



**REPORT TO: PERFORMANCE AND AUDIT COMMITTEE – 29 SEPTEMBER 2021**  
**REPORT ON: GOVERNANCE ACTION PLAN PROGRESS REPORT**  
**REPORT BY: CHIEF FINANCE OFFICER**  
**REPORT NO: PAC22-2021**

**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 presented and approved at the PAC meeting of the 25<sup>th</sup> 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. 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.

4.2 The presentation of the actions has now been amended to mirror the risk action plan as the Pentana Risk software programme has now been used to record and monitor progress rather than an excel spreadsheet. This allows progress on each action to be quantified and offers real time information by way of an update.

**5.0 POLICY IMPLICATIONS**

5.1 This report has been screened for any policy implications in respect of Equality Impact Assessment and Risk Management. There are no major issues.

**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.






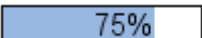

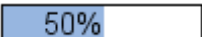

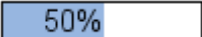

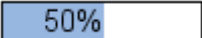
Dave Berry  
Chief Finance Officer


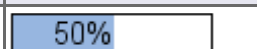

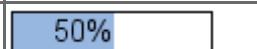














DATE: 16 September 2021















# PAC - HSCP Governance Action Plan Report – Appendix 1






September 2021

Rows are sorted by Progress

	Action Code & Title	Progress Bar	Due Date	Latest Update
	PAC 34–2019–5 Review reserves to ensure they are adequate		30–Jun–2021	The Dundee City Health & Social Care Integrated Joint Board considered the reserves as part of the review of the Unaudited Annual Accounts for 2020/2021. Report DIJB32–2021
	PAC 36–2020–4 Escalate lack of professional input from a ‘registered medical practitioner whose name is included in the list of primary medical services performers’ for a number of years to NHS Tayside		31–Dec–2020	New GP recruited in Dundee has agreed in taking on this role. NHS Tayside advised accordingly for nomination to the IJB
	PAC2–2021–1 HEALTH AND CARE EXPERIENCE SURVEY 2019/2020 ANALYSIS Review		31–Mar–2022	Findings of survey considered as part of strategic needs assessment to be reported to the strategic planning group in November 2021
	PAC 34–2019–3 Agree budget with partner organisations to ensure approval prior to the start of the year.		31–Mar–2022	Discussions held with Directors of Finance from Partner Bodies re budget process
	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 pandemic remobilisation plans will also need to be considered.		31–Mar–2022	Risk assessment of achievement of savings targets provided within financial monitoring reports to IJB
	PAC20–2019–1 The Transformation Programme should be recorded in an overarching document		31–Oct–2021	Discussed at the HSCP finance meeting, that this needs to be pulled together as a priority – Covid response has caused disruption to development of the transformation programme. Need to assess longer term aspects of the Covid remobilisation plan as part of transformation.

	Action Code & Title	Progress Bar	Due Date	Latest Update
	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-2022	Further direction from SG around development of LHSA being considered by CFO's and NHS Director of Finance
	PAC9-2018-1 Clinical and care governance across delegated services review of remits		30-Sep-2021	Hosted services are currently being considered through the Getting it right for everyone Group. All other aspects are complete
	PAC 36-2020-3 The Board and PAC are updated on progress in delivering against the risk maturity action plan.		31-Mar-2022	Risk management strategy approved by IJB and Risk Management development session held
	PAC 34-2019-4 Combine financial and performance reporting to ensure that members have clear sight of the impact of variances against budget in terms of service performance.		31-Dec-2021	Improved detailed financial performance monitoring provided to the IJB will assist in focussing on specific performance areas
	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-Aug-2021	It is now planned that a report will be presented to the Performance and Audit Committee in November 2021
	PAC28-2020-1 The DHSCP management team should review attendance at groups based on agreed principles		31-Mar-2022	An initial review of group remits has streamlined attendance to avoid duplication of DHSCP Management team
	PAC7-2019-1 Clarification of deputising arrangements for the Chief Officer to be presented to the IJB.		31-Mar-2022	Being considered as part of revision of integration scheme
	PAC7-2019-4 Development of improved Hosted Services arrangements around risk and performance management for hosted services.		31-Mar-2022	Discussions with partner IJB's have been ongoing around hosted services. This is also included in the review of the integration scheme
	PAC7-2019-5 Further develop the Integration Joint Board's local Code of Governance.		30-Sep-2021	Action has been delayed due to Covid repose work taking priority. A report to the IJB is planned for Oct 2021

	Action Code & Title	Progress Bar	Due Date	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		31-Mar-2022	The key corporate support service arrangements will be reviewed and included in the integration scheme as part of its current review
	PAC 36-2020-2 A programme of development and training opportunities for Board members should be progressed.		31-Mar-2022	To be further developed over 2021/2022
	PAC7-2019-6 Further develop performance report information into a delivery plan framework		31-Dec-2021	Will form part of revised performance monitoring reporting into 2019/20 following approval of revised Strategic and Commissioning Plan. Work has started on performance against 4 high level indicators in plan. Needs further development in line with any revisions to the SPG structure. Awaiting Internal Audit review of Performance, due to be presented to Sept 2021 PAC
	PAC7-2019-2 Provide the IJB with reporting on workforce issues		31-Mar-2022	Updated Workforce and Organisational Development Plans, compatible with the revised Strategic and Commissioning Plan due to be presented to the IJB in February 2020.
	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.		31-Mar-2022	Review ongoing in line with increased capacity of Senior management team
	PAC28-2020-3 A review should be undertaken to update the strategic risk in relation to Increased Bureaucracy.		31-Mar-2022	Review ongoing in line with increased capacity of Senior management team
	PAC8-2018-1 Work to fully implement the actions in the Workforce and Organisational Development Strategy		31-Mar-2022	Review of Workforce and Organisational development strategy as companion document to the review of Strategic Plan.

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