

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 and 5
2.	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.1 and 5
3.	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
4.	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
5.	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
6.	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
7.	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

8.	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	September 2019
9.	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

Closed Actions

December 2018 Item 6/ IJB265	Records Management Plan to be submitted to The Keeper of the Records	Patricia Cassidy Chief Officer	March 2019 Complete
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 Complete
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 On agenda
February 2019 Item 6/ IJB281	Final draft of the Strategic Plan to be submitted for approval	Patricia Cassidy Chief Officer	April 2019 On agenda
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	April 2019 On agenda
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 dates had been set and details would be circulated. Update – HIS, Scottish Health Council and Patient Centre Care were involved in events held on: 7/03/19 – Falkirk 12/12/19 - Stirling	Cathie Cowan, Chief Executive, NHS Forth Valley	Complete

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	April 2019 On agenda
February 2019 Item 6/ IJB281	Care Inspectorate Inspection - Improvement Plan – progress updates to Clinical and Care Governance Committee and IJB	Patricia Cassidy Chief Officer	CCG Committee February 2019
February 2019 Item 7/ IJB282	Progress update on Integrated Structures to be provided to a future IJB meeting	Patricia Cassidy Chief Officer	April 2019 On agenda