

AGENDA ITEM

7

IJB Rolling Action Log

No	Meeting/Item No.	Action	Owner	Timescale
1.	August 2017 Item 12/ IJB127	Primary Care Transformation Programme – revised Model of Service and Workforce plan. To be agreed at IJB and NHS Board	Patricia Cassidy, Chief Officer Lesley Middlemiss, Programme Manager and Falkirk HSCP	September 2018 On agenda
2.	October 2017 Item 11 / IJB139	An improvement plan to be developed following the review of the Risk Management Strategy and Risk Register; including clarity around the control mechanisms in place to achieve stability	Elaine Vanhegan, Head of Performance and Governance	Originally April 2018 then Audit Committee 16 March 2018 and IJB June 2018 Complete Refer to Action no. 32
3.	December 2017 Item 7/ IJB 154	Develop a costed proposal for additional support services – planning, project management, performance and communications	Patricia Cassidy, Chief Officer Amanda Templeman, Chief Finance Officer	June 2018 Links to Action no. 22
4.	December 2017 Item 7/ IJB 154	Develop a HSCP Primary Care Improvement Plan if GMS contract approved	Patricia Cassidy, Chief Officer Cathie Cowan, Chief Executive Stuart Cumming, Associate Medical Director	June 2018 Complete Refer to Action no. 33
5.	December 2017 Item 7/ IJB 154	Prepare a proposal setting out how the ADP will link with the IJB	Amanda Templeman, Chief Finance Officer	TBC
6.	December 2017 Item 7/ IJB 154	Complete Board self-evaluation	All IJB members	June 2018 Complete

7.	December 2017 Item 7/ IJB 154	Provide report on the outcome of the Podiatry Service pilot	David McPherson General Manager	Originally June 2018 Now October 2018 – on agenda, Chief Officer report Complete
8.	December 2017 Item 12/ IJB 159	Detailed report regarding integrated structure for in-scope services	Angela Wallace, Director of Nursing Cathie Cowan, Chief Executive, NHS Forth Valley Kenneth Lawrie, Chief Executive, Falkirk Council	Originally April then June 2018 Now special meeting –June 2018 Complete Refer to Action no. 35
9.	March 2018 Item 3/ IJB 183	Details regarding a Mental Health day to be provided	Cathie Cowan, Chief Executive, NHS Forth Valley	TBC
10.	March 2018 Item 3/ IJB 183	Confirmation of NHS Forth Valley savings proposals and financial settlement 2018/19	Amanda Templeman, Chief Finance Officer	April 2018 Complete
11.	March 2018 Item 4/ IJB 184	Update on Falls Activity at future IJB meeting. Further discussions required.	Angela Wallace, Director of Nursing	February 2019
12.	April 2018 Item 3/IJB 189 ADL Smartcare/Living Well	Evaluation report to IJB re impact on waiting lists/service users views Briefing on Data Protection Act Briefing for Elected Members	Joe McElholm, Head of Social Work Adult Services	December 2018 June 2018 - Complete June 2018 - Complete
13.	April 2018 Item 7/IJB 194	Briefing paper on Intermediate Care Facility/ Falkirk Community Hospital site prior to June IJB	Cathie Cowan Chief Executive, NHS Forth Valley	June 2018 Verbal update provided –Complete Refer to Action no. 20

