

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. | 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. Do members wish this to be added to the website with some entries missing? | |
| 2. | 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 | Pending |
| 3. | 18/11/2021 | 3 | Minutes of the Previous Meeting – LB asked for an update on the Workforce Summit, JW will link with Richard Grieveson regarding this. | JW | | 20/01/22 This has not progressed due to ongoing work on the response to Covid | |
| 4. | 18/11/2021 | 8 | Chief Social Work Officers Annual Report – JW to arrange a Workshop around the Community Model with IJB and Elected Members | JW | | | |
| 5. | 18/11/2021 | 13 | Update on the Scheme of Delegation – A short life working group has been formed and a proposal from this group will come back to the IJB in March 2021 | LD | May 2021 | Work ongoing will be presented at the May meeting of the IJB | |

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| 6. | 20/01/2022 | 5 | Addressing Unmet Need in Social Care – JW to pick up a conversation around the Share My Home/Share My Care UK Network which MC highlighted | JW | 10/03/2022 | | |
| 7. | 20/01/2022 | 5 | Addressing Unmet Need in Social Care - PJ will pick up a discussion with Vic McDade regarding staffing and notice periods, this will cover the Partnership, PJ will link with JG | PJ | 10/03/2022 | | |
| 8. | 20/01/2022 | 7 | Developing a New Community Bed Model - LD to discuss the potential of a sub group to take this work forward | LD | 10/03/2022 | | |

COMPLETED ACTIONS

| | Meeting Date | Agenda Item | Action | Person(s) Responsible | Date Due | Current Status/Action Taken | Date Completed |
|----|--------------|-------------|--|-----------------------|------------|--|----------------|
| 3. | 22/07/2021 | 4 | Action List and Agenda Planner To have numbers against actions on the planner going forward | Alison Warrick | 16/09/2021 | Completed | 01/09/2021 |
| | | 5 | Membership Update – 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 Confirmed Ian Carruthers | 18/11/2021 |
| | | 6 | Draft Workforce Plan 2022-2025 – Workshop to be organized for January 2022 | AM | 20/0/2021 | Workshop organized for the 18 th January 2022 | 18/01/2022 |

Integration Joint Board Agenda Planner 2022-23

| | May 2022 | July 2022 | September 2022 | November 2022 | January 2023 | March 2023 |
|--------------------------|---|---|---|---|---|---|
| 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"> • Review of the Scheme of Delegation to Committees/ Officers – AW • Review of IJB Standing Orders – AW • Review of Committee Terms of Reference | <ul style="list-style-type: none"> • Annual review of Records Management Plan and Policy – AW • PENDING | <ul style="list-style-type: none"> • Review of Directions Policy - AW | <ul style="list-style-type: none"> • Review of Complaints Handling Procedure– AW | <ul style="list-style-type: none"> • Annual Review of the Freedom of Information Policy and Model Publication Scheme – AW | <ul style="list-style-type: none"> • IJB Board and Committee Dates • Register of Members Interest • Annual Review of Code of Conduct |
| Finance | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • Annual Financial Report and Accounts | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • | |
| Performance | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • Annual Performance Report Approval | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • | <ul style="list-style-type: none"> • |

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