

PERTH & KINROSS INTEGRATION JOINT BOARD

Overall Action Ref	Internal or External	Report Type	Financial Year	Report Action Ref	Context / Recommendation	Action	All Leads	To be completed by	Status	Days overdue	Latest Update
8	External	Annual Report	2015-16	4	The board should develop and agree key performance measures to be used in monitoring performance against its strategic objectives.	Work is on-going to agree key performance measures.	HSCP Executive Management Team	31/03/19	Complete	169 days	Quarterly HSCP Performance Reporting will come to the Audit & Performance Committee from September 2019.
24	Internal	Annual Report	2017-18	2	The Executive Management Team has replaced the Transformation Board as the key forum to oversee development and implementation of the service redesign required to deliver Strategic Plan objectives. We have been informed that the 3 year Financial plan which is planned for September 2018 will clearly set out by Care Programme the Transformation Proposals and financial implications. This will sit alongside Strategic Delivery Plans for each Care Group which will link transformation plans to strategic objectives and thus provide an overall picture.	Each of the Strategic Boards will have the responsibility for the development of a three year plan that ensures delivery of objectives	HSCP Executive Management Team	31/03/19	Overdue	169 days	The Older People and Unscheduled Care Board has agreed an outline strategic delivery plan has ensured a direct link between the strategic plan and the 3 Year Financial Plan. Implementation of a significant programme of transformation is now being overseen by the OPUSC Board working closely with locality managers to ensure effective implementation across localities. The further development of Strategic Delivery Plan for all Care Programmes linked to the refreshed will be a key improvement action for 2019/20.
26	Internal	Annual Report	2017-18	4	We would recommend that, in future, the A&PC provides a year-end report to the IJB with a conclusion on whether it has fulfilled its remit and its view on the adequacy and effectiveness of the matters under its purview. It may also be helpful at this time of year for the Committee to reflect on any matters of concern for future consideration.	To review the role and remit for the A&PC and take forward a self evaluation which will inform an annual report for 2018-19	Chief Financial Officer	31/03/19	Complete		An Annual Report from the Audit & Performance Committee was formally considered by the IJB at its meeting in June 2019.
27	Internal	Annual Report	2017-18	5	No formal directions were issued for 2017/18.	To identify and issue directions for 2017-18, and take proactive steps to ensure any future directions are issued as appropriate.	Chief Officer	28/02/19	Complete	-	Training has been provided and Directions are now being issued as required and a Directions log now established.
32	External	Annual Report	2017-18	3	The IJB should progress workforce planning to identify and address potential skills gaps.	Development of workforce plans will be a key priority for each Care Programme Board.	Chief Officer	31/03/19	Overdue	169 days	The Chief Officer is undertaking a review of the management structure and corporate support. This will be critical in ensuring PKHSCP can take forward development of a workforce plan during 2019/20. This is a key improvement action carried forward to 2019/20.
33	Internal	Annual Report	2018-19	1	Taking account of the considerable duplication between the outcomes of the organisation's governance self assessment, our findings and those of the MSG, as well as the Audit Scotland HSCI report; where possible, all relevant findings from these reviews should be collated and monitored through a single SMART action plan.	All relevant findings from MSG report, Audit Scotland, etc to collated and monitored through a single SMART action plan.	Chief Officer	30/09/19	Not yet due	-	A SMART action plan is being developed for the September 2019 Audit & Performance Committee meeting.

