



REPORT TO: PERFORMANCE AND AUDIT COMMITTEE – 24TH MAY 2023
REPORT ON: GOVERNANCE ACTION PLAN PROGRESS REPORT
REPORT BY: CHIEF FINANCE OFFICER
REPORT NO: PAC12-2023

1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to provide the Performance and Audit Committee with an update on the progress of the actions set out in the Governance Action Plan.

2.0 RECOMMENDATIONS

It is recommended that the Performance and Audit Committee (PAC):

2.1 Notes the content of the report and the progress made in relation to the actions set out in the Governance Action Plan as outlined in Appendix 1.

3.0 FINANCIAL IMPLICATIONS

3.1 None.

4.0 MAIN TEXT

4.1 The Governance Action Plan was first presented and approved at the PAC meeting of the 25th March 2019 (Article VIII of the minute of the meeting refers) in response to a recommendation within Dundee Integration Joint Board’s Annual Internal Audit Report 2017/18. This action plan enables the PAC to regularly monitor progress in implementing actions and understand the consequences of any non-achievement or slippage in strengthening its overall governance arrangements. The PAC remitted the Chief Finance Officer to present an update progress report to each PAC meeting.

4.2 The progress of the actions considered previously in the Governance Action Plan update, and not yet completed are noted in Appendix 1. Work is progressing to clear these outstanding actions. The completed actions previously reported to the Performance and Audit Committee have been removed from Appendix 1 to reduce the amount of information shown.

5.0 POLICY IMPLICATIONS

5.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

6.0 RISK ASSESSMENT

6.1 This report has not been subject to a risk assessment as it relates to the development of an action plan in line with the findings of the Annual Internal Audit Report.

7.0 CONSULTATIONS

7.1 The Chief Officer, Chief Internal Auditor and the Clerk were consulted in the preparation of this report.

8.0 BACKGROUND PAPERS

8.1 None.

Dave Berry
Chief Finance Officer

DATE: 1st May 2023


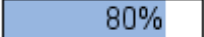

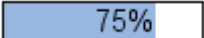
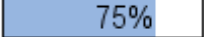

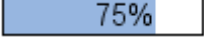

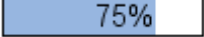

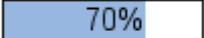

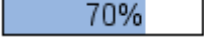
PAC12-2023 HSCP Governance Action Report


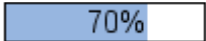

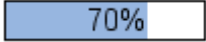

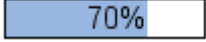

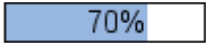

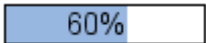
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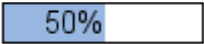



Rows are sorted by Progress






	Action Code & Title	Progress Bar	Dates Due Date	Dates Original Due Date	Ownership Assigned To	Latest Update
✓	PAC7-2019-1 Clarification of deputising arrangements for the Chief Officer to be presented to the IJB.	<div style="width: 100%;"><div style="background-color: #4f81bd; height: 10px; width: 100%;"></div></div> 100%	31-Aug-2022	31-Mar-2022	Dave Berry	CO advised Chief Execs formally that CFO will deputise should there be longer term absence of the CO
⊘	PAC 13-2022-1 Category 1 Responders – Fully incorporate responder resilience arrangements into the IJB's governance structure.	<div style="width: 90%;"><div style="background-color: #4f81bd; height: 10px; width: 90%;"></div></div> 90%	31-Oct-2022	31-Dec-2021	Kathryn Sharp	First annual report to be submitted to the IJB in June 2023. Working Group established to support development of annual report and review other governance arrangements, including assurance interface from NHST and DCC.
⊘	PAC 13-2022-3 Copy of Category 1 Responders – Assurances to be provided to the IJB	<div style="width: 90%;"><div style="background-color: #4f81bd; height: 10px; width: 90%;"></div></div> 90%	31-Oct-2022	31-Dec-2021	Kathryn Sharp	Report due to be submitted to the IJB in June 2023.
▶	PAC 36-2020-1 Status of savings proposals and transformation should be clearly and regularly reported to members. The impact from Covid-19 and delivering	<div style="width: 90%;"><div style="background-color: #4f81bd; height: 10px; width: 90%;"></div></div> 90%	31-Aug-2023	31-Mar-2022	Dave Berry	New savings plan for 23/24 will feature in financial monitoring reports throughout the 23/24 financial year

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pandemic remobilisation plans will also need to be considered.					
 PAC7-2019-4 Development of improved Hosted Services arrangements around risk and performance management for hosted services.		31-Mar-2023	31-Mar-2022	Dave Berry; Kathryn Sharp	Work continues to be progressed, including in relation to revision of strategic plans and preparation of 22/23 annual performance reports.
 PAC 36-2020-3 The Board and PAC are updated on progress in delivering against the risk maturity action plan.		31-Mar-2023	31-Mar-2022	Clare Lewis-Robertson	IJB Development session on risk maturity being prepared for before end of June 2023
 PAC20-2019-1 The Transformation Programme should be recorded in an overarching document		31-Mar-2023	31-Aug-2021	Dave Berry	The transformation programme will be presented to the IJB as part of the 5 Year Financial Framework in June 2023
 PAC20-2019-2 Summary reports on the progress of the Transformation Programme should be prepared and submitted to the PAC for its review. The Terms of Reference of the PAC should be updated to reflect the requirement for the TDG to report to it.		31-Mar-2023	31-Aug-2021	Dave Berry	Review of terms of reference of PAC commenced. Individual reports on Mental Health, Substance Use, Primary Care and Reshaping Non-Acute care strategic frameworks and transformation presented regularly to the IJB
 PAC30-2021-4 Review and further develop the IJB's risk management policy		31-Mar-2023	31-Oct-2022	Clare Lewis-Robertson	Development of IJB Risk appetite through development session will ensure the IJB makes further progress with embedding the risk management policy
 PAC 13-2022-2 Category 1 Responders - Arrangements to be put in place for assurances from partner bodies.		31-Oct-2022	31-Dec-2021	Diane Mcculloch	Request to be made formally through Tayside Local Resilience Planning Group to receive appropriate resilience reports
 PAC 34-2019-4 Combine financial and		31-Mar-2023	31-Dec-2021	Kathryn Sharp	IJB is in final stages of development of

