



Item 4.1 – Rolling Actions Log – November 2015

20 November 2015

No	Subject	Date	Action	Action Owner	Expected completion date	Comments
1.	Development Sessions - Programme	17/07/15	Programme of possible topics to be provided, including:-bespoke induction training; risk management; potential to remodel services etc.	Alex McMahon	20 November 2015	
2.	Transition Funding	17/07/15	Update on Scottish Government funding to be circulated.	Alex McMahon	When available.	
3.	Visits to Establishments	17/07/15 and 25/09/15	Further information on visit options – including visits to acute facilities.	Interim Management Team	20 November 2015	Action updated following 25/09/15 meeting to include visits to acute facilities.
4.	Standing Orders	17/07/15	1) Adjust to include Committees etc. and publish. 2) Further report on options for deputations, including links with wider consultation.	Gavin King / Interim Management Team	20 November 2015	
5	Code of Conduct	17/07/15	1) Publish Code. 2) Circulate Register of Interest Forms, and publish Register.	Gavin King / Interim Management Team		

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6	Membership	17/07/15	<ol style="list-style-type: none"> 1) Review role of Professional Advisory Committee, including its links with Joint Board, and report. 2) Further information on stakeholder engagement. 3) Develop framework for carer and service user expenses. 	Richard Williams/Carl Bickler/Gordon Scott Interim Management Team Interim Management Team	20 November 2015	
7	CNoRIS	17/07/15	<ol style="list-style-type: none"> 1) Apply to Scottish Ministers to join CNoRIS from 1/4/16. 2) Further information on individual Joint Board members' liability. 	Susanne Harrison		
8	Engagement, Communication and Branding	17/07/15	<ol style="list-style-type: none"> 1) Apply branding to Joint Board publications. 2) To report on potential to extend the use of the brand. 3) Report on web site costings. 	Dorothy White/ Carol Harris	20 November 2015	
9	Appointment of Chief Officer and Chief Financial Officer	17/07/15	<ol style="list-style-type: none"> 1) Arrange appointment of interim CFO. 2) Arrange recruitment and selection of Chief Officer. 	George Walker. George Walker /Ricky Henderson / Interim Management Team	October 2015.	Recommended for closure
10	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.	

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11	Risk Management	17/07/15	<ol style="list-style-type: none"> 1) To include in development session programme (see item 1). 2) To develop a risk appetite statement subsequently. 	Hugh Dunn / Susan Goldsmith		
12	Strategic Plan	17/07/15	<ol style="list-style-type: none"> 1) Consult publicly for three months, and report. 2) Include reference to change, specifically which services might be stopped, in consultation. 	Interim Management Team		
13	Communication: Website and Extension of Branding	25/09/15	To note that a further report on website development (with costings) and the wider communications engagement would be submitted to the next meeting of the Edinburgh Integrated Joint Board.	Head of Communications, NHS Lothian	November 2015	
14	Governance Arrangements, Capacity and Infrastructure	25/09/15	<ol style="list-style-type: none"> 1) To request further information on activity within hospital teams to support effective patient discharge 2) To agree to receive further information on the ongoing review of Council Occupational Therapist services. 	Interim Management Team	Not specified	
15	Gamechanger – Public Social Partnership	25/09/15	To consider future options at a development session, to include localities and inequalities issues, and links with the draft Strategic Plan.	Alex McMahon	Not specified	
16	Winter Planning	25/09/15	<ol style="list-style-type: none"> 1) To await a final version of the Winter Plan to the November 2015 meeting of the Joint Board. 2) To request more detailed information to the November 2015 Edinburgh Integration Joint Board meeting on the scope, to include more details on performance monitoring, and lessons learned. 	Associate Director of Strategic Planning	November 2015	Recommended for closure – report on the agenda
17	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 	Interim Management Team/ Moira Pringle	December 2015	

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			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.			
18	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 ICDDT 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 ICDDT 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	
19	Proposals for Receiving Deputations	25/09/15	To request detailed guidelines on how the process would work in practice, and on the scope for allowing deputations at meetings for a pilot period.	Gavin King/Interim Management Team	November 2015	Recommended for closure – report on the agenda
20	Audit Committee - Options	25/09/15	To agree option 2.1, to establish an Audit Committee with a wide ranging audit risk and scrutiny remit) and to request a report to the next meeting on its possible membership and terms of reference.	Gavin King/Interim Management Team	November 2015	Recommended for closure – report on the agenda

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21	New Grant Programme for Prevention of Health Inequality from 2016/17	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 to partner funding cycles	Interim Management Team	February 2016	