

# AGENDA ITEM

4

IJB Rolling Action Log

No	Meeting/Item No.	Action	Owner	Timescale
1.	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.3
2.	March 2018 Item3/ IJB183	Details regarding a Mental Health day to be provided.  5/10/18 – Cathie Cowan advised that 2 separate events would be held for Psychological Therapies and CAMHS. Dates were to be confirmed and this would be progressed in collaboration with the Third Sector  7/12/18 – Cathie Cowan advised that provisional dates had been identified and details would be circulated once finalised	Cathie Cowan, Chief Executive, NHS Forth Valley	Ongoing
3.	April 2018 Item 8/IJB 195	Develop Corporate Support Services agreement	Cathie Cowan, Chief Executive, NHS Forth Valley  Kenneth Lawrie, Chief Executive, Falkirk Council  Patricia Cassidy, Chief Officer	Was June IJB  Then Special meeting in June  Links to Action no. 5
4.	June 2018 Item 4/ IJB213	Intermediate Care Facility – to remain on the Action Log until further details are finalised/agreed  21/11/18 – update provided and wider stakeholders to be involved in discussion.	Cathie Cowan, Chief Executive, NHS Forth Valley	Ongoing  Links to Action no. 6
5.	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, Chief Executive, NHS Forth Valley  Kenneth Lawrie, Chief Executive, Falkirk Council  Patricia Cassidy Chief Officer	Special meeting in June 2018  Ongoing

6.	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. 4
8.	June 2018 Item 8/ IJB217	<p>Include NHS FV performance information about staff absence and complaints relating to in-scope functions in future Performance report.</p> <p>Further discussions required regarding staff absence information</p> <p>7/12/18</p> <ul style="list-style-type: none"> <li>complaints in Dec Report</li> <li>Absence stats for future performance reports</li> </ul>	Performance Team, NHS Forth Valley	April 2019
9.	June 2018 Item 13/ IJB222	Develop a Risk Management Improvement Plan following the review of the Risk Management Strategy and Risk Register	<p>Amanda Templeman, Chief Finance Officer</p> <p>Cathie Cowan, Chief Executive, NHS Forth Valley</p>	<p>Was February 2019</p> <p>Now April 2019</p>
10.	December 2018 Item 6/ IJB265	Records Management Plan to be submitted to The Keeper of the Records	Patricia Cassidy Chief Officer	March 2019
11.	December 2018 Item 6/ IJB265	The Leadership Team to consider key findings from Audit Scotland and Care Inspectorate reports and complete self-evaluation and identify any improvement actions.	Patricia Cassidy Chief Officer	TBC
12.	December 2018 Item 10/ IJB269	Partnership Funding Group to review its role and remit and consider the role of the Leadership Group and Leadership Group Fund within the governance process	Amanda Templeman, Chief Finance Officer	TBC
13.	December 2018 Item 13/ IJB272	Board Development session to be held to consider the refreshed action plan – combining actions on unscheduled care and delayed discharge	All	March 2019
14.	December 2018 Item 13/ IJB272	Set up a Short Life Working Group to establish interim improvements in relation to unscheduled care and delayed discharges	Patricia Cassidy Chief Officer	TBC
15.	December 2018 Item 15/ IJB273	A report to be provided regarding the review of governance for the Falkirk Alcohol and Drug Partnership (ADP)	Fiona Campbell Chair of ADP	April 2019

## Closed Actions

March 2018 Item 4/ IJB184	Update on Falls Activity at future IJB meeting.  Further discussions required.	Angela Wallace, Director of Nursing	February 2019  On agenda
December 2018 Item 6/ IJB265	Audit Scotland reports to be circulated for information via the Information Bulletin		December 2018  Complete
December 2018 Item 7/ IJB266	Falkirk Council housing colleagues to be invited to the next meeting – adaptable housing	Amanda Templeman, Chief Finance Officer	February 2019  On agenda
December 2018 Item 9/ IJB268	Voting members to meet before the next meeting to review operational and management arrangements	Voting members Cathie Cowan and Kenneth Lawrie, Chief Executives Patricia Cassidy Chief Officer	February 2019  Complete
December 2018 Item 10/ IJB269	Provide additional information regarding Alcohol Related Brain Injury (ARBI and Community Development)	Amanda Templeman Chief Finance Officer	February 2019  On agenda
December 2018 Item 12 /IJB271	Clinical Care and Governance Committee to take a 'deep dive' into suicide and drug related deaths and further details to be brought back to IJB	Andrew Murray Medical Director	Clinical Care and Governance Committee on 7/02/19