</b></p> <p>LD asked for the action from this item for LB, JW and KK to link requires being included in the action plan</p> <p>LD asked for confirmation on how we have allocated money for Carers</p>	<p>LB/JW/KK</p> <p>AW</p>	27/05/2021	<p>There is an update on Carers presented to the meeting on the 27/05/2021</p> <p>27/05/2021 Meeting to be arranged with LB, JW, KL as per 27/05/2021 Agenda Item 4 Action</p>	Superseded

## Integration Joint Board Agenda Planner 2021

	18 <sup>th</sup> November	January 2022	March 2022	May 2022	July 2022	September 2022
<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>	<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>Governance</b>	<ul style="list-style-type: none"> <li>• Annual Review of the Freedom of Information Policy and Model Publication Scheme – AW</li> <li>• Review of IJB Standing Orders – AW</li> <li>• Review of the Scheme of Delegation to Committees/ Officers – AW</li> <li>• Review of Committee Terms of Reference</li> <li>• Update report on Directions</li> <li>• Annual Review of Register of Members Interest</li> <li>• Annual Review of Code of</li> </ul>	<ul style="list-style-type: none"> <li>• Annual review of Records Management Plan and Policy – AW</li> <li>• PENDING</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Review of Directions Policy - AW</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Review of Complaints Handling Procedure– AW</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	Conduct					
<b>Finance</b>	<ul style="list-style-type: none"> <li>Quarter 2 Financial Position</li> </ul>	<ul style="list-style-type: none"> <li>Quarter 3 Financial Position</li> </ul>	<ul style="list-style-type: none"> <li>Financial Update</li> </ul>	<ul style="list-style-type: none"> <li>Budget Setting for the next financial year</li> </ul>	<ul style="list-style-type: none"> <li>Financial Update</li> </ul>	<ul style="list-style-type: none"> <li>Annual Financial Report and Accounts</li> </ul>
<b>Performance</b>	<ul style="list-style-type: none"> <li>Annual Performance Report Approval</li> <li>MSG Indicators</li> </ul>	<ul style="list-style-type: none"> <li>Sign off Performance Framework</li> </ul>	<ul style="list-style-type: none"> <li>Interim Performance Reports</li> <li>Locality Reports</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Interim Locality Reports</li> <li>Draft Annual Performance Report</li> </ul>
<b>Transforming Care and Strategic Planning</b>	<ul style="list-style-type: none"> <li>Update on the Strategic Plan</li> <li>Chief Social Work Officers Annual Report – LC</li> <li>Carers Strategy – VG</li> <li>Draft Workforce Plan - TP</li> <li>Update on delivery of the Plan for Palliative Care – LS</li> <li>Update on delivery of Housing With Care and Support – Julia Morley</li> <li>Update on delivery of Transforming Wigtownshire</li> </ul>	<ul style="list-style-type: none"> <li>Update on delivery of Digital Health and Care Strategy – RG</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Workshops/ Development</b>		<ul style="list-style-type: none"> <li></li> </ul>				