

Work Stream	Outstanding Work	By When	Who
Integration & Governance Group	• Completion and sign-off of the Scheme of Integration		Iris Bishop
	○ Submission to Scottish Govt	TBC	Iris Bishop
	○ Agreed at IJB	14/12/15	Iris Bishop
	• Code of Corporate Governance		Iris Bishop
	○ Staff Governance Arrangements	01/02/16	WFD Group
	○ Clinical and Care Governance	01/02/16	K McNicoll, L Jones and E Torrance
	○ Standing Orders	01/02/16	Iris Bishop
	○ Financial Regulations	14/12/15	Finance Group
	○ Due Diligence	07/03/15	Finance Group
	○ Patient and Public Involvement – what is currently in place and what needs to be in place	01/02/16	June Smyth and Elaine Torrance
	• Risk Management Strategy	01/02/16	Susan Manion
	• Business Continuity	01/02/16	Susan Manion
	• Corporate Services Plan		
	○ Agree outline content and responsibilities for providing content	23/12/15	Susan Manion/Iris Bishop
○ Complete Corporate Services Plan	31/03/16	Susan Manion/Iris Bishop	

Work Stream	Outstanding Work	By When	Who
Workforce Development Group	• Staff Governance (see also Integration & Governance Group above)	31/03/16	Iris Bishop, June Smyth, Clair Hepburn
	• OD Plan – for IJB, EMT, H&SC Management Team and wider group of senior managers (for IJB on the 14th December)	07/12/15	June Smyth/ Clair Hepburn
	• OD Plan – for staff working in the Health & Social Care Partnership	TBC	June Smyth/ Clair Hepburn
	• Resolve and specify the ongoing support to the CO and H&SC Management Team (via Corporate Services Plan)	31/03/16	June Smyth/ Clair Hepburn
	• Workforce Plan aligned with Strategic Plan		
	○ Framework to go to IJB with the final Strategic Plan	01/02/16	June Smyth/ Clair Hepburn
	○ Finalised Workforce Plan to the IJB	31/10/16	June Smyth/ Clair Hepburn
	• Provide agreed content for the Corporate Services Plan (Health & Social Care Partnership)	31/03/16	June Smyth/ Clair Hepburn
	• Development Session with the IJB and SPG Members to develop a shared understanding of how the two groups can work together effectively.	TBC	June Smyth/ Clair Hepburn

NB – All papers for the IJB will need to be prepared 14 days in advance of the dates given here to enable appropriate review and to allow time for circulation.

Work Stream	Outstanding Work	By When	Who
Strategic Planning Board	• Publication of 2 nd Draft of the Strategic plan	23/10/15	Carin Pettersson
	• Locality Planning		
	○ IJB Development Session	11/11/15	Eric Baijal
	○ Develop a locality planning approach	23/12/15	Eric Baijal
	○ Stakeholder Workshop	29/01/16	Eric Baijal/ Alasdair Pattinson/Jane Douglas
	○ Development of locality plans for the 5 areas – and additional areas identified		Eric Baijal/ Alasdair Pattinson/Jane Douglas
	▪ Locality Workshops	29/04/16	Locality Co-ordinators Eric Baijal/ Alasdair
	▪ Draft Locality Plans	27/05/16	Pattinson/Jane Douglas
	▪ Consult & Engage on Drafts	29/07/16	
	▪ Finalise Drafts	30/09/16	
	▪ Implementation & Feeding Into Annual Commissioning Plan	From Oct 16	Eric Baijal
	• Finalising the Strategic Plan		
	○ Circulation of questions to SPB Members re required updates to plan	29/10/15	Julie Kidd
	○ Feedback from all SPB Members re the above	11/11/15	SPB Members
	○ SPB Members supply feedback from their staff Consultation/Engagement	11/12/15	SPB Members
	○ Stakeholder Consultation/Engagement ends	11/12/15	Carin Pettersson
	○ IJB Development session	14/12/15	Eric Baijal
	○ Final Draft	23/12/15	Julie Kidd
	○ IJB Development session	20/01/16	Eric Baijal
	○ Agreement of Content at IJB (NHS Board 18 th Feb & Council on 25 th Feb)	01/02/16	Eric Baijal
	○ Adjustments and Publishing	31/03/16	Julie Kidd
	• Drafting the Commissioning and Implementation Plan		
	○ Develop project plan	14/12/15	Sandra Campbell
	○ Agree roles and responsibilities	18/12/15	
	○ Identify key contributors and timescales for delivery of content	18/12/15	
	○ Produce structure of Commissioning plan (including summary of contributors and timescales)	15/01/16	
	○ Draft Outline Structure to be circulated to SPB for comment.	18/1/16	
○ SPB agree outline contents page and template for the Plan (by correspondence)	22/1/16		
○ Outline or Work in Progress to the IJB Development Session	20/1/16		
○ Production of Content and Population of Plan	19/2/16		

	<ul style="list-style-type: none"> ○ IJB Meeting to sign off commissioning 	22/2/16	
	<ul style="list-style-type: none"> ● Equalities Impact Assessment 		
	<ul style="list-style-type: none"> ○ First draft – EIA Stage 1 	2/12/15	Julie Kidd

