

**Angus Health and Social Care Partnership
Internal Audit – Governance Mapping - Report Number ANO6/18**

Implementation Plan 2018



No.	Action	Method	Intended Outcome	Timescale	Lead	Update 30 November 2018
1	The IJB will develop guidance on the setting up of all workings groups within the IJB and make this available to AHSCP staff.	<ul style="list-style-type: none"> - Define what constitutes a 'working group' to clarify scope. - Draft guidance on setting up working groups to include action numbers 2 – 4 below. - Identify stakeholders to engage with and invite feedback on draft guidance. - Finalise guidance, informed by feedback received as a result of engagement activity. - Make guidance available to all staff and stakeholders, clearly notifying them of the timescale for implementation of the guidance. 	All staff will have access to guidance on setting up working groups providing standardisation and consistency of approach throughout the Angus Health and Social Care Partnership.	December 2018	Keith Whitefield Improvement and Development Team	<p>To be included in draft guidance.</p> <p>To be issued for consultation on 3 December 2018</p> <p>Stakeholders identified</p> <p>Final guidance to be issued 21 December 2018</p> <p>Guidance will be issued through SLT.</p>
2	The IJB will develop a Terms of Reference template covering the key headings and accompanying guidance. This will be included in the	<ul style="list-style-type: none"> - Draft guidance on Terms of Reference taking cognisance of the Scottish Government guidance for Locality Improvement Groups. - Draft Terms of reference template ensuring key headings are included. 	Each group has a Terms of Reference which include the key headings and promotes consistency across the Partnership. Groups are clear	December 2018	Keith Whitefield Improvement and Development Team	See 1 above. Guidance will include templates.

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	guidance notes in action 1.	<ul style="list-style-type: none"> - Identify stakeholders to engage with and invite feedback on draft guidance. - Finalise guidance, informed by feedback received as a result of engagement activity. - Make guidance available to all staff and stakeholders, clearly notifying them of the timescale for implementation of the guidance. 	on their purpose and role and are productive in fulfilling their remits.			
3	The guidance referred to in action 1 will include reference to the need for SMART action plans for all groups after meetings.	<ul style="list-style-type: none"> - Draft a SMART action plan template including the rationale for this requirement, to include in the working groups guidance. This should include timelines for actions to be completed by and take account of existing systems currently in use such as Headline reports. - Identify stakeholders to engage with and invite feedback on draft guidance. - Finalise guidance, informed by feedback received as a result of 	Groups are clear on their purpose and role and are productive in fulfilling their remits. They have a consistent tool to use to monitor progress and effectiveness of the groups function.	December 2018	Keith Whitefield Improvement and Development Team	See 1 above. Guidance will include templates.

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		<p>engagement activity.</p> <ul style="list-style-type: none"> - Make guidance available to all staff and stakeholders, clearly notifying them of the timescale for implementation of the guidance. 				
4	<p>The guidance referred to in action 1 will include the need for annual work plans to be considered for submission to parent Committees where an existing system to achieve this is not already in place.</p>	<ul style="list-style-type: none"> - Draft guidance regarding annual work plans and their function, making clear that if a group <u>does not</u> have an existing system to achieve this function then an annual work plan should be used. - Draft a template for an annual work plan. - Identify stakeholders to engage with and invite feedback on draft guidance and template. - Finalise guidance and template, informed by feedback received as a result of engagement activity. - Make guidance and template available to all staff and stakeholders, clearly notifying 	<p>Working groups have clear goals and key objectives to achieve. Performance towards goal achievement are monitored, reviewed and reported on.</p>	December 2018	<p>Keith Whitefield</p> <p>Improvement and Development Team</p>	<p>See 1 above. Guidance will include templates.</p>

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		them of the timescale for implementation of the guidance.				
5	The guidance referred to in recommendation 1 will include reference to the consideration of annual reports being submitted to parent Committees, providing assurance that the group remit has been fulfilled.	<ul style="list-style-type: none"> - Draft guidance regarding annual reports and their function, making clear that if a group <u>does not</u> have an existing system to achieve this function then an annual report should be considered. This should take account of current reporting processes such as regular reporting to SLT and SPG and seek to align reporting requirements and avoid duplication. - Draft a template for an annual report. - Identify stakeholders to engage with and invite feedback on draft guidance and template. - Finalise guidance and template, informed by feedback received as a result of engagement activity. - Make guidance and template 	<p>Working groups have clear goals and key objectives to achieve. Performance towards goal achievement are monitored, reviewed and reported on.</p> <p>Governance arrangements are in place to provide assurance to parent committees that group remits are being fulfilled. They are informed of areas still requiring action, current issues and are involved in decision making</p>	December 2018	Keith Whitefield Improvement and Development Team	See 1 above. Guidance will include templates.

No.	Action	Method	Intended Outcome	Timescale	Lead	Update 30 November 2018
		available to all staff and stakeholders, clearly notifying them of the timescale for implementation of the guidance.	as necessary.			