

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

PAC8-2022

PERFORMANCE AND AUDIT COMMITTEE – ACTION TRACKER – Meeting on 2nd February 2022

No	Meeting	Minute Ref	Heading	Action Point	Responsibility	Timeframe	Status
1.	“	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
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	In progress
3.	“	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
4.	“	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	March 2022	In progress
5.	“	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	Sep 2021	Complete
6.	“	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 – timescale to reflect planned induction for new members post local government elections

7.	26/05/21 (cont'd)	VIII(vii)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP CLINICAL, CARE AND PROFESSIONAL GOVERNANCE ASSURANCE REPORT	Tony Gaskin arrange for information to be shared with the Committee on Good Assurance Principles.	Chief Internal Auditor	Sep 2021	Complete
8.	26/05/21	XII(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	Sep 2021	Complete
9.	29/09/21	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.	Head of Health and Community Care (JH)	November 2021	In progress- now combined with action point 29 below: Deferred to June 2022 due to Covid response
10.	29/09/21	IV(ix)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT 2020/2021 - QUARTER 4 SUMMARY	to note following enquiry from Trudy McLeay that Diane McCulloch would examine what may be required in terms of Assurance in reports to the Committee.	Head of Health and Community Care (DM)	November 2021	Complete
11.	29/09/21	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.	Head of Health and Community Care (DM)	November 2021	Complete
12.	29/09/21	VII(i)	GOVERNANCE ACTION PLAN PROGRESS REPORT	to note following enquiry from Donald McPherson that Dave Berry would look to	Chief Finance Officer	November 2021	In progress

				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.			
13.	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
14.	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
15.	29/09/21	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.	Chief Internal Auditor	November 2021	Complete
16.	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	4 th February 2022	In Progress
17.	24/11/21	V(iv)	AUDIT SCOTLAND ANNUAL REPORT AND INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	to approve the Audited Annual Accounts attached as Appendix 3 of the report for signature and instruct the Chief Finance Officer to return these to the external auditor.	Chief Finance Officer	4 th February 2022	Complete
18.	24/11/21	V(v)	AUDIT SCOTLAND ANNUAL REPORT AND INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	to instruct the Chief Finance Officer to arrange for the Annual Accounts to be published on the Dundee Health and Social Care Partnership website by no later than 30 th November, 2021.	Chief Finance Officer	30 th November 2021	Complete
19.	24/11/21	V(vi)	AUDIT SCOTLAND ANNUAL REPORT AND INTEGRATION JOINT BOARD ANNUAL	to note as requested by Trudy McLeay that Dave Berry would look to provide information on Accounts in Inductions for Members.	Chief Finance Officer	4 th February 2022	In Progress

			ACCOUNTS 2020/2021				
20.	24/11/21	V(vii)	AUDIT SCOTLAND ANNUAL REPORT AND INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	to note as advised by Donald McPherson the availability of induction information on a national level and a local level and that Dave Berry may wish to look at the content of the Induction Manual provided by the Perth Partnership for future inductions.	Chief Finance Officer	4 th February 2022	In Progress
21.	24/11/21	V(viii)	AUDIT SCOTLAND ANNUAL REPORT AND INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	to note following enquiry from Donald Macpherson that information on Transformation would be covered in forthcoming Budget Development Sessions.	Chief Finance Officer	January 2022	In Progress
22	24/11/21	V(ix)	AUDIT SCOTLAND ANNUAL REPORT AND INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	to note following enquiry from Donald McPherson that Tony Gaskin had made a presentation to the Angus Partnership on the topic of Risk Appetite and that he would share this with the Committee.	Chief Internal Auditor	January 2022	In Progress – Development session on risk appetite planned for March 2022
23	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
24	24/11/21	V(xi)	AUDIT SCOTLAND ANNUAL REPORT AND INTEGRATION JOINT BOARD ANNUAL ACCOUNTS 2020/2021	to note the advice of Dave Berry that a further Development Session on Risk Management would be arranged for members in the new year.	Chief Finance Officer	January 2022	In Progress
25	24/11/21	VI(iii)	INTERNAL AUDIT REPORT – PERFORMANCE MANAGEMENT	to instruct the Chief Finance Officer to report progress in delivering the actions set out in the action plan through the Governance Action Plan presented to each Performance and Audit Committee Meeting.	Chief Finance Officer	4 th February 2022	Complete

26	24/11/21	VI(vi)	INTERNAL AUDIT REPORT – PERFORMANCE MANAGEMENT	to note following enquiry from Lynne Short the advice of Tony Gaskin that he welcomed feedback from the Committee on the possible direction of future audits and that he would arrange for the current annual audit plan to be reissued to Councillor Short for her reference and that he would also liaise with Dave Berry on engagement process with the Committee in relation to the next plan including the possibility of development sessions.	Chief Internal Auditor	4 th February 2022	In progress- Audit Plan to be presented to the PAC by the end of June 2022
27	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	Deferred to June 2022 due to Covid response
28	24/11/21	VII(v)	DUNDEE HEALTH AND SOCIAL CARE PARTNERSHIP PERFORMANCE REPORT – QUARTER	to instruct the Chief Finance Officer to submit a further analysis of the reasons for the deterioration of performance against National Indicator 17 (care inspectorate gradings) no later than 31st March, 2022 (sections 5.4 and 6 of the report).	Chief Finance Officer	31 st March 2022	Complete
29	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	Deferred to June 2022 due to Covid response