



REPORT TO: PERFORMANCE AND AUDIT COMMITTEE – 24 NOVEMBER 2021
REPORT ON: GOVERNANCE ACTION PLAN PROGRESS REPORT
REPORT BY: CHIEF FINANCE OFFICER
REPORT NO: PAC28-2021

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 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.

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.












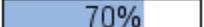




Dave Berry
Chief Finance Officer

DATE: 03 November 2021

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Rows are sorted by Progress. Completed Actions previously reported to the Performance & Audit Committee have been removed.

	Action Code & Title	Progress Bar	Due Date	Original Due Date	Latest Update
	PAC2-2021-1 HEALTH AND CARE EXPERIENCE SURVEY 2019/2020 ANALYSIS Review		31-Mar-2022	31-Mar-2022	Findings of survey considered as part of strategic needs assessment and reported to the strategic planning group in October 2021
	PAC3-2021-1 Review Governance Action Plan for overarching themes and to establish works that needed to be undertaken and to outline realistic completion dates for those works		31-Mar-2022	31-Mar-2022	The review has been completed and the Pentana Risk Management Software is now used to record, monitor and report on progress against revised completion dates.
	PAC5-2021 - 1 Overlapping audit and MSG recommendations actions be combined into a holistic action plan,		31-Mar-2022	31-Mar-2022	Outstanding recommendations have been reviewed and consolidated. The Pentana Risk Management Software is now used to record, monitor and report on progress.
	PAC5-2021 - 3 the strategic financial risks in the IJB High-Level Risk Register should be updated		31-Mar-2022	31-Mar-2022	Revised and reflected in the Annual Risk Register Report presented to the October IJB meeting
	PAC7-2019-1 Clarification of deputising arrangements for the Chief Officer to be presented to the IJB.		31-Mar-2022	31-Mar-2022	Being considered as part of revision of integration scheme
	PAC7-2019-5 Further develop the Integration Joint Board's local Code of Governance.		30-Sep-2021	30-Sep-2021	The report to the IJB planned for Oct 2021 will now be presented to the December IJB meeting
	PAC 34-2019-3 Agree budget with partner organisations to ensure approval prior to the start of the year.		31-Mar-2022	31-Mar-2022	Discussions held with Directors of Finance from Partner Bodies re budget process
	PAC 34-2019-4 Combine financial and		31-Dec-2021	31-Dec-2021	Revised approach to quarterly performance reporting to be tested


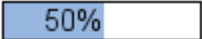





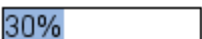





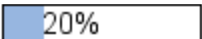
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	performance reporting to ensure that members have clear sight of the impact of variances against budget in terms of service performance.				in November 2021 – this will improve links between performance data, risk and financial data.
▶	PAC 36–2020–1 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.	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div>50%</div>	31–Mar–2022	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	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div>50%</div>	31–Oct–2021	31–Aug–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.
▶	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.	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div>50%</div>	31–Mar–2022	31–Mar–2022	Further direction from SG around development of LHSA being considered by CFO's and NHS Director of Finance
▶	PAC7–2019–4 Development of improved Hosted Services arrangements around risk and performance management for hosted services.	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div>50%</div>	31–Mar–2022	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
▶	PAC8–2018–2 Develop a formal Service Level Agreement (SLA) detailing all key corporate support services to be provided to the	<div style="width: 50%;"><div style="background-color: #4f81bd; height: 10px; width: 50%;"></div>50%</div>	31–Mar–2022	31–Mar–2022	The key corporate support service arrangements will be reviewed and included in the integration scheme as part of its current review









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	Action Code & Title	Progress Bar	Due Date	Original Due Date	Latest Update
	DH&SCP by DCC and NHST				
	PAC9-2018-1 Clinical and care governance across delegated services review of remits		30-Sep-2021	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	31-Mar-2022	Risk management strategy approved by IJB and Risk Management development session held
	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-2022	31-Aug-2022	The report planned to be presented to the Performance and Audit Committee in November 2021 will now be presented in February 2022
	PAC28-2020-1 The DHSCP management team should review attendance at groups based on agreed principles		31-Mar-2022	31-Mar-2022	An initial review of group remits has streamlined attendance to avoid duplication of DHSCP Management team
	PAC7-2019-6 Further develop performance report information into a delivery plan framework		31-Dec-2021	31-Dec-2021	Work has started on performance against 4 high level indicators in plan. Needs further development in line with any revisions to the SPG structure. Internal Audit review of Performance, to be presented to Nov 2021 PAC sets out new recommendations on this
	PAC7-2019-2 Provide the IJB with reporting on workforce issues		31-Mar-2022	31-Mar-2022	Work underway to provide the IJB with information on an overall workforce plan
	PAC8-2018-1 Work to fully implement the actions in the Workforce and Organisational Development Strategy		31-Mar-2022	31-Mar-2022	Review of Workforce and Organisational development strategy as companion document to the review of Strategic Plan.

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	Action Code & Title	Progress Bar	Due Date	Original Due Date	Latest Update
	PAC 36-2020-2 A programme of development and training opportunities for Board members should be progressed.		31-Mar-2022	31-Mar-2022	To be further developed over 2021 /2022
	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	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	31-Mar-2022	Review ongoing in line with increased capacity of Senior management team
	PAC5-2021 - 2 Actions arising from the Transformation & Service Redesign internal audit report (2019)should continue to be monitored by being added to the Governance Action plan		31-Mar-2022	31-Mar-2022	To be developed further

Action Status	
	Overdue
	Assigned
	Completed