

Agenda Item 4

Action List and Rolling Agenda Matrix

Meeting Date	Agenda Item	Action	Person(s) Responsible	Current Status/Action Taken	Date Completed
31/05/2018	5	PRIMARY CARE TRANSFORMATION GB is preparing a newsletter for GPs but confirmed that she will also distribute to IJB members.	Grecy Bell	02/07/18 – HG emailed Grecy for update	
31/05/2018	7	ANNUAL ACCOUNTS 2017/18 UPDATE The draft set of accounts are to be circulated to IJB members to provide assurance that any concerns will be fed through the Audit and Risk Committee from all members.	Katy Lewis	KL confirmed that draft accounts have been circulated to all IJB Members	10/07/18
31/05/2018	8	FINANCIAL PERFORMANCE FINANCIAL YEAR 2017/18 GC asked to consider how we can report on our financial positions in a more joined up way and was there potential for a joint session	Katy Lewis	02/07/18 – HG emailed KL for update A session will be organised for later in the year once Audit Scotland report is published	

		with Audit Scotland. KL confirmed once the report is published, a further session will be scheduled.			
31/05/2018	13	Maternity Services in West of Region Strategic direction for Maternity Services as part of Wigtownshire programme will be brought back to IJB.	Linda Williamson / Karen King	02/07/18 – HG emailed LW & KK for update	
05/04/2018	5	AGREED ACTIONS FROM THE PREVIOUS MEETING TS enquired whether the Housing Lead officer post had been recruited too. JW will provide an update. TS asked for clarification regarding the Option Appraisal update on Acorn House, JW confirmed A full independent review will take place around the future of Short Break Services for Children, this process is ongoing and will be assessed by the operational team.	Julie White Julie White	04/05/2018 – Julie Seehuber has been appointed 04/05/2018 – The brief has been prepared for an Independent Reviewer but no reviewer appointed as yet	
01/02/2018	9	Developing New Models of Care in Esk Valley	Julie White / Gary Sheehan / Graham Abrines	GS has been working closely with Loreburn Housing to identify a suitable site in Langholm to develop a new	

				Extra Care facility. A new site has been identified and discussions are taking place between the site owner and Loreburn to assess the potential development of the site. Subject to the conclusion of these discussions, the Locality Manager will arrange to brief the local community through the Esk Valley Reference Group.	
COMPLETED ACTIONS					
31/05/2018	9	UPDATE ON GOVERNANCE ARRANGEMENTS As part of the coursework undertaken by AW, an Induction programme will be formulated for IJB members and current members will have the opportunity to undertake this.	Alison Warrick	An update will come to the IJB in September – On Agenda for the September Meeting	09/07/18

Rolling Agenda Matrix

	27/09/18	29/11/18	January 2019	March 2019	May 2019	July 2019
Substantive Items	Apologies Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting	Apologies Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting	Apologies Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting	Apologies Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting	Apologies Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting	Apologies Notification of Substitutes Declarations of Interest Minute of the Previous Meeting Any Other Business Date of Next Meeting
Items Brought Forward from Previous Agendas	Update on Chief Social Worker Officers Annual Report – Lillian Cringles Update on Draft Workplan for Developing Housing with Care Models for People with Particular Needs – Gary Sheehan Update on Governance Arrangements – Alison Warrick					
Items Required by Legislation	Annual Accounts Report from Chief Finance Officer Review of IJB Committee Terms of Reference (Scheme of Delegation to Committees) Review of IJB Code of Conduct	Financial Performance – Mid Year Review Register of Members Interest Report to Scottish Public Services Ombudsman on Complaints – Outcomes and Trends Meeting Dates 2019	Performance Report Report from Chief Finance Officer Chief Social Work Officers Annual Report	Report to Scottish Public Services Ombudsman on Complaints, Outcomes and Trends	Annual Accounts Update Financial Year End Position	

	Review of IJB Standing Orders Workforce Plan					
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