

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

PAC33-2021

PERFORMANCE AND AUDIT COMMITTEE – ACTION TRACKER

No	Meeting	Minute Ref	Heading	Action Point	Responsibility	Timeframe	Status
1.	26/05/21	III(i)	MINUTE OF PREVIOUS MEETING – 3RD FEBRUARY 2021	Past reports on Delayed Discharge to the membership of the Committee.	Strategy and Performance Manager/ Clerk	3rd Sep 2021	Complete
2.	“	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	3 rd Sep 2021	In progress
3.	“	III(iii)	MINUTE OF PREVIOUS MEETING – 3RD FEBRUARY 2021	Dave Berry to progress an Action Plan for submission to meetings indicating timelines and tracking of Actions in consultation with the Clerk.	Chief Finance Officer/ Clerk	3 rd Sep 2021	Complete
4.	“	V(vi)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT – 2020/2021 QUARTER 3 SUMMARY	Chief Officer to submit a report to a future meeting of the Integration Joint Board on the Strategic Commissioning Plan highlighting issues including cascade of learning and review of strategies.	Chief Officer	3 rd Sep 2021	Complete
5.	“	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	3 rd Sep 2021	In progress
6.	“	V(ix)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT – 2020/2021 QUARTER 3 SUMMARY	Kathryn Sharp to examine recording patterns in relation to readmission rate for Coldside area with Lynsey Webster and report back to Baillie Wright on outcome.	Strategy and Performance Manager/ Strategy and Performance Senior Officer	3 rd Sep 2021	Complete

7.	26/05/21 (cont'd)	V(x)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT – 2020/2021 QUARTER 3 SUMMARY	Lynsey Webster to include explanation of definitions such as Code 9 in future reports.	Strategy and Performance Senior Officer	3 rd Sep 2021	Complete
8.	“	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	3 rd Sep 2021	In progress
9.	“	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	3 rd Sep 2021	In progress
10.	“	VII(v)	LOCAL GOVERNMENT BENCHMARKING FRAMEWORK – 2019/2020 PERFORMANCE	Partnership to work with Dundee Voluntary Service on participation of volunteers and Adult Health Partnership Staff in care settings to assist with stimulating in Care Homes and that this feature in the Remobilisation Plan.	Head of Health and Community Care	3 rd Sep 2021	In progress
11.		VIII(v)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP CLINICAL, CARE AND PROFESSIONAL GOVERNANCE ASSURANCE REPORT	Diane McCulloch to revise the content of future reports in consultation with Dave Berry and the Clerk on the need for an Equality Impact Assessment to be included with particular reference to Data Reports which could have an impact on carers groups and that as indicated by Dr Kendall he would outline levels of assurance in future reports;	Chief Social Work Officer/Chief Finance Officer/ Clerk	3 rd Sep 2021	Complete
12.	“	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	3 rd Sep 2021	In progress
13.	26/05/21 (cont'd)	VIII(vii)	DUNDEE HEALTH AND SOCIAL CARE	Tony Gaskin arrange for information to be shared with the Committee on Good	Chief Internal Auditor	3 rd Sep 2021	In progress

			PARTNERSHIP CLINICAL, CARE AND PROFESSIONAL GOVERNANCE ASSURANCE REPORT	Assurance Principles.			
14.	“	IX(iii)	AUDIT SCOTLAND – ANNUAL AUDIT PLAN 2020/2021	Anne Marie Machan to arrange for Audit Scotland Annual Overview Report to be provided to the membership of the Integration Joint Board.	Audit Scotland Representative	28 th May 2021	Complete
15.	“	XI(iii)	GOVERNANCE ACTION PLAN PROGRESS REPORT	Anne Marie Machan to examine the position in relation to filling of GP position on Integration Joint Boards with a view to making a national recommendation if necessary.	Audit Scotland Representative	3 rd Sep 2021	In progress
16.	29/09/21	IV(iv)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT 2020/2021 - QUARTER 4 SUMMARY	to note that Kathryn Sharp was examining the format of the report and that the next report would be in a different format to take account of feedback from members and Tony Gaskin and this would commence from the next financial year.	Kathryn Sharp	April 2022	Complete
17.	“	IV(v)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT 2020/2021 - QUARTER 4 SUMMARY	to note following enquiry from Trudy McLeay in relation to availability of respondents answers so as to establish why it was perceived that performance was poor as indicated in Table 1 of the report that Kathryn Sharp would check what information was available in this respect and issue to the Committee accordingly.	Kathryn Sharp	November 2021	Complete
18.	“	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.	Jenny Hill	November 2021	In progress
19.	29/09/21 (cont'd)	IV(ix)	DUNDEE HEALTH AND SOCIAL CARE	to note following enquiry from Trudy McLeay that Diane McCulloch would examine what	Diane McCulloch	November 2021	In progress

			PARTNERSHIP PERFORMANCE REPORT 2020/2021 - QUARTER 4 SUMMARY	may be required in terms of Assurance in reports to the Committee.			
20.	“	VI(v)	CARE INSPECTORATE GRADINGS – REGISTERED CARE HOMES FOR ADULTS /OLDER PEOPLE AND OTHER ADULT SERVICES 2020/2021	to note following enquiry from Tony Gaskin in relation to level of assurance that could be ascertained from internal measures against external measures that Diane McCulloch would look at how this may be included in future reports.	Diane McCulloch	November 2021	In progress
21.	“	VII(i)	GOVERNANCE ACTION PLAN PROGRESS REPORT	to note following enquiry from Donald McPherson that Dave Berry would look to provide further information in the report explaining some of the descriptions on status and that the figure in relation to progress on workforce issues would be further examined.	Chief Finance Officer	November 2021	In progress
22.	“	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.	Tony Gaskin	November 2021	In progress
23.	“	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.	Tony Gaskin	February 2022	In progress
24.	“	VIII(iv)	DUNDEE INTEGRATION JOINT BOARD INTERNAL AUDIT PLAN PROGRESS REPORT	to note following suggestion by Donald McPherson that Tony Gaskin would look at possibility of including an additional column in future reports on how each of the Audits was progressing.	Tony Gaskin	November 2021	In progress