

ITEM No ...3(b).....

PERFORMANCE AND AUDIT COMMITTEE – ACTION TRACKER – Meeting in July 2022 – PAC18-2022

No	Meeting	Minute Ref	Heading	Action Point	Responsibility	Timeframe	Status
1.	26/05/21	III(ii)	MINUTE OF PREVIOUS MEETING – 3RD FEBRUARY 2021	The Partnership to progress public information being placed on the website including information on Voluntary Action Exercise Group.	Chief Finance Officer	Sep 2021	In progress. Further initiatives around sharing of information on range of services / activities available being explored
2.	“	V(vii)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT – 2020/2021 QUARTER 3 SUMMARY	Kathryn Sharp to undertake further analysis of the position in relation to the figures for the North East area to establish what learning could be achieved for the benefit of the other areas in Dundee.	Strategy and Performance Manager	June 2022	In progress.
3.	“	VI (iv)	DISCHARGE MANAGEMENT PERFORMANCE UPDATE ON COMPLEX AND STANDARD DELAYS	Jenny Hill to prepare a one page outline document showing an organisational graph of the Partnership for circulation to the full Committee.	Head of Health and Community Care	Sep 2021	In progress – deferred until HSCP restructure confirmed

4.	“	VII (iv)	LOCAL GOVERNMENT BENCHMARKING FRAMEWORK – 2019/2020 PERFORMANCE	Chief Officer to work with partners, including Dundee City Council and Audit Scotland, to consider the value of the Health and Social Care Partnership’s continued participation in the LGBF arrangements for adult social care.	Chief Officer	March 2022	Complete. Paper agreed at April 2022 IJB meeting. Agreement to cease reporting LGBF indicators separately to the IJB.
5.	“	VIII(vi)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP CLINICAL, CARE AND PROFESSIONAL GOVERNANCE ASSURANCE REPORT	Dave Berry to take forward the provision of information on Equality Impact Assessment in New Member Induction Training and the possibility of training not being confined to new members but offered as a refresher for the full membership with Tony Gaskin.	Chief Finance Officer/Chief Internal Auditor	June 2022	In progress – arrangements to be made with DCC to provide training to IJB members based on that previously delivered to Council elected members.
6.	29/09/21	IV(vi)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT 2020/2021 - QUARTER 4 SUMMARY	to note following enquiry from Bailie Wright in relation to readmissions to hospital and whether or not it was the same people who were presenting on each occasion and whether or not care packages were in place for them when discharged from hospital the explanation from Jenny Hill as to what was meant by clinically fit and medically fit and she would look further at readmissions to see what could be identified in these cases.	Head of Health and Community Care (JH)	November 2021	In progress- remove from Governance Action Plan as separate item – included with further work on re-admissions to hospital.

8.	29/09/21	VIII(i)	DUNDEE INTEGRATION JOINT BOARD INTERNAL AUDIT PLAN PROGRESS REPORT	to note that Tony Gaskin would submit a summary of all reports to the next meeting of the Health Board.	Chief Internal Auditor	November 2021	In progress – Discussions ongoing with NHST re public sharing of information
9.	29/09/21	VIII(iii)	DUNDEE INTEGRATION JOINT BOARD INTERNAL AUDIT PLAN PROGRESS REPORT	to note following enquiry from Bailie Wright the explanation from Tony Gaskin in relation to what was meant by Viability as indicated in the report and that a report on Key Risk Viability would be submitted to the February meeting.	Chief Internal Auditor	February 2022	In progress – Deadline to move to coincide with planned completion of Internal Audit Report on provider sustainability – expected September 2022
10.	24/11/21	V(iii)	AUDIT SCOTLAND ANNUAL REPORT AND INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	to instruct the Chief Finance Officer to provide an update on progress of the action plan noted in Appendix 1 of the external auditor's report by February 2022.	Chief Finance Officer	4 th February 2022	In Progress – to be presented at the September 2022 PAC
12.	24/11/21	V(vii)	AUDIT SCOTLAND ANNUAL REPORT AND INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	to note as advised by Donald McPherson the availability of induction information on a national level and a local level and that Dave Berry may wish to look at the content of the Induction Manual provided by the Perth Partnership for future inductions.	Chief Finance Officer	4 th February 2022	Complete – Induction Session held June 2022
13.	24/11/21	V(viii)	AUDIT SCOTLAND ANNUAL REPORT AND	to note following enquiry from Donald Macpherson that information on Transformation would be covered in	Chief Finance Officer	January 2022	Complete – included in development sessions and in 5 Year Financial

			INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	forthcoming Budget Development Sessions.			Framework Report presented in June 2022
14.	24/11/21	V(ix)	AUDIT SCOTLAND ANNUAL REPORTAND INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	to note following enquiry from Donald McPherson that Tony Gaskin had made a presentation to the Angus Partnership on the topic of Risk Appetite and that he would share this with the Committee.	Chief Internal Auditor	January 2022	Complete - Development session on risk appetite held in March 2022
15.	24/11/21	V(x)	AUDIT SCOTLAND ANNUAL REPORTAND INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	to note as advised by Tony Gaskin that the South Lanarkshire area had also done some work in relation to their Strategic Commissioning Plan and the identification of Risks and he would look to get permission from them to share that document with the Committee.	Chief Internal Auditor	Once approved by South Lanarkshire	In Progress
16.	24/11/21	V(xi)	AUDIT SCOTLAND ANNUAL REPORTAND INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	to note the advice of Dave Berry that a further Development Session on Risk Management would be arranged for members in the new year.	Chief Finance Officer	January 2022	Complete - Development session on risk appetite held in March 2022

17.	24/11/21	VI(vi)	INTERNAL AUDIT REPORT – PERFORMANCE MANAGEMENT	to note following enquiry from Lynne Short the advice of Tony Gaskin that he welcomed feedback from the Committee on the possible direction of future audits and that he would arrange for the current annual audit plan to be reissued to Councillor Short for her reference and that he would also liaise with Dave Berry on engagement process with the Committee in relation to the next plan including the possibility of development sessions.	Chief Internal Auditor	4 th February 2022	Complete - Internal Audit Plan to presented to the PAC in July 2022
18.	24/11/21	VII(iv)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT – QUARTER 1	to instruct the Chief Finance Officer to submit a further in-depth analysis of readmissions data, which should include analysis of the data for the specialty with the highest readmission rate (excluding where reasons for poor performance were due to coding) no later than 31st March, 2022 (sections 5.4 and 6 of the report).	Chief Finance Officer	31 st March 2022	In progress - deferred due to data availability. Agenda note submitted to July 2022 meeting.
19.	24/11/21	VII(vi)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT – QUARTER	to instruct the Chief Finance Officer to submit an update report on improvement activity that had been undertaken to address the increased rate in hospital admissions due to a fall no later than 31st March, 2022 (sections 5.5 and 6 of the report).	Chief Finance Officer	31 st March 2022	In progress - deferred to September 2022.

20.	02/02/22	IV(v)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP REPORT – 2021/2022 – QUARTER 2	to note that Kathryn Sharp would send Bailie Wright a copy of the previous Falls Report for her reference.	Kathryn Sharp	ASAP	Complete
24.	02/02/22	IV(x)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP REPORT – 2021/2022 – QUARTER 2	to note the request from Trudy McLeay for the Committee to be provided with a timeframe for Quarter 2 Data and that there may be benefit for report from Lynne Morman to be issued to the Committee for their reference.	Lynsey Webster	September 2022	In progress - This will be contained within delayed discharge and readmission reports
25.	02/02/22	IV(xi)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP REPORT – 2021/2022 – QUARTER 2	to note the observation from Donald McPherson in relation to the variance between the figures for Delayed Discharge between The Ferry area and the other areas in Dundee and what could be learned from this and that in this respect the advice of the Chief Officer that a full report on Delayed Discharge would be submitted to the next meeting of the Committee.	Chief Officer	September 2022	In progress – discharge management report due for submission in September 2022.
28.	02/02/22	VII(II)	GOVERNANCE ACTION PLAN PROGRESS REPORT	to note following enquiry from Trudy McLeay that Dave Berry would be looking to arrange for inductions for members to be progressed following the possible change in membership which may take place over the coming months and that induction information was also available on a national level.	Chief Finance Officer	June 2022	Complete – Induction Session held in June 2022

29.	02/02/22	VIII(iv)	CLINICAL, CARE AND PROFESSIONAL GOVERNANCE	to note that advice of Diane McCulloch that regularity of reporting arrangement for this report would be examined and that content may be reported on an annual basis in future.	Diane McCulloch	July 2022	In progress
30.	02/02/22	VIII(v)	CLINICAL, CARE AND PROFESSIONAL GOVERNANCE	to note following enquiry from Trudy McLeay in relation to whether or not the Mental Health Emergency Ambulance was only available for Adults and not children that Diane McCulloch would confirm if any requests had been made for treatment of children.	Diane McCulloch	September 2022	In Progress - Confirmed that current Standing Operating Procedure refers to a service for 18 – 65 year old. The will be further considered following the evaluation of the first period.
31.	02/02/22	VIII(vi)	CLINICAL, CARE AND PROFESSIONAL GOVERNANCE	to note following enquiry from Donald McPherson in relation to complaints received that in future dates of complaints would be indicated in the report.	Diane McCulloch	June 2022	Complete CCPG group will review the presentation of the complaints data for future reports.
32.	02/02/22	VIII(ix)	CLINICAL, CARE AND PROFESSIONAL GOVERNANCE	to note following enquiry from Donald McPherson in relation to work undertaken in Perth of awareness raising of the position of GP Practices the explanation from Vicky Irons on support provided in Dundee to provide assistance and support to GP Practices and that she would liaise further with Dr David Shaw and Shona Hyman in this	Clinical Director	June 2022	Complete Information shared. Future report to be submitted.

				regard towards submitting a report on this to a future meeting of the Integration Joint Board.			
--	--	--	--	--	--	--	--