14.	April 2018 Item 8/IJB 195	Develop Corporate Support Services agreement	Cathie Cowan, Chief Executive, NHS Forth Valley Mary Pitcaithly, Chief Executive, Falkirk Council Patricia Cassidy, Chief Officer	Was June IJB Now Special meeting in June Links to Action no. 35
15.	April 2018 Item 8/IJB 195	Update on relocation of former Bield Housing residents	Joe McElholm, Head of Social Work Adult Services	October 2018 On agenda
16.	April 2018 Item 11/IJB 198	Update on the readmission rates.	Cathie Cowan, Chief Executive, NHS Forth Valley	June 2018 Complete
17.	April 2018 Item 13/IJB 200	Feedback Board concerns regarding how Regional Planning fits locally to West of Scotland Regional Planning Group	Cathie Cowan, Chief Executive, NHS Forth Valley	June 2018 Complete
18.	April 2018 Item 15/IJB 202	Set up Clinical Care Governance Committee and identify meeting dates.	Julia Swan (Chair of CCG Committee)	June IJB Complete
19.	April 2018 Item 21/IJB 206	Chief Officer and Officers to identify resources to create a strategic role to coordinate transition plan.	Patricia Cassidy, Chief Officer Sara Lacey, Chief Social Work Officer Joe McElholm, Head of Social Work Adult Services	July 2018 December 2018
20.	June 2018 Item 4/ IJB213	Intermediate Care Facility – to remain on the Action Log until further details are finalised/agreed	Cathie Cowan, Chief Executive, NHS Forth Valley	Ongoing Links to Action no.23
21.	June 2018 Item 4/ IJB213	Officers to provide timescales for reporting progress with the implementation of the Carers Act including the development of a Carers Strategy	Robert Stevenson, Senior Planning Manager	December 2018
22.	June 2018 Item 5/ IJB214	Recommendations regarding the definition and responsibilities of hosting, the integration and support services arrangements. Costed proposal for support services to be considered further and agreed	Cathie Cowan and Mary Pitcaithly, Chief Executives Patricia Cassidy Chief Officer	Special meeting in June 2018 Refer to Action no. 35 Ongoing

Agenda Item: 7



Falkirk
Health and Social Care
Partnership

23.	June 2018 Item 5/ IJB214	Long term plans for Summerford Care Home to be brought forward to a future IJB.	Joe McElholm, Head of Social Work Adult Services	TBC Links with Action no. 20
24.	June 2018 Item 5/ IJB214	Provide update on progress regarding the packages of care review and range of community activities available	Joe McElholm, Head of Social Work Adult Services	TBC
25.	June 2018 Item 6/ IJB215	Provide update on the medium term financial planning including the link with the Scottish Government's 5 year projection for H&SC	Amanda Templeman, Chief Finance Officer	October 2018 On agenda
26.	June 2018 Item 7/ IJB216	Issue briefing notes to members providing further clarity on the funding received from Scottish Government regarding mental health and ADP	Scott Urquhart, Finance Director	Allocations now confirmed Complete –in Finance report On agenda
27.	June 2018 Item 8/ IJB217	Include NHS FV performance information about staff absence and complaints relating to in-scope functions in future Performance report. Further discussions required regarding staff absence information	Performance Team, NHS Forth Valley	October 2018 Ongoing
28.	June 2018 Item 8/ IJB217	CCG Committee to consider complaints further at Development Session	Julia Swan, Chair of CCG Committee	August 2018 Complete
29.	June 2018 Item 9/ IJB218	Report on the outcome and recommendations following the Partnership Funding review process regarding specific initiatives	Amanda Templeman, Chief Finance Officer	October 2018 On agenda
30.	June 2018 Item 9/ IJB218	Provide more information on the reasons for the reduction in TEC service numbers (to be included in Performance report)	Social Work Department, Falkirk Council	October 2018
31.	June 2018 Item 13/ IJB222	Present risk management arrangement to the IJB Audit Committee	Amanda Templeman, Chief Finance Officer	June 2018 Complete
32.	June 2018 Item 13/ IJB222	Develop a Risk Management Improvement Plan following the review of the Risk Management Strategy and Risk Register	Amanda Templeman, Chief Finance Officer Cathie Cowan, Chief Executive, NHS Forth Valley	February 2019

Agenda Item: 7



Falkirk
Health and Social Care
Partnership

33.	June 2018 Item 15/IJB224	Present the Final Primary Care Improvement Plan submitted to the Scottish Government in July 2018 (including the relevant EPQI)	Stuart Cumming Associate Medical Director	October 2018 On Agenda
34.	Special meeting – June 2018	The Kings Fund report, 'Leading across health and social care in Scotland' which provided details regarding roles and responsibilities of Chief Officers to be circulated to IJB members	Mary Pitcaithly Chief Executive, Falkirk Council	Complete
35.	Special meeting – June 2018	A joint report providing details and clarity regarding the role of the Chief Officer and the proposed management structure (including clarity on Senior Manager post, professional structures, governance arrangements and hosting principles)	Cathie Cowan and Kenneth Lawrie, Chief Executives Patricia Cassidy Chief Officer	October 2018 On Agenda



Action closed or on agenda