



PERTH & KINROSS INTEGRATION JOINT BOARD
WORK PLAN 2023/24
 (Report No. G/23/126)

This work plan outlines the major items the Integration Joint Board has to consider as part of its schedule of work for the year. This plan will continue to be kept under review throughout the year.

Item	Standing Item	Non Standing Item	Responsibility	Feb 15 th 2023	Mar 29 th 2023	May 30 th 2023 ¹	Jun 21 st 2023	Sep 20 th 2023	Oct 27 th 2023	Nov 29 th 2023	Feb 24 th 2024 ²	Mar 27 th 2024 ³	Comments
Minute of Meeting	✓		Chief Officer	✓	✓		✓	✓	✓	✓	✓	✓	
Action Points Update	✓		Chief Officer	✓	✓		✓	✓	✓	✓	✓	✓	
Matters Arising	✓		All	✓	✓		✓	✓	✓	✓	✓	✓	
Membership Update		✓	Clerk to the Board	✓				✓					
Review of Standing Orders		✓	Clerk to the Board	✓						✓			

Delivering on Strategic Objectives													
Strategic Update	✓		Chief Officer	✓	✓		✓	✓		✓	✓		
Mental Health Services Improvement Plan		✓	Chief Officer		✓								For approval
Mental Health Services Update	✓		Chief Officer	✓	✓		✓	✓		✓	✓		
Older People's Strategic Delivery Plan		✓	Head of Health					✓					
Learning Disabilities & Autism Strategic Delivery Plan		✓	Head of Adult Social Work Operations	✓							✓		
Primary Care Strategic Delivery Plan		✓	Associate Medical Director				✓						For approval
Primary Care Premises Strategy		✓	Associate Medical Director				✓						For approval
Revised Carers Strategy		✓	Chief Officer				✓						For approval
Redesign of Substance Use Services		✓	Head of Adult Social Work Operations	✓				✓					
Strategic Planning Group Update	✓		Head of Adult Social Work Commissioning	✓	✓		✓	✓		✓	✓	✓	
Community Adult Mental Health Services in P&K		✓	Senior Service Manager							✓			
Workforce Plan		✓	Head of Adult Social Work Operations		✓					✓			
Strategic Commissioning Plan Refresh		✓	Head of Adult Social Work Commissioning							✓			For approval
Participation & Engagement Strategy		✓	Chief Officer								✓		For approval
Chief Social Work Officer Annual Report		✓	Chief Social Work Officer	✓							✓		For noting
Adult Support & Protection Biennial Report 2021/22		✓	Interagency Adult Protection Coordinator	✓									For noting & endorsement
Delivery of GMS at Invergowrie Medical Practice		✓	Chief Officer			✓							
Winter Plan		✓	Chief Officer						✓				For approval

Finance / Audit and Performance													
Budget Update		✓	Interim Chief Finance Officer		✓							✓	For approval
Audit and Performance Committee Update		✓	Chair of A&PC	✓	✓	✓		✓			✓	✓	
Audit and Performance Committee Annual Report		✓	Chair of A&PC					✓					

Governance													
Strategic Risk Appetite		✓	Chief Officer							✓			For approval
Direction Policy		✓	Chief Officer					✓					
IJB Reserve Policy		✓	Interim Chief Finance Officer								✓		For approval
Financial Regulations		✓	Interim Chief Finance Officer								✓		For approval

¹ Special Meeting
² Subject to change
³ Subject to change

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For Information													
Future Meeting Dates	✓		For information	✓	✓		✓	✓		✓	✓	✓	
Future Development Sessions	✓		For information	✓	✓		✓	✓		✓	✓	✓	
Forward Planner	✓		For information	✓	✓		✓						
Work Plan	✓		For information					✓		✓	✓	✓	
Annual Performance Report		✓	For information					✓					
Audited Annual Accounts		✓	For information							✓			



PERTH & KINROSS INTEGRATION JOINT BOARD DEVELOPMENT SESSION WORK PLAN 2023-24

This development sessions work plan outlines the major items the Integration Joint Board has to consider as part of its schedule of work for the year. This plan will continue to be kept under review throughout the year.

IJB Development Sessions Item	Responsibility	27 Oct 2023	26 Jan 2024	15 Mar 2024	Comments
Mental Health & Wellbeing Update					Whole System Development Session for NHS Board and 3 IJB – date to be confirmed
Social Prescribing	Consultant Public Health Pharmacy/Associate MD	✓			
P&K HSCP Quality Safety & Efficiency in Prescribing QSEP	Associate Medical Director	✓			Deferred from December 2021
Digital Innovation/Technology	Interim Head of ASWSC (Operational)	✓			Date to be confirmed
Care Home Activity & Partnership Working	Interim Head of ASWSC (Commissioning)	✓			Date to be confirmed
Equality & Diversity	Sarah Rodger/David McPhee/Scott Hendry	✓			Deferred from May 2023 session – date to be confirmed
Risk Appetite		✓			Date to be confirmed
Review of Standing Orders	Standards Officer	✓			
Participation & Engagement Strategy	Chief Officer		✓		Deferred from May 2023 session Paper to IJB in Feb
Finance	Chief Finance Officer		✓	✓	
IJB Members Induction					Date to be confirmed
Primary Care Strategies	Evelyn Devine		✓		Date to be confirmed