

# Rolling Actions Log

## August 2020

No	Subject	Date	Action	Action Owner	Expected completion date	Comments
1	<a href="#">IJB Risk Register</a>	15-06-18	That the Chief Officer would circulate a briefing note to members on finance structures across the City of Edinburgh Council and NHS Lothian, and the interface between the respective groups.	Chief Officer, Edinburgh Health and Social Care Partnership	September 2020 <del>December 2019</del> August 2019 <del>November 2019</del>	<b>Recommended for closure</b> – information will be circulated prior to the meeting on 24 August
2	<a href="#">Primary Care Transformation Programme</a>	24-05-19	1) To agree that a workshop would be arranged on the Primary Care Transformation Programme.	Chief Officer, Edinburgh Health and Social Care Partnership		<b>Closed</b> – Session on primary care took place on 24 February 2020.
			2) To agree that the next report to the Joint Board would include more details on how	Chief Officer, Edinburgh Health and	October Board	<b>Update</b>

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			the Programme was being delivered and its impact on stakeholders	Social Care Partnership	<del>December 2019</del> October 2019	Scheduled for October Board.
3	<a href="#">Committee Terms of Reference and Good Governance Handbook</a>	21-06-19	To agree that each committee would comment on the Terms of Reference at the end of the first cycle and this would be reported back to the Joint Board within two cycles.	Chief Officer, Edinburgh Health and Social Care Partnership	<del>July 2020</del> <del>April 2020</del> December 2019 <del>October 2019</del>	<b>Recommended for closure</b> – TORs approved July 2020
4	<a href="#">Edinburgh's Joint Carers Strategy</a>	20-08-19	To agree to develop a performance and evaluation framework around the Carers Strategy, which would be reported back to the Joint Board in two cycles.	Chief Officer, Edinburgh Health and Social Care Partnership	November 2020 <del>December 2019</del> <del>October 2019</del>	<b>Update</b> A report is scheduled to come to next P&D in October and will be submitted to the Board in November.  A situation report on the performance and evaluation framework for the Carers' Strategy was

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						presented to the P&D committee on 20 November 2019 and the SPG on 22 November 2019. Direction was given to provide more time to complete the framework which will come forward to the SPG in due course.
5	<a href="#">Home First</a>	22-10-19	1) To require a report on progress no later than April 2020.	Chief Officer, Edinburgh Health and Social Care Partnership	December <del>April</del> 2020	<p><b>Update</b></p> <p>This work will be progressed through the transformation programme and reported to SPG and EIJB in due course</p> <p>Home First Edinburgh is a key plank of the Partnership's response to Covid-</p>

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						19. The model will be reviewed to incorporate the learning from this with the update being presented to the SPG and then the IJB in due course.
			2) To agree that timescales would be added to the Direction.	Chief Officer, Edinburgh Health and Social Care Partnership		<b>Recommended for closure</b> – this will be completed prior to the meeting on 24 August
6	Adult Sensory Support	10-12-19	To agree that an update would be submitted in spring 2021.	Chief Officer, Edinburgh Health and Social Care Partnership	Spring 2021	Final tenders for the new contractual arrangements have been received and appraised. Officers are undertaking a review of next steps in the context of Covid.

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7	Winter Plan 2019/20	10-12-19	To agree that a briefing note would be circulated, providing details of similar plans for general practice	Chief Officer, Edinburgh Health and Social Care Partnership	August 2020 <del>July 2020</del> <del>January 2020</del> <del>April 2020</del>	<b>Recommended for closure</b> – information will be circulated prior to the meeting on 24 August
8	Ministerial Strategic Group and Audit Scotland Integration Reviews – Edinburgh Update	04-02-20	To agree to receive a further update report in December 2020.	Chief Officer, Edinburgh Health and Social Care Partnership	December 2020	
9	Enhancing Carer Representation on Integration Joint Boards – transferred from Strategic Planning Group	10-03-20	To agree that the Chief Finance Officer would examine the good practice outlined in the update report (Enhancing Carer Representation on Integration Joint Boards, SPG 17 August 2018) and provide an update to a future meeting of this Group on how it could applied with the Edinburgh IJB working practices.  Referred to IJB to progress recruitment of Carer Representative.	Chief Officer, Edinburgh Health and Social Care Partnership	December 2020	

