

ITEM No ...3(b).....

DIJB75-2025

DUNDEE CITY HEALTH AND SOCIAL CARE INTEGRATION JOINT BOARD – ACTION TRACKER – MEETING ON 22ND OCTOBER, 2025

No	Meeting	Minute Ref	Heading	Action Point	Responsibility	Original Timeframe	Status	Comment
1	11/12/24	XVII	PROGRAMME OF MEETINGS OF INTEGRATION JOINT BOARD AND PERFORMANCE AND AUDIT COMMITTEE 2025	That a discussion would be arranged about options for a move to hybrid meetings and feedback would be provided.	Chief Officer	March 2025 June 2025	Complete	Following discussion between the Committee Clerk, the Chair and Vice-Chair it has been agreed that IJB meetings will be held in a hybrid format from December 2025 onwards. Venues for meetings are currently being secured and will be confirmed to members as soon as possible. Remote joining via Teams will continue to be available for all meetings. PAC meetings will continue to be held as fully remote meetings via Teams.
2	20/08/25		RECRUITMENT OF SERVICE USER REP TO IJB	That an update would be provided on the process of recruitment of a service user rep to the IJB.	Chief Officer	December 2025	Complete	Report submitted for 10 December 2025 IJB.
3	20/08/25	IV	FINANCIAL MONITORING AS AT JUNE 2025	That consideration would be given to having a Development Session on the absence position.	Chief Officer	December 2025	In progress	Will look to incorporate info into a budget development session; financial monitoring report now includes further info on absence levels
4	20/08/25	XII	MENTAL HEALTH AND WELLBEING STRATEGIC PLANNING	That consideration would be given to including further information in future reports in relation to what had been achieved and was still to be achieved.	Programme Manager	August 2026	Complete	Complete – report submitted to December meeting with primary care focus includes this content.
5	20/08/25	XIII	REDUCING HARM FROM DRUG AND	That further information would be provided to a future IJB meeting in	Acting Head of Service,	June 2026	In progress	Current pathway being reviewed – update to be

			ALCOHOL USE – UPDATE REPORT	relation to residential rehab and the alcohol pathway review.	Strategic Services			provided following completion of review
6	22/10/25	II(b)	ACTION TRACKER – SERVICE USER REP	That a role descriptor for the service user rep on the IJB was being developed and would be shared with IJB members when available and to note that feedback was being sought from a previous rep.	Acting Head of Service, Strategic Services	December 2025	Complete	Report submitted for 10 December 2025 IJB.
7	22/10/25	VIII	PERFORMANCE AND AUDIT COMMITTEE CHAIR'S ASSURANCE REPORT	That consideration would be given, by the Management Team, to the timing of a falls report being brought to the IJB or PAC and also whether a Development Session would be required.	Management Team	December 2025	Complete	This has been added to the work plan for the IJB for 2026 (May PAC meeting). Development session schedule for 2026 is currently being considered and will be issued to members before the end of December.
8	22/10/25	XII	FINANCIAL MONITORING POSITION AS AT AUGUST 2025	That consideration could be given to whether it was possible to identify if there was a direct correlation between the vacancy cap and the supplementary staff spend.	Chief Finance Officer	February 2026	Ongoing	The Finance Team are in the process of further investigating this issue.
9	22/10/25	XII	FINANCIAL MONITORING POSITION AS AT AUGUST 2025	That the Chief Officer would advise when the next Workforce Planning report was due to be submitted to the IJB and if this was not due within the next quarter, information would be provided to IJB members	Chief Officer	December 2025	Ongoing	The Annual update regarding the workforce plan (as instructed via previous report recommendations) has been scheduled for June 2026. In the interim an information note will be issued to IJB members by the end of January 2026.
10	22/10/25	XII	FINANCIAL MONITORING POSITION AS AT AUGUST 2025	That consideration would given to providing absence analysis in a comparable format for Dundee City Council and NHS Tayside, if possible.	Chief Finance Officer	December 2025	Complete	It is not possible to provide this information within current resources. Information is provided by the two organisations in different formats and levels of detail which prevents collation and direct comparison. Although

								some elements could be recalculated to enable this there is not resource available to do so.
11	22/10/25	XIV	FINANCIAL RECOVERY PLAN 2025/26	That a fuller explanation in the context of the Drug and Alcohol investment would be presented to the December IJB meeting and potentially picked up at the budget Development Session next week.	Chief Finance Officer	December 2025	Complete	Updating comments incorporated into Financial Monitoring report to reflect Financial Recovery plans and use of Reserves

**Please note that in response to feedback from IJB members a workplan for both the IJB and PAC for 2026 has been developed. This will be circulated to IJB members alongside the meetings dates for 2026, once these have been confirmed.

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