



Meeting of East Renfrewshire Health and Social Care Partnership	Integration Joint Board
Held on	27 September 2017
Agenda Item	5
Title	Rolling Action Log
<p>Summary</p> <p>At the IJB meeting in August, it was requested that we explore the possibility of a standing report to Board meetings on progress in completing agreed actions from previous meetings.</p> <p>It has therefore been agreed that the rolling action log will be presented at all future IJB meetings. As this is the first time the action log has been presented, all actions since the establishment of the IJB have been included. Future reports will only note open actions, or those completed since the last update.</p>	
Presented by	Julie Murray, Chief Officer
<p>Action Required</p> <p>Integration Joint Board members are asked to note progress.</p>	
<p>Implications checklist – check box if applicable and include detail in report</p> <p> <input type="checkbox"/> Finance/Efficiency <input type="checkbox"/> Policy <input type="checkbox"/> Legal <input type="checkbox"/> Equalities <input type="checkbox"/> Risk <input type="checkbox"/> Staffing <input type="checkbox"/> Property/Capital <input type="checkbox"/> Directions </p>	

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ACTION LOG: Integration Joint Board (IJB)

No	Date	Item No	Item Name	Action	Responsible Officer	Status	Progress Update /Outcome
117	16.08.2017	2	Declarations of Interest	Record in the minute the declarations of interest by Anne Marie Kennedy and Paul O'Kane.	DSM	CLOSED	Noted in minute
116	16.08.2017	4	Matters Arising	Investigate the possibility of a standing report to Board meetings on progress in completing agreed actions from previous meetings.	HSS	CLOSED	Agreed rolling action list will be presented at all future IJB meetings
115	16.08.2017	6	Minutes of meetings of committees - CCGC – 21 June	Look into ways in which inspection reports by the Care Commission can be made widely available to staff.	CO / HHCC	CLOSED	Care Inspectorate inspection reports will be highlighted in Chief Officers brief. Links to inspection reports will also be included in CCGC minutes for reference.
114	16.08.2017	7	Development of Learning Disability Day Opportunities	Submit a report to a future meeting on the impact of the introduction of Self Directed Support.	CO / CFO	OPEN	
113	16.08.2017	8	Preparation for the Implementation of the Carers (Scotland) Act 2016	Look at the possibility of altering the "Implications Checklist" boxes on the front of reports to include reference to implications for carers.	CO / HSS	CLOSED	Items with implications for carers will be highlighted in the implications section under equalities/inequalities. This is in line with the NHSGGC approach to Equality Impact Assessments being adopted by the HSCP.
112	16.08.2017	9	Independent Panel Chair: Adoption and Permanence Panel	The Board approved proposals to recruit and appoint an Independent Chair for the Adoption and Permanence Panel and the necessary arrangements should now be made.	CSWO	CLOSED	Recruitment paperwork progressing
111	16.08.2017	9	Independent Panel Chair: Adoption and Permanence Panel	Note that the Board also approved the proposals to appoint a senior manager from Children's Services to act as depute Panel Chair and to appoint the Head of Health and Community Care as the depute Agency Decision Maker, and the necessary arrangements should now be made.	CSWO	CLOSED	Implemented
110	16.08.2017	10	East Renfrewshire Family Wellbeing Services	The Board approved the introduction and delivery of the Family wellbeing Service as a pilot project for 12 months and the necessary arrangements should now be made.	CSWO	OPEN	IJB will receive progress report in April/May 2018
109	16.08.2017	11	Budget Update 2017/18 and 2018/19	Circulate a copy of the offer letter from NHSGGC to members of the board.	CFO	CLOSED	Circulated 04.09.2017
108	16.08.2017	11	Budget Update 2017/18 and 2018/19	Provide an update of progress in the delivery of projects where savings were identified (Fit for the Future; Bonnyton) at future seminars with reports being submitted to future meetings of the Board as considered appropriate.	CO / CFO	OPEN	Ongoing. Seminar planned for 8 Sep 2017.
107	16.08.2017	12	Revenue Budget Monitoring: Period Ending 23 June 2017 and Provisional Outturn 2016/17	Note that the Board noted the provisional 16/17 outturn; the projected 2017/18 outturn; and approved the 2017/18 budget virements		OPEN	
106	28.06.2017	7	Annual Performance Report 2016/17	Include relevant financial information from the Annual Accounts into the final version of the report.	HSS	CLOSED	Overview of expenditure included in Annual Performance Report.
105	28.06.2017	7	Annual Performance Report 2016/17	Share the final version of the report with ERC and NHSGGC.	HSS	OPEN	Report prepared for next East Renfrewshire Council Meeting 13 Sept 2017. Will be shared with NHSGC at same time
104	28.06.2017	7	Annual Performance Report 2016/17	Work with the Council's Comms Team to consider a range of media to engage with the public, illustrate performance and disseminate the report by 31 July 2017.	HSS	CLOSED	Met with Comms team to agree strategy this will be implemented in a phased way over coming months. Report on web site.

