

Item 5.1 – Rolling Actions Log – November 2016

November 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	<p>Recommended for closure</p> <p>–</p> <p>Report on agenda</p>
2	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	Update: Still awaiting allocation of resources to enable implementation plan to be presented.
3	Programme of Visits	13-05-16	<ol style="list-style-type: none"> 1) To ask the Chief Officer to report to the Joint Board on how best to capture comments raised during visits. 2) To note that General Practice visits had been scheduled and would be circulated to the Joint Board. 	Chief Officer	Not specified	On 16-09-16 it was requested that details of GP visits were circulated to Joint Board members as soon as possible.

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4	Rolling Actions Log (ICT Steering Group)	15-07-16 And 16-09-16	To invite the ICT Steering Group to consider and recommend business-critical ICT issues where the Joint Board might require to issue directions. To ask the ICT Steering Group to report back to the Joint Board on a recommended way forward.	ICT Steering Group	Not specified	
5	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	Included in the Forward Plan for inclusion on agenda for Board meeting on 24 March 2017.
6	Financial Update	15-07-16	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. 2) To agree to receive future finance reports based on the forecast year end position.	Chief Officer	Not specified	See Financial Planning report included on agenda
7	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	
8	Delayed Discharge – Recent Trends	19-08-16	To bring a report on Care Home Capacity to a future meeting of the Joint Board.	Chief Officer	Not specified	Recommended for closure – report on agenda
9	Delayed Discharge – Recent Trends	19-08-16	To request that a draft of the Winter Plan was presented to the Joint Board once available.	Chief Officer	Not specified	Recommended for closure – report on agenda
10	Calendar of Meetings	16-09-16	To agree to plan and programme development session (2017) around the scheduled Joint Board meeting dates.	Chief Officer	Not specified.	

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11	Financial Update	16-09-16	That a draft financial plan for the next financial year and beyond (including clarification re the CEC financial report mechanism) be submitted to the Joint Board meeting in November 2016. This would include an appendix detailing progress with ongoing business cases.	Chief Officer	November 16	Draft financial plan included on agenda for 18/11. Business case tracker is under development and an update will be provided in January 2017.
12	Delayed Discharge – recent trends	16-09-16	That future reports to the Board on delayed discharge be presented in a flow programme format	Chief Officer	November 16	
13	Progress Report on Managing DD and Community Infrastructure to support and sustain bed reductions following the opening of phase 1 of the REH in Jan 17	16-09-16	<ol style="list-style-type: none"> 1) To receive an update at November 16 Joint Board 2) To receive an update at January 17 Joint Board 	Chief Officer	November 16/ January 17	13.1 Recommended for closure – report on agenda
14	Delivery of the EH&SC Strategic Plan – action plan	16-09-16	<p>To receive twice yearly reports from the SPG on the delivery of the strategic plan. This would include:</p> <ul style="list-style-type: none"> • Tracking of ongoing and proposed major programmes/business cases. 			Included in Forward Plan for inclusion on future agendas.