

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

**PERFORMANCE AND AUDIT COMMITTEE – ACTION TRACKER – 23rd November 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 continue to be developed
2.	26/05/21	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.

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3.	26/05/21	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. Expected by February 2023 PAC meeting
4.	26/05/21	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) February 2023	In progress – arrangements to be made with DCC to provide training to IJB members based on that previously delivered to Council elected members. This will form part of ongoing work regarding Public Sector Equality Duty (PSED compliance).
5.	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	Complete – Internal Audit Reports shared under agreed protocol
6.	29/09/21	VIII(iii)	DUNDEE INTEGRATION JOINT	to note following enquiry from Bailie Wright the explanation from Tony	Chief Internal Auditor	(February	In progress – Deadline to move to coincide

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			BOARD INTERNAL AUDIT PLAN PROGRESS REPORT	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.		2022)  November 2022	with planned completion of Internal Audit Report on provider sustainability – expected November 2022
7.	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	November 2022	Complete - Reflected in External Auditors Report presented at the November 2022 PAC
8.	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	Now approved by South Lanarkshire for release	Complete – Document available for distribution if still requested
9.	24/11/21	VII(iv)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT – QUARTER	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	Chief Finance Officer	(31 <sup>st</sup> March 2022)  Anticipated	In progress - deferred due to data availability. Agenda note submitted to July 2022 meeting. Data currently expected to

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			1	performance were due to coding) no later than 31st March, 2022 (sections 5.4 and 6 of the report).		February 2023 PAC	be available from mid-November 2022 allowing report to be prepared for the first PAC in 2023.
10.	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)  November 2022	Complete – report submitted for 23 November 2022.
11.	20/07/22	III(b)(ii)	ACTION TRACKER	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 on capacity issues around community resources to be tabled at the next IJB meeting along with a full Discharge Management strategic update, as well as a report on Delayed Discharge in a new format to the November PAC.

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12.	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	Complete – meeting arranged October 2022
13.	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.
14.	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.
15.	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 – drug and alcohol indicator report submitted for 23 November 2022. Draft mental health indicators are under development and planned for submission to first PAC in 2023.

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16.	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	Complete – both reports submitted for 23 November 2022.
17.	28/09/22	III(b)(ii)	ACTION TRACKER	that consideration would be given by the Management Team to using colour coding to indicate on the Action Tracker when actions were overdue.	Chief Finance Officer	November 2022	Complete – overdue dates highlighted in red text.
18.	28/09/22	III(b)(iii)	ACTION TRACKER	that consideration would be given by the Management Team to noting the briefing notes, that were issued inbetween PAC meetings, at the next available meeting of the PAC.	Chief Officer	December 2022	In progress – Discussions held with Head of Legal and Democratic Services of Dundee City Council as advisor to the IJB/PAC
19.	28/09/22	IV(iv)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT 2022/23 – QUARTER 1	that Kathryn Sharp would send information on the descriptions of standard and complex delays to Councillor McHugh.	Service Manager, Strategy and Performance	November 2022	Complete – the definition of complex and standard delays has been explicitly included in the revised discharge management report.

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20.	28/09/22	IV(v)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT 2022/23 – QUARTER 1	that Kathryn Sharp would discuss with Lynsey Webster, Senior Officer, the possibility of including information on bed days lost as well as rates.	Service Manager, Strategy and Performance	November 2022	Complete – daily delayed bed days occupied are included in the revised discharge management report format.
21.	28/09/22	IV(vi)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT 2022/23 – QUARTER 1	that consideration would be given to using more nuanced colour coding in the report.	Service Manager, Strategy and Performance	March 2023	Ongoing – being considered as part of production of next quarterly performance report.
22.	28/09/22	V(iii)	FALLS PERFORMANCE	that Matthew Kendall would send further information on the falls pathway to Councillor McHugh.	AHP Lead	October 2022	Complete
23.	28/09/22	VI(iii)	CLINICAL, CARE AND PROFESSIONAL GOVERNANCE ASSURANCE REPORT	that Matthew Kendall would send information on the risk matrix to Councillor McHugh.	AHP Lead	October 2022	Complete

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