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	RAL – 10 March 2020					
10	2020/21 Financial Plan	28-04-20	1) To agree savings proposal 6 (external supported accommodation for older people) and to agree that a session would be arranged to allow members to fully scrutinise the proposal.	Chief Officer and Chief Finance Officer, Edinburgh Health and Social Care Partnership	July 2020	<b>Recommended for closure</b> – P&D held a workshop on 29 May to discuss the proposal.
			2) To agree that officers would further develop the other schemes in the proposed savings and recovery programme, including information on the risks and impact of additional costs, before being brought back to the IJB for approval prior to implementation.	Chief Officer and Chief Finance Officer, Edinburgh Health and Social Care Partnership	July 2020	<b>Recommended for closure</b> – Report on savings programme considered July 2020.
			3) To agree to receive an update on progress made towards balancing the financial plan at the next meeting.	Chief Officer and Chief Finance Officer, Edinburgh Health and	July 2020	<b>Recommended for closure</b> – Report on financial plan considered July 2020.

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				Social Care Partnership		
			4) To note that the Chair would discuss the governance processes relating to financial planning with officers with a potential review of these in autumn 2020.	Chief Officer and Chief Finance Officer, Edinburgh Health and Social Care Partnership	October 2020	
11	Provision of General Medical Services – Edinburgh South	28-04-20	To request further information on how the renovation of the buildings could be carried out in line with the sustainability aims of the City Plan 2030.	Chief Officer, Edinburgh Health and Social Care Partnership	October 2020	<b>Update</b> Briefing note will come forward by October 2020.
12	Carer and Service User Representatives (agreed under RAL item)	21-07-20	To agree provide an update on the recruitment of carers and service user representatives and estimated timescales following the meeting.	Chief Officer, Edinburgh Health and Social Care Partnership	October 2020	Attempts to recruit carer and service user representatives continues.  Issue covered in recent meeting with EIJB Chair and Head of Strategy.

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13	EIJB Governance Report	21-07-20	1) To clarify if the timescale for issuing committee meeting papers would be 5 days or 5 working days before meetings.	Chief Officer, Edinburgh Health and Social Care Partnership		<b>Recommended for closure</b> – confirmed 5 working days before meetings
			2) To note that the governance of development sessions would be discussed at a later date.	Chief Officer, Edinburgh Health and Social Care Partnership		
14	Return to Transformation	21-07-20	1) To emphasise the sustainability commitments within the strategic plan and to note that sustainability would be included in the review of the strategic plan by the SPG later in the year.	Head of Strategic Planning, EHSCP	October 2020	This matter will be considered at the next SPG on 15 September as part of the review of the Strategic Plan.
			2) To note that a report on the wider sustainability considerations should be submitted to the Board at a later date.	Head of Strategic Planning, EHSCP	October 2020	As above. Sustainability/environment will be part of the wider review of the Strategic Plan and subsequent report.

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15	Savings and Recovery Programme 2020/21	21-07-20	1) To note the content of Phase 2 of the Savings Programme and agree to receive more detailed plans about the proposals at a future meeting.	Chief Finance Officer, EHSCP	October 2020	This will come back to the board in October
			2) To agree that more details about the proposed three-year Savings Programme is brought back for consideration by the Edinburgh Integration Joint Board by the end of the year.	Chief Finance Officer, EHSCP	March 2021	This will come back to the board as part of the financial plan for 21/22 in March 2021.
16	2020/21 Financial Plan	21-07-20	To agree to receive a first draft of the 2021/22 budget in line with our partners financial planning timescales;	Chief Finance Officer, EHSCP	October 2020	First iteration of financial plan will be presented to the board in October