

Integration Joint Board Action List and Agenda Planner

Meeting Date	Agenda Item		Person(s) Responsible	Target Due	Current Status/Action Taken	Date Completed
22/04/2021	3	Minute of the 18th March 2021 LD asked for confirmation on how we have allocated money for Carers	AW	27/05/2021	There is an update on Carers presented to the meeting on the 27/05/2021	
	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		
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	2	Sustainability and Modernisation Programme Update A SAM Workshop will be organised for the 22 nd April IJB	David Rowland	22/04/2021	Date already in the diary.	22/04/2021
18/03/2021	5	Strategic Commissioning Plan VF will provide an update on the proposed phases of consultation to the May IJB	Vicky Freeman	27/05/2021	Paper was taken to the April IJB	22/04/2021
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	Vicky Freeman	27/05/2021	Carers paper on IJB Agenda 27/05	27/05/2021

		would like to be considered. NAH to 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	17/05/2021
18/03/2021	9	Governance Arrangements Public accessibility to IJB meetings will be investigated.	Alison Warrick	22/04/2021	All meetings of the IJB will now be recorded and the recording made available on www.dghscp.co.uk	22/04/2021
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	
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
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	February 2021
COMPLETED ACTIONS						
Meeting Date	Agenda Item	Action	Person(s) Responsible	Date Due	Current Status/Action Taken	Date Completed
23/09/2020	7	Locality Performance Reports AA to discuss the inclusion of the volunteering efforts during the covid 19 response in these reports with	Ananda Allan		29/09 – GA has provided a form of words for inclusion in the reports	Completed

		Graham Abrines and will share the outcome with NAH				
22/04/2020		Decision was taken at this meeting that normal governance arrangements and delegation of authority is enacted 'if required'			Normal governance arrangements resumed at the meeting of the 18/03/2021	18/03/2021

Integration Joint Board Agenda Planner 2021

	22 nd July	16 th September	18 th November	January 2022	March 2022	May 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"> • Review of IJB Standing Orders – AW • Review of the Scheme of Delegation to Committees/ Officers – AW • Review of Committee Terms of Reference • Complaints Handling Procedure (and thereafter annual review) – AW 	<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 	<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"> • Directions Policy (and thereafter annual review) - AW •

Finance	<ul style="list-style-type: none"> • Review of Financial Year • Data Sharing – Graham Gault 	<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
Performance	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Locality Performance Reports to Area Committees - AA 	<ul style="list-style-type: none"> • Annual Performance Report 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Transforming Care and Strategic Planning	<ul style="list-style-type: none"> • Update on delivery of the Learning Disability Strategy • Review of the Carers Strategy 2017-2021 – VG • Delayed Discharge Report – GR • Communication and Engagement Strategy - RE 	<ul style="list-style-type: none"> • Verbal update on the Strategic Plan • Approval of 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 	<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 • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •
Workshops/ Development	<ul style="list-style-type: none"> • Strategic Plan 		<ul style="list-style-type: none"> • 			