

Item 5.1 – Rolling Actions Log – January 2017

January 2017



No	Subject	Date	Action	Action Owner	Expected completion date	Comments
1	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	Report to be presented to the IJB in March 2017
2	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. 2) To note that General Practice visits had been scheduled and would be circulated to the Joint Board.	Chief Officer	Not specified	1) A senior manager from the Executive Team and a member of the Communications Team are in attendance at each visit to ensure that any actions / comments raised during visits are captured. A review of the IJB visits will form part of the content of the

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						<p>Development Session on 17 February 2017.</p> <p>2) Arrangements are being finalised to agree a schedule of visits to General Practice to take place during 2017.</p>
3	Rolling Actions Log (ICT Steering Group)	15-07-16 And 16-09-16	<p>To invite the ICT Steering Group to consider and recommend business-critical ICT issues where the Joint Board might require to issue directions.</p> <p>To ask the ICT Steering Group to report back to the Joint Board on a recommended way forward.</p>	ICT Steering Group	Not specified	Ongoing
4	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	Recommended for closure Included in the Forward Plan for inclusion on agenda for Board meeting on 24 March 2017.
5	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	Recommended for closure Urgent discussions are ongoing with NHS Lothian and progress reported to the IJB at each meeting through the Financial Update report

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6	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	Recommended for closure: -both SFRS and housing providers have been involved in recent development sessions, and ongoing dialogue.
7	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.	A review of the IJB development sessions and visits will form part of the content of the Development Session on 17 February 2017 following which a programme will be produced for 2017/18.
8	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	Recommended for closure: Draft financial plan was presented to IJB on 18-11-2016. Business case tracker is under development and an update will be provided in March 2017.
9	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	Recommended for closure

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10	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	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	Recommended for closure – reported to Joint Board on 18-11-16 2) On agenda for meeting 20/01/2017
11	Delivery of the EH&SC Strategic Plan – action plan	16-09-16	To receive twice yearly reports from the SPG on the delivery of the strategic plan. This would include: <ul style="list-style-type: none"> Tracking of ongoing and proposed major programmes/business cases. 	Chief Officer		Recommended for closure Included in Forward Plan for inclusion on future agendas.
12	Sub-Group Updates – Audit and Risk Committee	18-11-16	To note the immediate concern of the Audit and Risk Committee Chair regarding audit capacity and that a proposal on resource be presented to the next meeting of the Joint Board.	Chief Officer	January 2017	Ongoing
13	Winter Plan 2016-17 and proposal for future use of Liberton Hospital	18-11-16	To request that any required directions and related financial information be presented to the next meeting of the Joint Board.	Chief Officer	January 2017	Financial information is being prepared. A review of directions is being undertaken and will be presented to the IJB in March 2017.
14	Whole System Delays – Recent Trends	18-11-16	That a future Joint Board Development Session on admission avoidance be scheduled.		Not specified	Recommended for closure Admission Avoidance has

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						been added to the Forward Plan.
15	Deputations	18-11-16	That information on deputations that had failed to meet the criteria be provided to board members	Committee Services	December 2016	Recommended for closure – Information circulated electronically by Clerk
16	Progress...following opening of phase 1 of Royal Edinburgh Hospital ...	18-11-16	To receive a further update in January 2017, including the most up to date RAG status of the phase one implementation plan (as presented at appendix 1 in the Chief Officer's report)	Chief Officer	January 2017	Recommended for closure: Report on agenda
17	Performance and Quality Sub-Group	18-11-16	To consider the final draft of the annual performance report at an IJB Development Session prior to being presented for approval at a formal meeting.	Chief Officer	Not specified	A plan and timetable is being prepared for the production of the Annual Performance Plan including presentation to the IJB.