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performance reporting to ensure that members have clear sight of the impact of variances against budget in terms of service performance.					strategic commissioning framework, due to be submitted for approval in late June 2023. Following on from this further work will be undertaken on a resources framework and performance framework – this will allow a long-term, sustainable approach to alignment of financial and performance reporting to be developed.
 PAC29-2021-1 Develop a Psychological Therapies Strategic Plan including the introduction of a pan-Tayside Strategic Commissioning Group		30-Jun-2022	30-Jun-2022	Diane Mcculloch	Commissioning Group established and has met a number of times on a Tayside wide basis. Development of the plan has been delayed due to challenges of recruiting to the Director of Psychology post
 PAC7-2019-3 Development of Large Hospital Set Aside arrangements in conjunction with the Scottish Government, NHS Tayside and Angus and Perth and Kinross Integration Joint Boards.		31-Mar-2023	31-Mar-2022	Dave Berry	Value of 22/23 Large Hospital Set Aside agreed for including in the IJB's Year End Accounts
 PAC7-2019-6 Further develop performance report information into a delivery plan framework		31-Mar-2022	31-Dec-2021	Kathryn Sharp	This continues to be developed in line with the IJB's revised Strategic Plan and associated delivery plan
 PAC9-2018-1 Clinical and care governance across delegated services review of remits		31-Mar-2023	30-Sep-2021	Matthew Kendall	Further work on this will tie in with the action on the strengthening of performance reporting for lead partner (hosted) arrangements
 PAC26-2021-1 Submit a further in-depth analysis of readmissions data		31-May-2022	31-Mar-2022	Kathryn Sharp	Agenda note submitted to PAC in July 2022. Contemporary readmissions is not available for further analysis due to ongoing work by

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						NHS Tayside Business unit on coding and recording. However Partnership information staff have planned next steps in the analytical process and will recommence activity as soon as data becomes available. An update is to be provided to PAC in November 2022.
●	PAC28-2020-1 The DHSCP management team should review attendance at groups based on agreed principles		31-Mar-2023	31-Mar-2022	Dave Berry	Management team continues to assess attendance at meetings based on reducing duplication of attendees, relevance and priorities
●	PAC8-2018-1 Work to fully implement the actions in the Workforce and Organisational Development Strategy		31-Mar-2023	31-Mar-2022	Dave Berry; Diane Mcculloch	Publication of updated IJB Workforce strategy in June 2022 further strengthens the framework to take forward a revised organisational development strategy
●	PAC31-2021-2 The Finance & Performance Group, when constituted, should consider both finance and performance in the context of the IJB's strategic risks		31-Mar-2023	30-Jun-2022	Dave Berry	Further work planned on completion of IJB's new Strategic Plan and associated finance and performance frameworks
▶	PAC31-2021-3 The IJB should monitor whether the Strategic Commissioning Plan is delivering the required outcomes		31-Mar-2024	31-Mar-2024	Dave Berry	Work progressing through the Strategic Planning Advisory Group around developing the monitoring framework for the delivery plan as the "action" list from the Strategic and Commissioning Plan
●	PAC31-2021-4 Develop a process to trigger further analytical reports		31-Mar-2023	30-Jun-2022	Dave Berry	Further work being undertaken to scope this in line with development of performance framework associated with new Strategic Plan

	Action Code & Title	Progress Bar	Dates Due Date	Dates Original Due Date	Ownership Assigned To	Latest Update
▶	PAC8-2018-2 Develop a formal Service Level Agreement (SLA) detailing all key corporate support services to be provided to the DH&SCP by DCC and NHST		30-Jun-2023	31-Mar-2022	Dave Berry; Kathryn Sharp	Following sign off of the Integration Scheme by the Scottish Government in November 2022, the statutory parties will be asked to take forward the development of a memorandum of understanding regarding the provision of support functions. This will consider the implications of the introduction of a National Care Service
●	PAC20-2019-3 Terms of Reference documents should be developed / reviewed for all groups that impact on the transformation and service redesign arrangements of the DH&SCP, including the ISPG		31-Mar-2023	31-Mar-2022	Dave Berry	As revised transformation programme develops this will become a key action to ensure consistency in approach to managing change including reducing duplication
●	PAC28-2020-2 A governance mapping best practice guidance document is developed to ensure the operation of all groups conforms to the various principles detailed in the report.		28-Feb-2023	31-Mar-2022	Dave Berry; Diane Mcculloch	Work to commence on this as the HSCP moves back into business as usual mode following the Covid19 pandemic
●	PAC31-2021-6 The IJB should direct its partners to undertake a review of the resources required for performance management		31-Mar-2023	30-Jun-2022	Dave Berry	Following sign off of the Integration Scheme by the Scottish Government in November 2022, the statutory parties will be asked to take forward the development of a memorandum of understanding regarding the provision of support functions of which performance management forms part.

Action Status	
	Cancelled
	Overdue; Neglected
	Unassigned; Check Progress
	Not Started; In Progress; Assigned
	Completed