

## Integration Joint Board Action List and Agenda Planner

Meeting Date	Agenda Item	Action	Person(s) Responsible	Target Due	Current Status/Action Taken	Date Completed
23/09/2020	7	<p><b>Locality Performance Reports</b></p> <p>AA to discuss the inclusion of the volunteering efforts during the covid 19 response in these reports with Graham Abrines and will share the outcome with NAH</p>	Ananda Allan		29/09 – GA has provided a form of words for inclusion in the reports	
23/09/2020	15	<p><b>AOB</b></p> <p>NAH discussed reduction in respite availability, work is ongoing following National Guidance which was required but will be problematic to achieve due to staffing and availability. A further discussion will be held at the next meeting. NAH/HC will link regarding communications.</p>	Heather Collington	29/10/2020	29/09 Email sent to HC. HC has confirmed she is working on this with Vicky Freeman/Viv Gration	
22/04/2020		<p><b>Decision was taken at this meeting that normal governance arrangements and delegation of authority is enacted 'if required'</b></p>				
06/02/2020	7	<p><b>Achieving Excellence in Pharmaceutical Care</b></p> <p>GB to pick up a conversation with GC around the Impact Assessment in terms of this being considered at a Pharmacy level.</p>	Graeme Bryson	January 2021	<p>A Pharmacy progress report will be presented to the IJB on the 3<sup>rd</sup> December 2020.</p> <p>Confirmed by GB and template sent to him.</p> <p>GB asked for an extension due to C19</p>	January 2021
<b>COMPLETED ACTIONS</b>						
Meeting Date	Agenda Item	Action	Person(s) Responsible	Date Due	Current Status/Action Taken	Date Completed

23/09/2020	8	<p><b>Plan for Palliative Care</b></p> <p>VF to clarify points made by PH to include within the document, following this the document will be shared with Members</p>	Vicky Freeman	30/09/2020	The requested changes have been made to the document and shared with Members	30/09/2020
23/09/2020	9	<p><b>Housing with Care and Support Strategy</b></p> <p>Further updates will be brought back to the IJB</p>	Julie Morley	September 2021	On the Planner for September 2021	05/11/2020
23/09/2020	10	<p><b>Alcohol and Drug Partnership</b></p> <p>An update on drug deaths will be brought back to the December IJB due to figures not being made available until November</p>	Grahame Clarke/Jackie Davies	03/12/2020	29/09 Paper template sent to GC/JD	03/12/2020
23/09/2020	11	<p><b>Financial Performance Quarter 1</b></p> <p>KL to provide an update on the Covid 19 funding impact/Saving Programme and link with the SAM programme will be brought back to the next meeting</p>	Katy Lewis	29/10/2020		29/10/2020
06/02/2020	6	<p><b>Consultation and Engagement Update</b></p> <p>RE will pick up a conversation with Vicky Freeman regarding the Short Life Working Group</p> <p>LG and Alison Warrick are working on a process for the participation requests, GC asked for a paper to come back on this</p>	Rod Edgar  Alison Warrick	09/04/2020	AW is working on the Participation Request Process which following consultation will be presented to the IJB in November 2020	29/10/2020

## Integration Joint Board Agenda Planner 2021

	January	February	March	April	May	June
<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>• Update report on Directions AW</li> </ul>	<ul style="list-style-type: none"> <li>• Review of the Scheme of Delegation to Committees/ Officers – AW</li> </ul>	<ul style="list-style-type: none"> <li>• Directions Policy (and thereafter annual review) - AW</li> <li>• Complaints Handling Procedure (and thereafter annual review) – AW</li> <li>• Progress on the revision to the Integration Scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Appointment of Chair and Vice Chair of IJB and Committees</li> </ul>		<ul style="list-style-type: none"> <li>• Progress to the revision of the Integration Scheme</li> </ul>
<b>Finance</b>		<ul style="list-style-type: none"> <li>• Quarter 3 Financial Position</li> </ul>	<ul style="list-style-type: none"> <li>• Sustainability and Modernisation (SAM) Quarterly Update - DR</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>• Review of Financial Year</li> <li>• SAM Quarterly Update - DR</li> </ul>
<b>Performance</b>	<ul style="list-style-type: none"> <li>• Review of the IJB Performance Framework</li> </ul>		<ul style="list-style-type: none"> <li>• Locality Performance Reports to Area Committees - AA</li> </ul>		<ul style="list-style-type: none"> <li>• Mid Year Performance Report - AA</li> </ul>	
<b>Transforming Care and</b>	<ul style="list-style-type: none"> <li>• Update on Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Update on the Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Alcohol and Drug</li> </ul>		<ul style="list-style-type: none"> <li>• Update on delivery of the</li> </ul>	

<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>Update on delivery of the Strategic Advocacy Plan for Adults VG</li> <li>Achieving Excellence in Pharmaceutical Care Progress Report</li> </ul>		<ul style="list-style-type: none"> <li>Partnership Strategy – GC and JD</li> <li>Update on delivery of the Mental Health Strategy – GM Mental Health</li> <li>Update on delivery of Care and Support at Home Framework – Glen Graham</li> </ul>		<ul style="list-style-type: none"> <li>Learning Disability Strategy</li> <li>Review of the Carers Strategy 2017-2021 - VG</li> </ul>	
<b>Workshops/ Development</b>						

	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>
<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 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 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 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 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 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 Date of Next Meeting</li> </ul>
<b>Governance</b>	<ul style="list-style-type: none"> <li>Update report on Directions (dependent AW)</li> </ul>	<ul style="list-style-type: none"> <li>Review of IJB Standing Orders – AW</li> <li>Review of Committee Terms of Reference</li> </ul>	<ul style="list-style-type: none"> <li>Annual Review of the Freedom of Information Policy and Model Publication Scheme - AW</li> </ul>	<ul style="list-style-type: none"> <li>Integration Scheme</li> <li>Annual Review of Register of Members Interest - AW</li> <li>Annual Review of Code of Conduct - AW</li> </ul>	<ul style="list-style-type: none"> <li>Annual review of Records Management Plan and Policy - AW</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>Draft Annual Report and Accounts (dependent on date of A&amp;R)</li> </ul>	<ul style="list-style-type: none"> <li>Quarter 1 Financial Position</li> </ul>	<ul style="list-style-type: none"> <li>Annual Report and Accounts</li> <li>SAM Quarterly Update - DR</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>Quarter 2 Financial Position</li> <li>SAM Quarterly Update - DR</li> </ul>

	Committee)					
<b>Performance</b>	<ul style="list-style-type: none"> <li>Annual Performance Report</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Locality Performance Reports to Area Committees - AA</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>Transforming Care and Strategic Planning</b>	<ul style="list-style-type: none"> <li>Equality and Diversity Joint Outcomes 2017/2021</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>Approval of the Strategic Plan</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>Workforce Plan</li> </ul>	<ul style="list-style-type: none"> <li>Chief Social Work Officers Annual Report - LC</li> </ul>	<ul style="list-style-type: none"> <li>Update on Carers Strategy - VG</li> </ul>
<b>Workshops/ Development</b>			Strategic Plan			