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34	Internal	Annual Report	2018-19	2	The IJB should be provided with assurance that sufficient capacity and organisational structure is in place to support the planned work.	Consideration to be given to allocating Corporate Support resources and capacity and the provision of greater clarity and accountability through restructure.	Chief Officer	31/03/20	Not yet due	-	
35	Internal	Annual Report	2018-19	3	Any changes in governance processes arising from the governance assessment process should be incorporated into the next updates of Standing Orders, Scheme of Delegation and Standing Financial Instructions.	Standing Orders, Scheme of Delegation and Standing Financial Instructions to be amended as necessary	Chief Financial Officer	30/09/19	Not yet due	-	
36	Internal	Annual Report	2018-19	4	Good governance principles should be applied to ensure that the IJB and A&PC minutes and papers provide a full and accurate account of the business undertaken and the assurances and challenges at each meeting. Documentation should be sufficiently detailed to ensure members receive sufficient information to identify key issues and areas of concern.	Consideration to more detailed minutes will be given.	Secretary to the Board	30/09/19	Complete	-	
37	Internal	Annual Report	2018-19	5	Reporting on transformational change to the IJB should reflect its importance to the IJB, focused on providing an overall picture of progress and risks to delivery.	The Strategic Delivery Plans for each Care Programme Board will set out programmes of transformation and progress will be provided through regular reporting on each programme to the Board. Individual transformation Business Cases will be b/f to the IJB.	Chief Officer	Ongoing	Ongoing	-	
38	Internal	Annual Report	2018-19	6	We would recommend a clearer link between the organisation's highest financial and strategic risks and reporting received. Whilst not recorded as a strategic risk to the organisation at the time of our report, Inpatient Mental Health Services clearly represents a complex challenge to the organisation but has not featured prominently in the business of the IJB and A&PC during 2018/19.	A schedule of reporting on Inpatient Mental Health Services to the IJB will be developed and agreed with the Chair/Vice Chair. Strategic Risk concerning Inpatient Mental Health to be developed and updated on IJB's Strategic Risk Register.	Chief Officer	30/06/19	Overdue	78 days	
39	Internal	Annual Report	2018-19	7	It is not clear how P&K IJB will receive assurance on services hosted by the other two Tayside IJBs as they relate to its citizens. We have recommended that risk & performance management arrangements should be included in any further work on the implementation of the Hosted Services Memorandum of Understanding.	A schedule of reporting on services hosted by Dundee and Angus IJB's will be agreed with the Chair/Vice Chair.	Chief Officer	30/06/19	Overdue	78 days	
41	Internal	Strategic Planning PK05/18 (Inc. PK06/18)	2018-19	1	a) The Strategic Plan should be completed identifying key objectives and priorities consistent with the workforce development	<ul style="list-style-type: none"> Strategic Plan to be completed. Strategic Planning Group to be taken into account in reviewing the Strategic Plan with sufficient 	Chief Officer	30/09/19	Not yet due	-	Our new Strategic Commissioning Plan is currently being developed and will be finalised at the end of September 2019. During July 2019 we have undertaken comprehensive engagement with the people who live in Perth & Kinross to better inform

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					plans, financial sustainability planning operation plans and ehealth capacity. b) As the national Strategic Commissioning Plan Guidance section 37 requires that the views of the Strategic Planning Group are taken into account in the review of the strategic commissioning plan, sufficient time should be provided to stakeholders including the SPG for engagement. provided for stakeholders engagement including the SPG and the PK IJB. c) SPG minutes of meetings should be available on the HSCP shared information site to evidence the group's input.	engagement with this group having taken place. • Strategic Planning Group minutes of meetings to be available on HSCP Share information site to evidence input into the Strategic Plan.					the content and priorities which will be core to the new Strategic Commissioning Plan. HSCP Sharepoint site currently being reviewed but SPG minutes will be regularly uploaded here.
42	Internal	Strategic Planning PK05/18 (Inc. PK06/18)	2018-19	2	The new Strategic Plan should clearly set-out the decisions and processes required to achieve long-term financial sustainability, setting out the implications for output and quality. These should include overt consideration how the savings identified nationally from Large-hospital set-aside can be delivered and how those savings should be utilised.	The investment and disinvestment implications of further priorities identified in the refreshed Strategic Plan to be considered in detail by each of the Programmes of Care and fed into the ongoing 3 Year Financial Planning process.	Chief Officer	30/09/19	Not yet due	-	