HEALTH & SOCIAL CARE INTEGRATION JOINT BOARD BUSINESS PLAN 2024

Standing Items	Recurrence	Owner	JET 09.01.2024	JET 23.01.2024	IJB 24.01.2024	JET 06.02.2024	SPG 07.02.2024	JET 20.02.2024	JET 05.03.2024	IJB Audit Committee 18.03.2024	IJB 20.03.24	JET 19.03.2024	JET 02.04.2024	SPG 03.04.2024	JET 16.04.2024	IJB Development 17.04.24	JET 30.04.2024	JET 14.05.2024	IJB 15.05.2024	JET 28.05.2024	SPG 05.06.2024	JET 11.06.2024	IJB Audit Committee 17.06.2024	JET 25.06.2024	JET 09.07.2024	JET 23.07.2024	IJB 24.07.2024	JET 06.08.2024	SPG 07.08.2024	JET 20.08.2024	JET 03.09.2024	JET 17.09.2024	IJB Audit Committee 16.09.2024	IJB 18.09.2024	JET 01.10.2024	SPG 02.10.2024	JET 15.10.2024	IJB Development 16.10.24	JET 29.10.2024	JET 12.11.2024	IJB 20.11.2024	JET 26.11.2024	SPG 04.12.2024	JET 10.12.2024	IJB Audit Committee 16.12.2024	JET 24.12.2024
Minutes	Each Meeting	Board Secretary	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve		Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve	Approve
Action Tracker	Each Meeting	Board Secretary	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note		Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note	Note		Note	Note	Note	Note	Note	Note	Note	Note
Internal Audit Update Report	Each Meeting	Chief Internal Auditor																																												
Monitoring of the Health & Social Care Partnership Budget	Each Meeting	Chief Financial Officer			Note						Note								Note								Note							Note							Note					
Performance Report	Quarterly (March/July/Nov/J	Planning & Performance Officer			Note						Note																Note														Note					
Inspections Update	As and when	Chief Social Work Officer																																												
Audit Committee Minutes	When AC mins approved	Board Secretary			Note						Note								Note								Note							Note							Note					
SPG Minutes	When SPG mins approved	Board Secretary			Note						Note								Note								Note							Note							Note					
Audit Scotland – Recent Audit Reports of Interest	As and when	Chief Financial Officer																																												
Monitoring of Directions issued by the IJB	As and when	Chief Officer																																												
Business Items																																														
Financial Outlook Update	As and when	Chief Financial Officer									Note																																			
2023/24 IJB Joint Financial Plan	Annually	Chief Financial Officer																																												
Recommend Directions to the IJB to issue	As and when	Chief Officer / Chief Financial Officer																																												
Issue Directions	As and when	Chief Financial Officer / Chief Officer																																												
Register of Interests	Annually	Board Secretary																																												
Code of Corporate Governance Refresh	Annually	Chief Internal Auditor																															Local Code of Corporate Governance												Approve	
Clinical & Care Governance Annual Report	Annually	Chief Social Work Officer / Head of Clinical Governance																																							CSWO Annual Report (SBC) / CGC Annual					
H&SC IJB Annual Performance Report	Annually	Chief Officer																									Approve																			
IJB Annual Accounts	Annually	Chief Financial Officer																					Unaudited										Audited	Approved												
IJB Annual Governance Statement	Annually	Chief Internal Auditor																					Approve																							
Board Committee Memberships	As and when	Board Secretary																																												
Board Meeting Dates & Business Cycle	Annually	Board Secretary																																												
Alcohol and Drug Partnership Annual Report	Annually	Director of Public Health																																												
Strategic Commissioning & Implementation Plan Review (2023-2026)	Every 3 years DUE 2026	Chief Officer																																												
External Audit Annual Plan	Annually	External Auditor																																												
IJB Audit Committee Annual Report	Annually	Chief Internal Auditor																					Approve				Note																			
External Audit Annual Audit Report	Annually	External Auditor																					Recommend IJB approve				Approve																			
IJB Self Assessment	Annually	Chief Officer / Chief Internal Auditor																																												
Strategic Risk Register Update	Bi-Annual IJB June & Dec Annual Audit Committee	Chief Officer																																												
Risk Management Policy & Strategy	Annually	Chief Internal Auditor																																												
Review of Terms of Reference	Every 3 years	Board Secretary / Chief Internal Auditor												SPG ToR																			AC ToR Review												
Public Sector Equality Duty	Full report every 2 years	Jenny Smith/Wendy Henderson									Due 2025																																			
Charging Policy	Annually	Chief Officer																																												
Locality Working Groups / Community Engagement	Annually	Chief Officer																																												
Public Protection Service	Annually	Chief Social Work Officer																																												
PCIP - Primary Care Improvement Plan	Annually	Chief Officer / General Manager P&CS																																Annual Report												
Auditor General Work Programme	Annually	Chief Internal Auditor																																												
Care Villages	As and when	Chief Officer																																												
Integrated Workforce Plan Implementation Group Performance Report	Quarterly (Jan/May/Sept)	Chief Officer																																												
System Pressures Update	As and when	chief officer																																												
National Care Service (NCS) Response	As and when	Chief Officer																																												
External Audit Point Updates	Standing Item	CFO																																												
IJB Recovery Plan	As and when	CFO																																												
Dental Access	As and when	Adelle McElrath																																												
Mental Health Improvement & Suicide Prevention Action Plan 2022-2025		Fiona Doig																									Due 2025																			