

DUNDEE CITY HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD – ACTION TRACKER – MEETING ON 21ST AUGUST 2024

No	Meeting	Minute Ref	Heading	Action Point	Responsibility	Original Timeframe	Status	Comment
1	29/03/23	V	MENTAL HEALTH AND LEARNING DISABILITY IMPROVEMENT PLAN	that a progress report in relation to Priority 2 would be submitted to the IJB later in the year.	Chief Officer	October 2023 June 2024	Complete	Report developed through the Tayside Executive Group and reported to the IJB in August 2024.
2	29/03/23	V	MENTAL HEALTH AND LEARNING DISABILITY IMPROVEMENT PLAN	that the Chief Officer would co-ordinate a range of options for IJB members to visit mental health services	Chief Officer	June 2023 June 2024	Recommended replacement action	Following requests at the IJB development session held in September 2024 for a wider programme of service visits, it is proposed that this action is replaced with a wider action to develop a programme of service visits for IJB members, alongside the Chief Officer, as part of the 2025 IJB development programme.
3	29/03/23	V	MENTAL HEALTH AND LEARNING DISABILITY IMPROVEMENT PLAN	that the Chief Officer would discuss with the Director of Public Health the possibility of arranging a specific development session for IJB members	Chief Officer	June 2023 June 2024 October 2024	Complete	Dates for development sessions to the end of 2024 have now been issued to IJB members. This programme will include a session focused on data (30 October 2024).
4	21/06/23	VIII	ANNUAL COMPLAINTS PERFORMANCE	that, on the suggestion of the Chair, some investigation be made into carrying out benchmarking against other HSCPs and/or family groups	Lead Officer (Strategic Planning and Business Support)	December 2023 June 2024 December 2024	In Progress	Complaints Officer reviewing available complaints performance information however limited availability of consistent, published information gathered to date. Work ongoing to identify further options for benchmarking.

5	23/08/23	V	ANNUAL PERFORMANCE REPORT 2022/23	that consideration would be given to arranging a briefing session for IJB members on understanding the data presented.	Chief Finance Officer	March 2024 June 2024 October 2024	Complete	Dates for development sessions to the end of 2024 have now been issued to IJB members. This programme will include a session focused on data (30 October 2024).
6	13/12/23	V	DELIVERY OF THE PRIMARY CARE MENTAL HEALTH AND WELLBEING FRAMEWORK	that the developed measures would be brought back to the IJB in the next quarter.	Senior Manager, Service Development and Primary Care	December 2024	Ongoing	Our delivery plan is finalised with priority actions and outcomes underpinned by the national outcomes framework shown in action 12. Measures, and evaluation of services are priority action therefore a workstream will commence in March with service stakeholders to co-design these. We will provide information on the agreed measures relating to outcomes in the next reporting period.
7	13/12/23	V	DELIVERY OF THE PRIMARY CARE MENTAL HEALTH AND WELLBEING FRAMEWORK	that in relation to the mapping event for children and young people services, consideration would be given to providing feedback from the event to a future IJB meeting.	Head of Health and Community Care Services	December 2024	Ongoing	Work is underway and progressing well. We will provide an overview of progress in the next reporting period.
8	21/02/24	VII	FALLS SERVICE	that in relation to having older people and carers involved in the Falls Group, it had been agreed that this would be a positive addition to the work of the group and Matthew Kendall was following up on identifying reps.	Allied Health Professions Lead	December 2024	Complete	Operational falls leads is seeking nominations through engagement work.
9	27/03/24	IV	DUNDEE INTEGRATION JOINT BOARD PROPOSED BUDGET 2024/2025	that the Acting Chief Officer would consider with the Management Team the possibility of bringing a report to a future IJB meeting on social care commissioning.	Acting Chief Officer	June 2024	Complete	Development session focused on social care commissioning will be provided to the IJB in December 2024. Date and invitation have been issued.

10	17/04/24	VI	TAYSIDE PRIMARY CARE STRATEGY – UPDATE	that Shona Hyman would link with colleagues about developing a more simplified version of the Plan on a Page.	Senior Manager, Service Development and Primary Care	TBC	Abandoned	This was request but is not to be progressed at this stage, given that work has now been incorporated into the development of the wider NHS Tayside Strategy.
11	17/04/24	VI	TAYSIDE PRIMARY CARE STRATEGY – UPDATE	that arrangements would be made to bring a report to a future meeting on the dentistry position	Senior Manager, Service Development and Primary Care	October 2024	Complete	This is to be contained within the forthcoming IJB development session on primary care. Date and invitation have been issued.
12	19/06/24	III(b)	ACTION TRACKER	that the Chair and Vice Chair would consider the Action Tracker to identify if the timescales were realistic	Chair & Vice Chair		Recommendation to IJB	As per discussion at September PAC, it is recommended to the IJB that a 1-year limit should be placed on completion of actions, with the expectation that officers will ensure actions are completed within this period. Any actions that remain outstanding after this period must be re-assessed for relevance and may then be proposed to be abandoned.
13	19/06/24	IV(a)	PERFORMANCE AND AUDIT COMMITTEE MINUTE	that a discussion would take place with Audit colleagues about whether the unapproved PAC minute should be submitted to the IJB and a recommendation brought back.	Chief Officer	October 2024	In Progress	Discussion to be arranged
14	19/06/24	X	ENGAGE DUNDEE – COST OF LIVING CRISIS SURVEY RESULTS	that consideration would be given to making this the focus of a future Development Session.	Chief Officer	December 2024	Complete	To be incorporated within existing schedule or for 2025 programme.
15	19/06/24	XII	ANNUAL REPORT OF THE DHSCP CLINICAL, CARE & PROFESSIONAL GOVERNANCE GROUP 2023-2024	that a premises update report on DDARS would be brought to a future IJB meeting.	Chief Officer	December 2024	In progress	The property strategy is under review and will incorporate DDARS as a key priority.

16	19/06/24	XIII	ANNUAL COMPLAINTS AND FEEDBACK REPORT	that consideration be given to arranging a presentation from Care Opinion on how they operate.	Lead Officer (Strategic Planning and Business Support)	December 2024	Complete	This will be addressed via IJB development session programme during 2025.
17	21/08/24	V	5 YEAR FINANCIAL OUTLOOK 2024/25-2028/29	that, at the request of the Chair, consideration be given to having a development session on this subject	Chief Officer	October 2024	Complete	Two development sessions focused on finance scheduled for late 2024 and 3 further sessions to be scheduled for first quarter of 2025. This will include budget setting for 2025/26 and 5 year financial outlook.
18	21/08/24	XVI	ANNUAL PERFORMANCE REPORT 2023/2024	that the report would be placed on the agenda for the next Performance and Audit Committee for a fuller discussion.	Chief Officer	September 2024	Complete	On agenda.