






## Appendix 2 - MIJB Audit Actions in Progress



### 2017/18 - Performance Targets and Reporting - IJBs




Action Code	Action	Due Date	Icon	Progress	Notes	Managed By
IA.IJBPTR.01	KPIs should be stated for all objectives within the IJBs' key plans, including the plans for older people, learning disabilities, physical disabilities, mental health, and alcohol & drug misuse. These KPIs should then be approved by each IJB board.	31-Mar-2022		70%	<p><b>Q3/Q4 2020/21:</b> Good progress has been made. There are high level KPIs in the form of MSG indicators. It is intention of IJB to review these in 2021. The Chief Officer is working to develop a performance framework that will include the main planning groups. This is a collaborative process and continues in 2021. High Level KPIs are reported to Scottish Government which is included in the annual performance report. Inclusion of KPIs in plans is increasing but further work is required. This will be aided by the outcome mapping work commenced in December 2020 and will continue throughout 2021. Tableau dashboard pilot phase included data from health social care services. This contributes to performance framework.</p> <p>Due to the rollout of the vaccination programme and impact of COVID-19 new revised due date proposed 31/03/2022.</p>	Integration Manager
IA.IJBPTR.03	The IJB chief officer will agree with the IJB board what the key high level plans are. For each of these plans, the chief officer will ensure that all key actions are phrased as SMART objectives. These objectives will then be approved by the IJB board.	31-Mar-2022		85%	<p><b>Update Q3/Q4 2020/21:</b> All planning groups are in the process of agreeing their high level objectives for 21/22. In addition work is underway to agree key objectives for the strategic plan 2022 – 25. IJB board in March 2021 agreed 5 high level strategic aims for 2022. Also have a MASTER Directions Tracker spreadsheet which is work in progress. Work to explicitly link Directions to areas of the Strategic Plan underway.</p>	Integration Manager

2018/19 - Chief Internal Auditor's Annual Assurance Report and Opinion 2018/19 for Midlothian Health and Social Care Integration Joint Board

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IA.IJB2018/19.01	Linkages within the Strategic Plan should clearly relate local objectives to national objectives. Similarly linkages between Directions issued by the MIJB and the Delivery Plan or supporting detailed action plans should be also be established.	30-Apr-2022		60%	<b>Q3/Q4 2020/21:</b> This action still needs to be completed and will be addressed as part of the Strategic Plan 2022 – 2025 strategy. Work to explicitly link current Directions to areas of the current Strategic Plan underway. Proposed revised due date April 2022.	Integration Manager
IA.IJB2018/19.02	The Delivery Plan should contain more detail regarding action to be taken in terms of what is to be done as well as how, by when and by whom it is to be achieved. How outcomes are to be measured should also be defined.	30-Jun-2021		70%	<b>Q3/Q4 2020/21:</b> Delivery plan is now referred to as Strategic Plan Update – annual update. Strategic Plan Update 2021-22 has been completed and is available on the website however needs to be updated to include more details i.e. how plans are measurable. Need to link strategic plans to action plans.	Integration Manager
IA.IJB2018/19.04	Performance measures in the MIJB's Performance Management Framework should be more appropriately aligned to key priorities and outcomes of its Strategic Plan.	31-Mar-2022		70%	<b>Q3/Q4 2020/21:</b> Good progress has been made. There are high level KPIs in the form of MSG indicators. It is intention of IJB to review these in 2021. The Chief Officer is working to develop a performance framework that will include the main planning groups. This is a collaborative process and continues in 2021. High Level KPIs are reported to Scottish Government which is included in the annual performance report. Inclusion of KPIs in plans is increasing but further work is required. This will be aided by the outcome mapping work commenced in December 2020 and will continue throughout 2021. Tableau dashboard pilot phase included data from health social care services. This contributes to performance framework.  Due to the rollout of the vaccination programme and impact of COVID-19 new revised due date proposed 31/03/2022.	Integration Manager

2019/20 - Workforce development focused on the Midlothian Health and Social Care Partnership arrangements to support the Midlothian Integration Joint Board workforce direction - Moderate Assurance

Action Code	Action	Due Date	Icon	Progress	Notes	Managed By
IA.IJBWFD.1.1	A review of the Midlothian Health and Social Care Partnership Workforce Planning Framework should be conducted to ensure it is aligned to the current Strategic Plan.	31-Mar-2022		90%	<b>Q4 20/21:</b> The majority of all individual workforce plans have been completed and interim workforce plan 2021-22, aligned to the Strategic Plan Update 2021-22, has been produced. Action on 3 year Workforce Plan, aligned to the Strategic Plan 2022 – 2025, is due to be completed by end of April 2022.	AHSC Performance Officer; Head of Adult and Social Care; Head of Primary Care and Older People's Services
IA.IJBWFD.2.1	Management should review the completed service plans to ensure they comply with the revised workforce planning guidance. Management should then make any necessary changes to their templates and after which, detailed workforce plans for all individual areas of the HSCP should be created. Consideration should also be given to whether 15 individual service plans is too ambitious to sit underneath the full Workforce Plan.	31-Dec-2021		80%	<b>Q4 20/21:</b> Reopened recommendation - service plans are not fully completed.	AHSC Performance Officer; Head of Adult and Social Care; Head of Primary Care and Older People's Services

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IA.IJBWFD.2.2	Following the publication of the revised workforce planning guidance in December 2019, the Midlothian HSCP should proceed with the development of their three-year Workforce Plan to ensure publication by 31 March 2021 with attention given to the guidance when creating the plan. Management should ensure the plan is approved by the MIJB prior to the publication.	31-Mar-2022		50%	<p><b>Q4 20/21:</b> Due to the significant ongoing challenges by the COVID-19 pandemic, the SG introduced a new submission timescale and delayed the publication of the 3 year workforce plans, originally outlined in the revised workforce planning guidance published in December 2019. Integration authorities are now requested to ensure that a 3 year Workforce Plan is developed by 31 March 2022 which will cover the period 1 April 2022 to 31 March 2025. An interim workforce plan has been produced to cover the period 01 April 2021 to 31 March 2022.</p>	AHSC Performance Officer; Head of Adult and Social Care; Head of Primary Care and Older People's Services
IA.IJBWFD.2.5	Management should determine a timetable for providing updates on workforce planning to the MIJB. This will include dates for submitting drafts of the full three-year Workforce Plan in order to have a final version ready for publication by the deadline of 31 March 2021.	30-Jun-2021		50%	<p><b>Q4 20/21:</b> A report will be submitted to MIJB in June 2021 indicating a timescale for providing updates.</p>	AHSC Performance Officer; Head of Adult and Social Care; Head of Primary Care and Older People's Services
IA.IJBWFD.3	All staff charged with completing the overall HSCP workforce plan, and the individual lower-level plans, should receive comprehensive training to allow them to more effectively perform the work. The training should be based upon the Scottish Government guidance published in December 2019.	31-Mar-2022		10%	<p><b>Q4 20/21:</b> This will need to be reviewed when the new three year workforce plan is in place.</p>	AHSC Performance Officer; Head of Adult and Social Care; Head of Primary Care and Older People's Services