



Item 5.1 – Rolling Actions Log – July 2016

July 2016

No	Subject	Date	Action	Action Owner	Expected completion date	Comments
1	Deputations	20/11/15	<ol style="list-style-type: none"> 1) To agree to pilot deputations at the Joint Board and its committees for twelve months using the procedure outlined in appendix one of the report. 2) To note that following the pilot period, a report reviewing the procedure would be submitted to the Joint Board. 3) To note that the scope for deputations would be made available as part of the forthcoming communications strategy 	Chief Officer/Gavin King	November 2016	
2	Finance	17/07/15	<ol style="list-style-type: none"> 1) Further report on outcome of Internal Audit Teams work on due diligence. 2) To report on a budget consultation strategy as part of the 2016/17 budget process. 	Hugh Dunn / Susan Goldsmith	Not specified.	<p>Recommended for closure.</p> <p>The final internal audit reports were presented to the CEC governance and best value and the NHS Lothian audit and risk committees in June. It is anticipated they will be considered by the IJB audit and risk committee in September.</p>

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						The CEC budget consultation concluded in December 2015 and the NHS don't consult on savings.
3	Development Sessions 2016/17	15/01/16	<ol style="list-style-type: none"> 1) To consider future options at a development session, to include localities and inequalities issues, and links with the draft Strategic Plan. 2) To include updates on Joint Board Structure and the Leadership Group to the 12 February 2016 Development Session. 3) To add hospital capacity as an additional topic. 	Chief Officer	November 2016	Development session on localities has been scheduled for October; Hospital plan was part of the development session in June. Inequalities and Hospital capacity have been noted on the forward plan for next year. An updated plan for 2017/18 will be brought to the Board in November.
4	Financial Assurance for the IJB	25/09/15	<ol style="list-style-type: none"> 1) That the 11 December 2015 development session would focus on the budgets being delegated to the EIJB. 2) To agree to consider Finance at the December 2015 development session, alongside the draft Strategic Plan. 3) To request further information on the decision making process regarding the £1.1m reduction in mental health nursing spend. 	Interim Management Team/ Moira Pringle	December 2015	<p>decisions (1) and (2) reported to Joint Board on 15/01/16</p> <p>Recommended for closure (3)</p> <p>The proposed £1.1m reduction in mental health nursing was one of the efficiency schemes proposed by the REAS management team. However service</p>

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						pressures made delivery of this level of savings challenging and the nursing budget was overspent by £0.5m by the end of the financial year. This is one of the pressures recognised in the NHS Lothian 16/17 financial plan which has made provision for investment of £3m in REAS
5	Information, Communication and Digital Technology: Position Statement	25/09/15	<ol style="list-style-type: none"> 1) To note the current position on information governance and that a further report would be provided in due course. 2) To invite the Council's ICT Solutions Team and NHS Lothian e-Health services to review and comment jointly on the Draft Strategic Plan as part of the consultation. 3) To request that an appropriate approach be developed for ensuring that information governance and ICDT requirements could be considered for all major service/pathway re-design proposals to ensure improved information flows along the pathway. 4) To request that appropriate and affordable ICDT delivery/implementation plan(s) were developed in relation to these service/pathway re-design proposals 5) To use a future development session to address current issues, including shared protocols, and future development, and to ask Angus McCann to act as the Joint Board's member lead on this. 	Interim Programme Manager/ Angus McCann	Not specified	<p>Recommended for closure – Development session took place on 15-04-16</p> <p>ICT steering group established</p>
6	New Grant Programme for	25/09/15	To consider grants at the Joint Board meeting in February 2016 for grants starting in April 2016, with a phased approach aligned	Chief Officer	March 2016	Recommended for closure.

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	Prevention of Health Inequality from 2016/17		to partner funding cycles			See item 5.11
7	Communications Resource and Strategy for Edinburgh and Lothian's IJB	15/01/16	<ol style="list-style-type: none"> 1) To agree the initial communications and engagement priorities outlined in the report and draft communications plan. This would include the development of a communication and engagement strategy for the Joint Board and further programme of activity for 2016/17. 2) To agree to the development of a dedicated structure and resourcing budget for a new communications team to support the Edinburgh Integrated Joint Board. 3) To ensure that sufficient links with localities existed 4) To request further development of staff communication including: <ul style="list-style-type: none"> • Roles and Remits of the Joint Board and Executive Team. • Scope for newsletters and staff events. 	Chief Officer/ Head of Communications (CEC and NHS)	Not specified	<p>1, 3 and 4 closed by IJB on 13-05-16</p> <p>Discussion ongoing with regard to staffing and budgets.</p>
8	Communications and Engagement Strategy 2016 to 2019	13-05-16	To present an implementation plan to the Joint Board once resources had been identified.	Chief Officer	Not specified	A communications action plan will be prepared once the actions from the Strategic Plan have been prioritised and assigned.
9	Programme of Visits	13-05-16	1) To ask the Chief Officer to report to the Joint Board on how best to capture comments raised during visits.	Chief Officer	Not specified	A member of the communications team is attending all Board visits,

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			2) To note that General Practice visits had been scheduled and would be circulated to the Joint Board.			discussion on going with regard to the manner in which comments will be fed back to the Board
10	Huddle Test of Change	13-05-16	That a project map for the roll out of the localities model, including the hub initiative and a description of the key services be submitted to the Joint Board	Chief Officer	Not specified	Recommended for closure – see item 5.6
11	Delayed Discharge – recent trends	13-05-16	To request that future reports present a broad spread of data including delays attributed to: <ul style="list-style-type: none"> 2.1) Guardianship or capacity issues. 2.2) Acute settings. 2.3) X Codes. 	Chief Officer	July 2016	Recommended for closure – See item 5.5