

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	
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
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
4.		6	Interim Health and Social Care Workforce Plan April 2021 – March 2022 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
5.		7	IJB Complaints Handling	Alison	16/09/2021	Completed	02/09/2021

			Procedure The CHP is to be added to the dghscp website	Warrick			
6.		8	Financial Update 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 st October 2021. Added to the Performance and Finance Agenda Planner	07/09/2021
7.		8	AW to update the Directions template to include that we would expect to see how progress is being made against the priority areas of focus	Alison Warrick	22/07/2021	This has been updated and changes viewed within the Policy document for review at the meeting of the 22 nd July.	22/07/2021
8.	27/05/2021	4	Action List and Agenda Planner 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 th July	26/07/2021
9.	27/05/2021	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 th August 2021 at 9am. Further meeting has been requested	04/08/2021
10.	27/05/2021	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 th September 2021.	06/09/2021
11.	18/03/2021	11	AOB – Data Sharing 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

Integration Joint Board Agenda Planner 2021

	January 2022	March 2022	May 2022	July 2022	September 2022	November 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"> Annual Review of the Freedom of Information Policy and Model Publication Scheme – AW 	<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 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"> 	<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"> Quarter 3 Financial Position 	<ul style="list-style-type: none"> Update on Financial Position 	<ul style="list-style-type: none"> Budget Setting for the next financial year 	<ul style="list-style-type: none"> Draft Annual Financial Report 	<ul style="list-style-type: none"> Annual Financial Report and Accounts 	<ul style="list-style-type: none"> Quarter 2 Financial Position
Performance	<ul style="list-style-type: none"> Sign off Performance Framework 	<ul style="list-style-type: none"> Interim Performance Reports Locality Reports 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Annual Performance Report Approval 	<ul style="list-style-type: none"> Interim Locality Reports Draft Annual Performance Report 	<ul style="list-style-type: none">

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"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • CSWO Annual Report
Workshops/ Development		<ul style="list-style-type: none"> • 				