

# Item 5.1 – Rolling Actions Log

September 2016



No	Subject	Date	Action	Action Owner	Expected completion date	Comments
1	Deputations	20/11/15	<ol style="list-style-type: none"> <li>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.</li> <li>2) To note that following the pilot period, a report reviewing the procedure would be submitted to the Joint Board.</li> <li>3) To note that the scope for deputations would be made available as part of the forthcoming communications strategy</li> </ol>	Chief Officer/Gavin King	November 2016	
2	<p><b>Gamechanger – Public Social Partnership</b></p> <p><b>Development Sessions 2016/17</b></p>	<p>25/09/15</p> <p>15/01/16</p>	<ol style="list-style-type: none"> <li>1) To consider future options at a development session, to include localities and inequalities issues, and links with the draft Strategic Plan.</li> <li>2) To include updates on Joint Board Structure and the Leadership Group to the 12 February 2016 Development Session.</li> <li>3) To add hospital capacity as an additional topic.</li> </ol>	Chief Officer	<p>Not specified</p> <p>12 February 2016</p>	<p><b>Recommended for closure</b> - Gamechanger now included in the Strategic Plan and the Joint Board received a report in July</p> <p>Rob has presented on the structure at a Development session</p>

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3	Communications Resource and Strategy for Edinburgh and Lothian's IJB	15/01/16	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3) To ensure that sufficient links with localities existed</li> <li>4) To request further development of staff communication including: <ul style="list-style-type: none"> <li>• Roles and Remits of the Joint Board and Executive Team.</li> <li>• Scope for newsletters and staff events.</li> </ul> </li> </ol>	Chief Officer/ Head of Communications (CEC and NHS)	Not specified	<p>1, 3 and 4 closed by IJB on 13-05-16</p> <p><b>Recommend for Closure.</b> Dedicated communications team now in place to support the EIJB.</p>
4	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	To be confirmed
5	Programme of Visits	13-05-16	<ol style="list-style-type: none"> <li>1) To ask the Chief Officer to report to the Joint Board on how best to capture comments raised during visits.</li> <li>2) To note that General Practice visits had been scheduled and would be circulated to the Joint Board.</li> </ol>	Chief Officer	Not specified	<p>One of the Executive Team should attend each Board visit and be responsible for scribing the visit and reporting back to IJB.</p> <p>Awaiting confirmation of GP visits schedule.</p>

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6	Rolling Actions Log (ICT Steering Group)	15-07-16	To invite the ICT Steering Group to consider and recommend business-critical ICT issues where the Joint Board might require to issue directions.	ICT Steering Group	Not specified	<b>Recommended for closure</b> - The ICT Steering Group meets on 16/9/16 and this will be added to the remit. The Board are welcome to oversight of minutes if they wish.
7	Non-Voting Membership	15-07-16	To agree to consider all requests for non-voting membership of the Joint Board annually at the final meeting in each financial year.	Chief Officer	March 2017	
8	Delayed Discharge – recent trends	15-07-16	To request an update at the August development session.	Chief Officer	August 2016	<b>Recommended for closure</b> -update was provided
9	Financial Update	15-07-16	<p>1) To agree that the Chair, the Chief Officer and Interim Chief Finance Officer continue to work with NHS Lothian with the aim of reaching a mutually acceptable offer.</p> <p>2) To agree to receive future finance reports based on the forecast year end position.</p>	Chief Officer	Not specified	<b>Recommended for Closure</b> – On going discussions and due diligence taking place with NHSL / CEC to agree a position on budget transfer.  To be provided once budgets settlement agreed.
10	Agenda Planning	15-07-16	To ask the Chair/Vice-Chair and Lead Officer to review how [development of relationships with external organisations, including the Scottish Fire and Rescue Service, Housing providers etc] could best be introduced at Joint Board meetings, as part of their regular agenda planning discussions.	Chief Officer/Chair/Vice-Chair	Not specified	To be confirmed

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11	<b>Delayed Discharge – Recent Trends</b>	19-08-16	That the Delayed Discharge update provided to the next meeting of the Integration Joint Board include details on: <ul style="list-style-type: none"> <li>• Admissions and vacancies at Gylemuir House</li> <li>• Monitoring of data on changing trends</li> </ul>	Chief Officer	September 2016	<b>Recommended for closure</b> – included in report.
12	<b>Delayed Discharge – Recent Trends</b>	19-08-16	To bring a report on Care Home Capacity to a future meeting of the Joint Board.	Chief Officer	Not specified	Awaiting confirmation
13	<b>Delayed Discharge – Recent Trends</b>	19-08-16	To request that a draft of the Winter Plan was presented to the Joint Board once available.	Chief Officer	Not specified	Awaiting confirmation