

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

PERFORMANCE AND AUDIT COMMITTEE – ACTION TRACKER – Meeting in Sept 2022 – PAC28-2022

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) March 2023	Completion of this analysis is not able to be prioritised within existing resources at the present time due to other competing demands associated with statutory requirements and other analytical requests from the PAC and operational services.
3.	“	VI (iv)	DISCHARGE MANAGEMENT PERFORMANCE UPDATE ON	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

			COMPLEX AND STANDARD DELAYS				
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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.
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 November 2022
10.	24/11/21	V(iii)	AUDIT SCOTLAND ANNUAL REPORT AND INTEGRATION JOINT BOARD ANNUAL	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 November 2022 PAC

			ACCOUNTS 2020/2021				
15.	24/11/21	V(x)	AUDIT SCOTLAND ANNUAL REPORT AND 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
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) Anticipated first PAC of 2023	In progress - deferred due to data availability. Agenda note submitted to July 2022 meeting. Data currently expected to be available from mid-November 2022 allowing report to be prepared for the first PAC in 2023.
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	Complete – report submitted to September PAC.
25.	02/02/22	IV(xi)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP	to note the observation from Donald McPherson in relation to the variance between the figures for Delayed	Chief Officer	(September 2022)	In progress – discharge management report

			REPORT – 2021/2022 – QUARTER 2	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.		November 2022	has been deferred to November 2022 to allow amendment to take account of recent feedback from IJB members on data reports and changes associated with recent decisions / programmes of work overseen by the Unscheduled Care Board.
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.	Head of Health and Community Care	July 2022	Complete – Reports will be produced for each PAC following reporting arrangements for NHS Tayside’s Care Governance Committee
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.	Head of Health and Community Care	September 2022	Complete - 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.

33.	20/07/22	III(b)(i)	ACTION TRACKER	that Vicky Irons and her management team would be remitted to review the Action Tracker prior to the next Committee with a view to amending some of the narrative and deciding if anything should be removed.	Chief Officer	September 2022	Complete
34.	20/07/22	III(b)(ii)	ACTION TRACKER	in relation to action no 25, that Vicky Irons would be remitted to check and report back to Donald McPherson why the Delayed Discharge report had been deferred from this Committee to the September Committee.	Chief Officer	September 2022	Complete – report was delayed due to urgent care lead being on leave.
35.	20/07/22	VI(v)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT 2021/2022 - QUARTER 4	to note that a discussion would be arranged between Pat Kilpatrick, Vicky Irons, Jenny Hill and Diane McCulloch on the work undertaken by the Royal Maudsley on supporting staff through trauma.	Chief Officer	October 2022	In Progress
36.	20/07/22	VI(vi)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT 2021/2022 - QUARTER 4	that, at request of Councillor McHugh, information would be provided on the support available to care staff.	Chief Officer	October 2022	In Progress
37.	20/07/22	VI(viii)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT 2021/2022 - QUARTER 4	that Jenny Hill would send information to Councillor McHugh on the Sloppy Slippers Scheme.	Head of Health and Community Care	September 2022	Complete

39.	20/07/22	VII(vi)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP STRATEGIC RISK REGISTER UPDATE	that a date for a development session on risk would be arranged.	Chief Finance Officer	December 2022	In Progress
40.	20/07/22	VII(vii)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP STRATEGIC RISK REGISTER UPDATE	that further information on the ADP Residential Rehab Pathway and service restructure would be provided to Pat Kilpatrick.	Head of Health and Community Care	September 2022	Complete – information regarding the residential rehabilitation pathway provided.
41.	20/07/22	VIII(iii)	INTERNAL AUDIT REPORT – DUNDEE INTEGRATION JOINT BOARD AS A CATEGORY 1 RESPONDER	that Dave Berry would be remitted to explain why paragraph 2.3 in the report recommended reporting progress through the Governance Action Plan rather than the way in which other audit reports were tracked.	Chief Finance Officer	September 2022	Complete – to be covered in minute of previous meeting discussion on PAC agenda
42.	20/07/22	VIII(iv)	INTERNAL AUDIT REPORT – DUNDEE INTEGRATION JOINT BOARD AS A CATEGORY 1 RESPONDER	that an update report would be presented to the next Committee.	Head of Health and Community Care / Service Manager, Strategy and Performance	October 2022	In progress – report to be submitted to IJB in October.
44.	20/07/22	XII(iii)	GOVERNANCE ACTION PLAN PROGRESS REPORT	that Dave Berry would be remitted to undertake a deeper dive review of the Governance Action Plan.	Chief Finance Officer	September 2022	In progress – report to be submitted to September PAC meeting.

47.	20/07/22	XIII(vi)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP CLINICAL, CARE AND PROFESSIONAL GOVERNANCE ASSURANCE REPORT	that updates would be provided to the next Committee on the Community Mental Health Service Activity and MAT Standards.	Head of Health and Community Care	November 2022	In progress
48.	20/07/22	XIII(vii)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP CLINICAL, CARE AND PROFESSIONAL GOVERNANCE ASSURANCE REPORT	to note that reports on the Adult Weight Management Service and the Dundee Drug and Alcohol Recovery Service (DDARS) would be brought to future Committee meetings.	Head of Health and Community Care	November 2022	In progress