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Strategic Planning Board cntd.	<ul style="list-style-type: none"> ● Completion of the Joint Strategic Needs Assessment/Facts & Statistics Documents 		
	<ul style="list-style-type: none"> ○ Agree what can be done within the current Financial year and what can wait until 2016/17 	09/12/15	SPB
	<ul style="list-style-type: none"> ○ Ensure SPB's responsibilities in owning these documents are established 	09/12/15	SPB
	<ul style="list-style-type: none"> ○ Clarify any associated resource requirements 	09/12/15	SPB
	<ul style="list-style-type: none"> ● Development and Publication of a Statement Describing Consultation Route for Strategic Plan 	31/03/16	Clare Malster (TBC)
	<ul style="list-style-type: none"> ● Production of the First Annual Report – effectively setting out a Baseline for Performance of the new Integration arrangements (THIS NEEDS TO BE CONFIRMED AS A LEGAL REQUIREMENT) 	31/03/16	Susan Manion
	<ul style="list-style-type: none"> ● Developing the role of the Strategic Planning Board 		
	<ul style="list-style-type: none"> ○ Finalising the Remit 	09/12/15	Eric Baijal
	<ul style="list-style-type: none"> ○ Finalising the Membership 	09/12/15	Eric Baijal
	<ul style="list-style-type: none"> ● Managing the transition to Business as Usual 		
	<ul style="list-style-type: none"> ○ identifying permanent responsibilities 	31/03/16	Susan Manion
	<ul style="list-style-type: none"> ○ development of a forward plan of review of renewal of the Strategic Plan 	31/03/16	Eric Baijal
	<ul style="list-style-type: none"> ○ development of forward plan for engagement and management of the Strategic Planning Group and wider stakeholder engagement 	31/03/16	Eric Baijal
	<ul style="list-style-type: none"> ○ identifying performance management and reporting arrangements 	31/03/16	Eric Baijal
	<ul style="list-style-type: none"> ○ identify public performance/annual reporting arrangements 	31/03/16	Eric Baijal
	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	24/12/16	Eric Baijal
	<ul style="list-style-type: none"> ● Provide agreed content for the Corporate Services Plan (Health & Social Care Partnership) 	31/03/16	Eric Baijal/Elaine Torrance

Work Stream	Outstanding Work	By When	Who
Finance	<ul style="list-style-type: none"> Financial Regulations for the IJB 	14/12/15	David Robertson
	<ul style="list-style-type: none"> Arrangements for IJB Internal Audit 	14/12/15	David Robertson
	<ul style="list-style-type: none"> Review of Financial Planning, Management and Governance Arrangements compliance with IRAG 	Jan 2016	Finance Group
	<ul style="list-style-type: none"> Financial Planning Process 	Jan 2016	Finance Group
	<ul style="list-style-type: none"> Integrated Budget, including Large Hospital Set-Aside 	07/03/16	Chief Financial Officer
	<ul style="list-style-type: none"> Assurance over Due Diligence / Sufficiency of Resources 	07/03/16	Finance Group / Chief Internal Auditor
	<ul style="list-style-type: none"> Report to both Partners' Audit Committees re: Governance Arrangements 	19/01/16	Chief Internal Auditor
	<ul style="list-style-type: none"> Appointment of Chief Financial Officer 	28/02/16	
	<ul style="list-style-type: none"> Completion of Annual Financial Statement of Resources which underpin the delivery of the Strategic Plan 	31/03/16	Chief Financial Officer
	<ul style="list-style-type: none"> Provide content for the Corporate Services Plan – setting out the level of Finance support to integrated services on an ongoing basis. 	31/03/16	Chief Financial Officer
<ul style="list-style-type: none"> Provide content for the Corporate Services Plan – setting out the level of Finance support to integrated services on an ongoing basis. 	31/03/16	Chief Financial Officer	

Work Stream	Outstanding Work	By When	Who
Information & Technology Group	<ul style="list-style-type: none"> • Longer Term Programme Governance in Place – Project Reporting to H&SC Management Team 	24/12/15	Sandra Campbell
	<ul style="list-style-type: none"> • Planning for IT Implementation Plan <ul style="list-style-type: none"> ○ Schedule workshops to develop business operating model ○ Plan a schedule of sessions with lead practitioners to review services design ○ Develop a baseline of technical considerations/comparisons for NHS/SBC ○ Run workshops and service design sessions ○ IT proposals for solutions to support business operating model (including proposed high level design, data structures and business processes) ○ Agree priorities for IT implementation ○ IT solutions walk through session with practitioner leads ○ Develop plan for IT implementation 	11/12/15	Sandra Campbell
		11/12/15	Sandra Campbell
		8/1/16 (TBC)	Elspeth Mather
		20/1/16	Sandra Campbell
		30/1/16	Jackie Stephen/Stewart Meldrum
		30/1/16	Susan Manion
		5/2/16	Sandra Campbell
		5/2/16	Sandra Campbell
	<ul style="list-style-type: none"> • IT Infrastructure and Services – Quick Wins/Interim Solutions <ul style="list-style-type: none"> ○ Increased email attachment size for NHS colleagues ○ Updated email policies re sending confidential emails via secure platform ○ Access to SBC/NHS address book (via regularly updated file copies) ○ Additional monitor(s) to allow better diary co-ordination (NHS admin staff) 	Complete	
		30/11/15	Sandra Campbell
		30/11/15	Elspeth Mather/Iain Allan
		30/11/15	Jackie Stephen
	<ul style="list-style-type: none"> • Information Governance <ul style="list-style-type: none"> ○ Define and agree information governance requirements ○ Document Procedures – updating existing policies procedures and controls ○ Document data flows and governance rules 	TBD	Sandra Campbell
	<ul style="list-style-type: none"> • Core Corporate Functions <ul style="list-style-type: none"> ○ Implemented Risk Management Procedures ○ Business Continuity arrangements agree and implemented. 	TBD	Sandra Campbell
	<ul style="list-style-type: none"> • Provide agreed content for the Corporate Services Plan (Health & Social Care Partnership) 	31/03/16	

Work Stream	Outstanding Work	By When	Who
Communications			
	<ul style="list-style-type: none"> • Provide agreed content for the Corporate Services Plan (Health & Social Care Partnership) 	31/03/16	Tracey Graham/Clair Oliver