

ITEM No ...6(b).....

DIJB68-2021

DUNDEE CITY HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD – ACTION TRACKER

No	Meeting	Minute Ref	Heading	Action Point	Responsibility	Timeframe	Status	Comment
1.	23/6/21	III	MINUTE OF PREVIOUS MEETING – 21ST APRIL 2021	The Partnership to hold the development session on Risk Management in late August 2021.	Chief Finance Officer/ Clerk	Late August 2021	Complete	Session arranged for 16th August 2021
2.	“	V(i)	PERFORMANCE AND AUDIT COMMITTEE MINUTE OF PREVIOUS MEETING OF 26TH MAY, 2021	Action Tracker to be provided from the meeting in August 2021.	Chief Finance Officer/ Clerk	August 2021	Complete	
3.	“	VI (ii)	PREPARATION OF THE INTEGRATION JOINT BOARDS ANNUAL PERFORMANCE REPORT 2020/2021	A summary version of Annual Performance Report to be published on or before the statutory deadline (31st July, 2021), with a full version submitted to the Integration Joint Board no later than 27th October, 2021 for approval and subsequent publication.	Strategy and Performance Service Manager	31st July 2021 and 27th October 2021	Complete	
4.	“	VII(iv)	LEADERSHIP OF PUBLIC PROTECTION ARRANGEMENTS	Training on Trauma Informed Leadership to be extended to the membership of the Integration Joint Board;	Strategy and Performance Service Manager	30 th July 2021	In progress	Ongoing discussions with Improvement Service. Timescale tied to national developments; session likely to be in early 2022. Links to on-line training have been circulated in the meantime.
5.	“	VII (v)	LEADERSHIP OF PUBLIC PROTECTION ARRANGEMENTS	Strategy and Performance Service Manager to contact Louise Butchart, Service Manager, Housing and Communities for further information on background to figure in relation to rise in homelessness and provide	Strategy and Performance Service Manager	30 th July 2021	Complete	

				the membership with analysis of this.				
6.	“	VII (vi)	LEADERSHIP OF PUBLIC PROTECTION ARRANGEMENTS	Chief Social Work Officer to provide information on Governance Arrangements on Protecting People Bodies including the appointment of Independent Chairs to these in her next report to the Integration Joint Board on Suicide Prevention.	Chief Social Work Officer	Next Reporting Period	In progress	+Following further discussion, a report detailing the current Public Protection arrangements and progress made, will be provided to the IJB in December 2021. In the interim a copy of the current Public Protection structure will be circulated to IJB Board members
7	“	VII (vii)	LEADERSHIP OF PUBLIC PROTECTION ARRANGEMENTS	Strategy and Performance Service Manager to collate information from the Trauma Steering Group for possible update to the Integration Joint Board.	Strategy and Performance Service Manager	30 th July 2021	In progress	Scheduled for December 2021 meeting.
8.	“	VIII (ii)	STRATEGIC AND COMMISSIONING PLAN – COVID IMPACT AND STRATEGIC REVIEW	Chief Officer to make detailed recommendations to the Integration Joint Board regarding the approach and timeline for completion of the statutory review of the strategic and commissioning plan no later than 27th October, 2021.	Chief Officer	27th October 2021	Complete	
9.	“	(iii)	STRATEGIC AND COMMISSIONING PLAN – COVID IMPACT AND STRATEGIC REVIEW	Strategy and Performance Service Manager to arrange for a companion document on Fair Work to be provided alongside the next report on Strategic Commissioning in October 2021.	Strategy and Performance Service Manager	27th October 2021	Complete	The companion document to the strategic and commissioning plan that reflects Fair Work consideration is the Market Facilitation Strategy. The current version can be accessed at: https://www.dundeehscp.com/sites/default/files/publications/dhscp_shaping_adult_health_social_care.pdf

