



Perth & Kinross IJB

Transforming Governance Action Plan 2018/19 (June 2019 Update - Draft)

Ref	Action	SRO	Date	Update
1	Development of a statement of our vision and values to be developed to become front and centre of all IJB activities moving forward.	Chair/ CO	31 st March 2019	Carried forward to 2019/20 Improvement Plan.
2	A refreshed annual programme of training and development for IJB Board Members to be agreed.	Chair/ CO	19 th February 2019	Carried forward to 2019/20 Improvement Plan.
3	An effective strategy for engaging with Perth & Kinross Council Elected members around IJB aims and objectives and the financial outlook to be developed.	Chair/ CO	31 st March 2019 a. Complete	<p>a. As part of the development of the 3 year Financial Plan the Chief Officer and Chief Financial Officer have met with elected members across all parties to describe the financial challenge and strategic direction.</p> <p>b. The Service Manager for Business Planning & Performance will meet with PKC training and development officers to agree how PKHSCP can contribute regularly to PKC elected member training programme.</p> <p>Carried forward to 2019/20 Improvement Plan.</p>
4	Establishment a collaborative approach to budget negotiation for 2019/20 onwards with NHS Tayside and Perth & Kinross Council.	CO/ CFO	31 st March 2019	Tayside wide meetings including the Chief Executive and Strategic Director of Finance of NHS Tayside and the Chief Executives / Heads of Finance of each Local Authority are being held to ensure a consistent understanding of the financial challenge facing the IJB's in Tayside. Informal discussions between the Chief Officer and Chief Executives of both NHST and PKC have been held in January and February 2019.



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				Risk sharing arrangements for 2019/20 onwards to be agreed. Carried forward to 2019/20 Improvement Plan.
5	Further development of Strategic Delivery Plans for each Care Group including leadership arrangements, performance framework, strategy for engagement with users and carers, agreed programme budget with accountability for delivery of financially sustainable services. Role of Strategic Planning Group to be reaffirmed.	EMT	31 st March 2019	Each Programme Board is at a different stage in the development of its Strategic Delivery Plan. Some updates have been provided to the IJB. The role and Remit of the Strategic Planning Group in parallel is to be reviewed. Carried forward to 2019/20 Improvement Plan.
6	Finalise the review of risk management and development clear escalation and reporting mechanisms.	CFO	Complete	The Risk Management Framework has been agreed by the Audit and Performance Committee inclusive of a risk escalation process and high level strategic risk profile. This was endorsed at the last Audit and Performance Committee meeting in November 2018. Risk Management workshops were held for IJB members from August 2018 to November 2018. As per the framework, EMT have been focussing on mitigating risk action plans. These action plans will now be subject to a fundamental review to ensure synergy with the wider improvement plans. Carried forward to 2019/20 Improvement Plan.
7	Review of the use of Directions	CFO	10 June 2019	A development session for Officers was held in May 2019 and Directions will now be prepared to support all decisions being made by the IJB. Carried forward to 2019/20 Improvement Plan.



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8	Development of Large Hospitals Set Aside arrangements in conjunction with NHS Tayside.	CD/ HOH	31 st March 2019	The Chief Officers / Chief Finance Officers across Tayside have met with NHS Tayside Deputy Director of Finance to consider the setting up of an appropriate forum for discussions around the development of plans for the Large Hospital Set Aside Budget. The Older People and Unscheduled Care (OPUSC) Board has progressed early discussions within the Clinical Strategy Forum for P&K and priorities will be aligned in the Strategic Delivery Plan for OPUSC. This has not yet been set up.
9	Strengthen leadership and corporate support capacity through key appointments including Service Manager for Business Planning and Performance.	CO		The Chief Officer will take forward a review of the organisational structure including supporting capacity. Carried forward to 2019/20 Improvement Plan.
10	Agree appointment of Data Protection Officer for Perth & Kinross IJB and ensure compliance with General Data Protection Regulations.	CFO	Complete	An action plan has been developed and reported to the IJB. This will be a yearly report with the next report due in November 2019.
11	Work with the Director of Finance of NHS Tayside to develop an appropriate and effective level of finance support to budget holders tasked with taking forward significant redesign of services.	CFO	1 st April 2019	Finance support to Inpatient Mental Health and Prescribing is not aligned to the Partnership and discussions are progressing with NHS Tayside Deputy Director of Finance to resolve this. The supporting structure to the CFO is under review. Carried forward to 2019/20 Improvement Plan.
12	Work with PKC and NHST colleagues to develop the detailed corporate governance framework that supports the relationship with PKC and NHST and provide training and development for members and officers to	CFO	1 st April 2019	The governance framework has been approved by the IJB Audit and Performance Committee. The effective training and development of members will be a key focus moving forward and is included in the 2019/20 improvement plan.



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	ensure that roles, responsibilities within the framework are understood. Ensure that Standing Orders are reviewed and updated annually.			
13	Review HSCP Clinical, Care and Professional Governance Approach and set out clear framework for scrutiny and assurance at operation and strategic level. Ensure that the Terms of Reference for the Audit & Performance Committee reflects its key scrutiny role.	CD/Chief Social Worker	Complete	Clinical, Care & Professional Governance (CCPG) will be scrutinised via a new CCPG Sub Committee of the IJB. A date for this first meeting has not been agreed. Any further Internal Audit reports as they relate to CCPG will now be presented to the CCPG Committee. Carried forward to 2019/20 Improvement Plan.
14	Ensure that annual objectives are set for each member of the partnership team that align with agreed strategic transformation and other priorities.	CO	15 th February 2019	This action has not been completed.
15	Working with other IJB's, ensure mechanisms are in place to ensure that each IJB is effectively and appropriately involved in developing major transformational change plans and ensure regular sharing of information in relation to all hosted services.	EMT	30 th November 2019	For transformation of Inpatient Mental Health, all IJB's are represented on the programme board. A wider Mental Health Alliance is also being established to promote connectivity across all Mental Health Services across Tayside and agree redesign plans. All Hosted Services have been aligned to relevant Strategic Programme of Care Boards and activity as it relates to Hosted Services were intended to be scrutinised through this role. Progress has been slow and performance review of all services is a key improvement action for 2019/20.