

Perth & Kinross IJB

Transforming Governance Action Plan 2018/19

Ref	Action	SRO	Date	Revised Deadline	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 July 2018	30 th November 2018	The Chief Officer (CO) has developed a draft Mission Statement for initial consideration by the Chair and Vice Chair of the IJB on 5 th September 2018. Thereafter it is anticipated that it will be brought forward to the IJB for official consideration on 30 th November 2018.
2	A refreshed annual programme of training and development for IJB Board Members to be agreed.	Chair/ CO	30 th June 2018	28 th September 2018	A meeting is taking place on 5 th September 2018 to develop the annual forward plan for IJB members which, as well as formal IJB meetings and A&P Committee meetings, will include a number of planned development events and visits to support the training and development of our members. This will come forward to the IJB on 28 th September 2018 for consideration.
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	30 th June 2018	30 th September 2018	The CO has had a number of informal discussions with senior colleagues in Perth & Kinross Council (PKC) around the budget setting process for 2019/20. In addition the CO has formally written to the new Chief Executive (CE) of PKC with a request to meet at the earliest possible stage to consider next steps.
4	Establishment a collaborative approach to budget negotiation for 2019/20 onwards with NHS Tayside and Perth & Kinross Council.	CO/ CFO	30 th June 2018	30 th September 2018	In follow up to a meeting with Executive Director colleagues of PKC and NHST in April 2018 a number of further informal discussions around the budget negotiation process for 2019/20 have taken place. A further joint meeting is being

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					arranged for the end of September 2018.
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	30 th June 2018	<i>Draft Strategic Planning Framework:</i> 30 th September 2018 <i>Strategic Delivery Plans:</i> 30 th September 2018 <i>Role and Remit of Strategic planning Group refresh:</i> 31 st October 2018	A draft Strategic Planning Framework for Programmes of Care has been agreed in principle by the Executive Management Team. A key next step will be the development of a strategic delivery plan for each programme and an aligned 3 year financial plan. Clear guidance has been provided by the CO in relation to budget holder responsibility and how this fits with the strategic planning framework. The Corporate Performance Leads have met to ensure a consistent and proactive approach to the development of performance frameworks to support each strategic delivery plan. The strategic planning group met on 27 th August 2018 and has agreed to a review of the role and remit which will be considered at its next meeting on 3 rd October 2018.
6	Finalise the review of risk management and development clear escalation and reporting mechanisms.	CFO	30 th September 2018	30 th November 2018	Risk Management Workshop held on 15 th August 2018 which started the process of strategic risk identification, agreed an escalation process and a refresh of the risk management framework. This will be followed up with 4 further risk workshops between now and end of October 2018. Progress update paper going to A&P on 20 th September

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					2018. A planned risk management training event will be held in November 2018 for IJB members. A senior manager has been identified to lead on risk management across the Partnership.
7	Review of the use of Directions	CFO	30 th September 2018	-	A meeting has been arranged by the CO for 5 th September 2018 with the IJB's Legal Advisor to consider the need for any retrospective issue of directions and to consider how directions can be used most effectively moving forward.
8	Development of Large Hospitals Set Aside arrangements in conjunction with NHS Tayside.	CD/ HOH	30 th September 2018	30 th November 2018	NHST have made a commitment formally to the IJB's in Tayside to the set up of a formal forum to consider how best to implement Scottish Government legislation on large hospital set aside in the absence of detailed guidance. This meeting has yet to be arranged. The Chair of the Older People Unscheduled Care (OPUSC) Strategic Programme Board will be tasked with taking this forward.
9	Strengthen leadership and corporate support capacity through key appointments including Head of Business Planning and Performance.	CFO	30 th July 2018	Complete	A Service Manager (Business Planning and Performance) was appointed on 6 th August 2018. In addition a senior manager has been appointed within the Partnership to specifically support the forthcoming Joint Inspection of Adult Services and Governance and Risk Management.
10	Agree appointment of Data Protection Officer for Perth & Kinross IJB and ensure	CFO	31 st May 2018	30 th November	The Information & Security Manager for PKC has agreed to take on the role of Data Protection

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	compliance with General Data Protection Regulations.			2018	Officer for P&K IJB. An action plan will be developed and reported to the IJB A&P Committee.
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	30 th September 2018	-	The Chief Financial Officers (CFOs) in Tayside met with the NHST Strategic Director of Finance on 25th July 2018. Agreement was reached to the fundamental redesign of the Team supporting the IJBs, including significantly increasing capacity. A further meeting to consider redesign options is due to take place on 4 th September 2018. Although very positive progress has been made that should ensure that current issues are resolved in the medium term, there remains a significant risk to the Partnership.
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 ensure that roles, responsibilities within the framework are understood. Ensure that Standing Orders are reviewed and updated annually.	CFO	30 th November 2018	-	A planned Risk and Governance training event will be held in November 2018 for IJB members. In parallel, a formal detailed framework will be brought to the IJB for formal consideration.
13	Review HSCP Clinical, Care and Professional Governance Approach and set out clear framework for scrutiny and assurance at operation and	CD/Chief Social Worker	31 st August 2018	31 st December 2018	A number of workshops have been held with further sessions planned aimed at defining a performance review and assurance process. A review of management

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	strategic level. Ensure that the Terms of Reference for the Audit & Performance Committee reflects its key scrutiny role.				capacity is being undertaken to ensure effective leadership around the development, implementation and ongoing performance review process. A session has been set up at the end of September of with IJB Chair/Vice Chair/Chair of Audit & Performance Committee and the Chief Internal Auditor to refresh the Terms of Reference for the Audit & Performance Committee around all aspects of performance. Further a development event on CCG for members has been requested.
14	Ensure that annual objectives are set for each member of the partnership team that align with agreed strategic transformation and other priorities.	CO	30 th November 2018	-	Objectives to be set for all EMT and IMT members be end of November 2018 and aligned to the key deliverables of the 4 Care Strategic Programme Boards.
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 2018	-	An agreed format for evaluating the effectiveness and outcomes of all Hosted Services transformation and redesign plans to be agreed.