10.	“	(iv)	STRATEGIC AND COMMISSIONING PLAN – COVID IMPACT AND STRATEGIC REVIEW	Head of Health and Community Care to submit a report on Fair Work to the next meeting of the Integration Joint Board in consultation with Raymond Marshall and Jim McFarlane.	Head of Health and Community Care	25th August 2021	In progress	Scheduled for December 2021 meeting.
11.	“	(vi)	STRATEGIC AND COMMISSIONING PLAN – COVID IMPACT AND STRATEGIC REVIEW	The Partnership to get in touch with the Steering Group behind the Campaign “Make Dundee a Living Place”	Chief Officer	30 th July 2021	In progress	
12.		IX	DUNDEE INTEGRATION JOINT BOARD 2021/2022 BUDGET	Chief Finance Officer to report back to the Integration Joint Board following receipt of formal notification from Tayside NHS Board of the budget offer with associated recommendations, including any implications of the finalisation of hosted services budgets, and the Large Hospital Set Aside on the Integration Joint Boards net budget position and associated savings.	Chief Finance Officer	30 th July 2021	Complete	
13.		IX	DUNDEE INTEGRATION JOINT BOARD 2021/2022 BUDGET	Chief Finance Officer to report back to the Integration Joint Board on the implications to the Integration Joint Board's budget should the additional funding received by the Integration Joint Board to implement the national living wage policy vary from the anticipated cost.	Chief Finance Officer	30 th July 2021	Complete	
14.	“	X(iv)	FINANCIAL MONITORING POSITION AS AT 31ST MARCH, 2021	Chief Finance Officer to arrange for the report for submission to the August meeting to be more detailed so as to provide greater clarity and explanation in relation to figures mentioned for Dundee City Council Older Peoples Service	Chief Finance Officer	25th August 2021	Complete	

15.	“	X(v)	FINANCIAL MONITORING POSITION AS AT 31ST MARCH, 2021	Chief Finance Officer to take up Bailie Wright’s question in relation to use of bubble pack medicines and the effect any change of a particular drug contained would have on the continued use of that pack with relevant officers and get back to her directly on the matter.	Chief Finance Officer	30 th July 2021	Complete	
16.	“	X(vi)	FINANCIAL MONITORING POSITION AS AT 31ST MARCH, 2021	Chief Social Work Officer to provide Raymond Marshall with more detail in relation to savings in relation to Learning and Disability Service out with the meeting.	Chief Social Work Officer	30 th July 2021	Complete	Newly formed staff-side forum established which includes Learning Disability Services. Further additional information will be provided prior to the October meeting.
17.	“	XI (iv)	UNAUDITED ANNUAL ACCOUNTS 2020/2021	Chief Finance Officer to submit the Unaudited Accounts to the Integration Joint Board’s external auditors (Audit Scotland) by the 30th June, 2021 to enable the audit process to commence.	Chief Finance Officer	30th June 2021	Complete	
18.	“	XI(vii)	UNAUDITED ANNUAL ACCOUNTS 2020/2021	Chairperson to contact NHS Tayside with a view to securing more regular attendance of medical professionals at meetings of the Integration Joint Board	Chairperson	30 th July 2021	Complete	
19.	“	XI(ix)	UNAUDITED ANNUAL ACCOUNTS 2020/2021	Chief Finance Officer to amend P71 of the report to reflect that Martyn Sloan was not a representative from Dundee Carers Centre.	Chief Finance Officer	30 th July 2021	Complete	
20.	“	XII(ii)	ANNUAL INTERNAL AUDIT REPORT 2020/2021	Chief Finance Officer to incorporate the recommendations of the Annual Internal Audit Report into the Integration Joint Board’s Governance Action Plan, presented to and monitored by the	Chief Finance Officer	30 th July 2021	Complete	

				Performance and Audit Committee.				
21.	“	XIII	STANDING ORDERS – AMENDMENT	Clerk to amend Standing Orders.	Clerk	30 th July 2021	Complete	
22.	25/8/21	IV (ii)	SUICIDE PREVENTION STRATEGIC UPDATE	to remit to the Chief Officer to submit a report to a future Integration Joint Board meeting regarding the outcomes of the suicide prevention stakeholder event planned for November 2021 as outlined in section 4.3.4 of the report.	Chief Officer	27 th October 2021	In progress	
23.	“	IV(iii)	SUICIDE PREVENTION STRATEGIC UPDATE	to remit to the Chief Officer to submit the draft Dundee Suicide Prevention Strategic and Commissioning Plan for approval once this has been refreshed as outlined in section 4.3.5 of the report.	Chief Officer	27 th October 2021	In progress	
24.	“	IV(iv)	SUICIDE PREVENTION STRATEGIC UPDATE	to remit to the Chief Officer to submit the draft Tayside Suicide Prevention Action Plan 2021/2024 for approval once this had been finalised as outlined in section 4.3.5 of the report.	Chief Officer	27 th October 2021	In progress	
25.	“	IV(vii)	SUICIDE PREVENTION STRATEGIC UPDATE	to note the request of Bailie Wright for information on suicide trends over the Covid Pandemic period to be provided should they become available;	Chief Officer	27 th October 2021	In progress	
26.	“	IV(x)	SUICIDE PREVENTION STRATEGIC UPDATE	to note following enquiry from Donald McPherson on support for families of individuals who had attempted suicide the advice of Arlene Mitchell that the Partnership continued to examine support mechanisms for families who had experienced suicide or attempted suicide and awareness of how this may further affect other	Chief Officer	27 th October 2021	Complete	Any further actions identified will be included in the finalised Suicide Prevention Action Plan.

