

## 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
	18/11/2021	3	<b>Minutes of the Previous Meeting</b> – LD asked for an update on the Workforce Summit, JW will link with Richard Grieveson regarding this.	JW		
		5	<b>Membership Update</b> – AW to seek clarification from DGC to confirm their replacement following Ronnie Tait's resignation as an IJB Voting Member.	AW	20/01/2021	Emailed DGC 11/01
		6	<b>Draft Workforce Plan 2022-2025</b> – Workshop to be organized for January 2022	AM	20/0/2021	Workshop organized for the 18 <sup>th</sup> January 2022
		8	<b>Chief Social Work Officers Annual Report</b> – JW to arrange a Workshop around the Community Model with IJB and Elected Members	JW		
		13	<b>Update on the Scheme of Delegation</b> – A short life working group has been formed and a proposal from this group will come back to the IJB in March 2021	LD	March 2021	
1.	27/05/2021	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	Awaiting other ROIs so this can all be completed at the same time

2.	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
3.	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

## Integration Joint Board Agenda Planner 2021

	January 2022	March 2022	May 2022	July 2022	September 2022	November 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>•</li> </ul>	<ul style="list-style-type: none"> <li>• Review of the Scheme of Delegation to Committees/ Officers – AW</li> <li>• Review of IJB Standing Orders – AW</li> <li>• Review of Committee Terms of Reference</li> <li>• Annual review of Records Management Plan and Policy – AW</li> <li>• PENDING</li> <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>	<ul style="list-style-type: none"> <li>• IJB Board and Committee Dates</li> <li>• Register of Members Interest</li> <li>• Annual Review of Code of Conduct</li> <li>•</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Quarter 3 Financial Position</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Setting for the next financial year</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Annual Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Financial Report and Accounts</li> </ul>	<ul style="list-style-type: none"> <li>• Quarter 2 Financial Position</li> </ul>
<b>Performance</b>	<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>• Annual Performance Report Approval</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Interim Locality Reports</li> <li>• Draft Annual Performance Report</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

<b>Transforming Care and Strategic Planning</b>	<ul style="list-style-type: none"> <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> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Update on delivery of Digital Health and Care Strategy – RG</li> <li>• Workforce Plan 2022-2025</li> <li>• Strategic Plan 2022-2025</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>	<ul style="list-style-type: none"> <li>• CSWO Annual Report</li> </ul>
<b>Workshops/ Development</b>		<ul style="list-style-type: none"> <li>•</li> </ul>				