				members within that family circle.				
27.	“	V(v)	CARERS INVESTMENT PLAN UPDATE	to note the observation of Martyn Sloan on the benefit of more detail on what was to be provided through the Investment Plan and that Dave Berry would look to issue the Integration Joint Board with more information in this regard such as staffing matters.	Chief Finance Officer	27 th October 2021	In progress	
28.	“	VI(i)	REVISION OF DUNDEE HEALTH AND SOCIAL CARE INTEGRATION SCHEME	to note following enquiry from Donald McPherson in relation to “whistle blowing” mechanisms to be incorporated that Dave Berry would feed in his comments to the Project Team for consideration.	Chief Finance Officer	27 th October 2021	Complete	
29.	“	VII(vi)	DUNDEE PRIMARY CARE IMPROVEMENT PLAN UPDATE	to instruct the Chief Officer to provide a further report on progress made in the fourth year of delivering the Dundee Primary Care Improvement Plan to a future meeting of the Integration Joint Board.	Chief Officer	27 th October 2021	In progress	
30.	“	VII(ii)	DUNDEE PRIMARY CARE IMPROVEMENT PLAN UPDATE	to note that Dr David Shaw would make the Team aware of point raised by Trudy McLeay in relation to telephone contact being made with any service user to confirm whether they still required that service in light of any extended time period between referral and appointment and the possibility of the patient being directed to another service area for help should demand outweigh availability.	Clinical Director	27 th October 2021	Complete	Information was shared with Primary Care Cluster leads
31.	“	VIII(ii)	MENTAL HEALTH AND WELLBEING STRATEGIC UPDATE	to remit to the Chief Officer to present a report outlining the outcome of the review of Dundee Mental Health and Wellbeing	Chief Officer	27 th October 2021	In progress	

				Strategic Plan to the meeting of the Integration Joint Board to be held in October 2021.				
32.	“	IX(iv)	FINANCIAL MONITORING POSITION AS AT JUNE 2021	to note that Dave Berry would refine the content of the report for next meeting in relation to explanation of underspends and overspends following enquiry from Bailie Helen Wright in relation to impact of Covid.	Chief Finance Officer	27 th October 2021	In progress	
33.	“	X(iii)	ALCOHOL AND DRUG PARTNERSHIP SELF-ASSESSMENT FINDINGS	to note that amendments would be made to the Action Plan for Change based on the self-assessment findings as outlined in section 4.6.2 and instruct the Chief Officer to submit the revised plan to the Integration Joint Board for information once it had been agreed by the Dundee Partnership.	Chief Officer	27 th October 2021	In progress	
34.	“	X(v)	ALCOHOL AND DRUG PARTNERSHIP SELF-ASSESSMENT FINDINGS	to seek additional opportunities to increase funding from both local and national sources, in order to progress the revised action plan and to address developing service requirements.	Chief Officer	27 th October 2021	In progress	
35.	“	X(vii)	ALCOHOL AND DRUG PARTNERSHIP SELF-ASSESSMENT FINDINGS	to note following enquiry from Councillor Lynne Short in relation to the process of Cora funding and use of Fort by Alcohol and Drug Partnership the advice of Kathryn Sharp that Fort was embedded within the Children and Families Service of Dundee City Council and that possibility of this process being used within Adult Services would be examined.	Strategy and Performance Manager	27 th October 2021	In progress	

36.	“	XI(iii)	ANGUS AND DUNDEE STROKE REHABILITATION PATHWAY REVISION	to request a detailed implementation plan was brought back to Dundee Integration Joint Board.	Chief Officer	27 th October 2021	In progress	
37.	“	XII	A NATIONAL CARE SERVICE FOR SCOTLAND - CONSULTATION	Following questions and answers the Integration Joint Board further agreed to note that a Briefing Session on the consultation would be held in September 2021 for the membership of the Integration Joint Board.	Chief Officer	27 th October 2021	Complete	