103	28.06.2017	7	Annual Performance Report 2016/17	For future reports, when including percentages, also include absolute numbers.		OPEN	This data will be included where available.
102	28.06.2017	8	Annual Report and Accounts 2016/17	The report and annual accounts were approved subject to amendment in respect of the year end underspend figure and additional proposals to create a new earmarked reserve with a subsequent reduction in the budget savings reserve.	CFO	CLOSED	New reserve created
101	28.06.2017	8	Annual Report and Accounts 2016/17	Submit the audited annual report and accounts to the Performance and Audit Committee and the Board in September.	CFO	OPEN	Will be submitted to PAC and IJB 29.09.2017
100	28.06.2017	9	East Renfrewshire's Children and Young People's Services Plan 2017-220	The Board acknowledged the new duties, noted the report and noted that it would be submitted to the Council for approval and no further action is required.	CSWO	CLOSED	Submitted to Council 28.06.2017
99	28.06.2017	10	Strategic Plan and Implementation Plan	Implement actions as required in respect of the 2017/18 Implementation Plan.	CO/HSS	CLOSED	Progress will form part of performance reporting
98	28.06.2017	10	Strategic Plan and Implementation Plan	Bring a report to a future meeting on the Rehabilitation and Enablement Service Review.	HHCC	OPEN	
97	28.06.2017	11	Eastwood Health and Care Centre Public and Patient Transport	Notify SPT of the cessation of the subsidy for the 375 service and make arrangements for the continued funding through contract for Community Transport East Renfrewshire to provide a volunteer transport service.	HSS	CLOSED	Notified SPT by email 28.06.2017. Service will terminate on 8 September 2017.
96	28.06.2017	13	Integration Joint Board Complaints Handling Policy	The Board noted the report and agreed to adopt the model Complaint Handling Policy. Make arrangements for it to be rolled out.	HSS	CLOSED	
95	29.03.2017	7	Housing Contribution Statement	Draft ER Housing Contribution Statement 2017 was approved. Make a presentation to a future meeting on the development of a dementia-friendly house.	HSS / Phil Daws, Head of Environment (Strategic Services)	OPEN	Housing advised that as the project has not significantly developed further, it does not merit a presentation in the immediate future
94	29.03.2017	7	Housing Contribution Statement	Provide information to Mr Smith on the cost of removing aids and adaptations where it had not been possible to match an application on the waiting list to a particular property.	Phil Daws, Head of Environment (Strategic Services)	CLOSED	Housing do not have information in relation to removing Aids and Adaptations as this is not data that they gather.
93	29.03.2017	9	Strategic Commissioning Plan For Unscheduled Care	The Board noted the report and supported the plans for implementation outlined in the report. - Make the necessary arrangements.	HSS	CLOSED	work underway as part of safe and supported and NHSGGC unscheduled care programme.
92	29.03.2017	12	Annual Accounts	In future no longer remit approval of the annual accounts to the Performance and Audit Committee, such approval to given by the IJB	CFO	CLOSED	Implemented
91	29.03.2017	12	Annual Accounts	Amend the terms of reference of the Audit and Performance Committee to the effect that it will consider the annual accounts and make a recommendation thereon to the IJB.	DSM	CLOSED	Amended. Bullet point included which states: 'Considering annual financial accounts and related matters before submission to and approval by the IJB'
90	29.03.2017	12	Proposed Review; GP Out Of Hours	The Board noted the report and supported the proposed approach to conducting the review.	HSS	OPEN	
89	15.02.2017	7	Technology Enable Care	Arrange an opportunity for IJB members to visit Sandler's Cottage to view the Demo room	HSS	CLOSED	Members can contact service direct should they wish to visit
88	15.02.2017	8	Bonnyton House	Take the necessary steps to implement the recommendations regarding remarketing and maximising efficiencies as agreed.	HHCC	OPEN	

87	15.02.2017	8	Bonnyton House	Submit a paper to a future meeting with the outcome of the marketing exercise and the next steps thereafter.	HHCC	OPEN	
86	15.02.2017	8	Bonnyton House	Provide information to Mrs Kennedy on the number of places in care homes in the area available for younger people	HHCC	CLOSED	Information provided
85	15.02.2017	9	Specialist Learning Disability Services	The Board noted the report and supported the plans outlined in the report for implementation. Make the necessary arrangements.	CO	CLOSED	
84	15.02.2017	10	Budget Update 2017/18	The Board noted the report and agreed to receive a budget proposal on 29 March for approval. Make the necessary arrangements.	CFO	CLOSED	
83	15.02.2017	11	Revenue Budget Monitoring Report 2016/17 – Position as at 9 December 2016	In the event of a year-end underspend bring a report to a future IJB on the allocation of underspends to reserves.	CFO	CLOSED	Covered in annual accounts
82	15.02.2017	11	Revenue Budget Monitoring Report 2016/17 – Position as at 9 December 2016	Investigate comments re bus services to the new health centre, and revisit transport surveys carried out with GP practices prior to the moves to the new centre	HSS	CLOSED	Paper to Integration Joint Board June 2017
81	15.02.2017	12	Commissioning Intentions for Unscheduled Care	The initial commissioning intentions were approved and it was agreed that a Strategic Commissioning plan be submitted to the March IJB for approval for implementation from April.	HSS	CLOSED	Paper submitted to March Integration Joint Board
80	15.02.2017	12	Commissioning Intentions for Unscheduled Care	Provide further information on the Renfrewshire Development Programme at a future seminar	HSS	OPEN	
79	23.11.2016	7	East Renfrewshire's Corporate Parenting Plan	The report was approved and should be submitted to the Council for approval.	CSWO	CLOSED	Submitted to Council 14.12.2016
78	23.11.2016	8	Chief Social Work Officer's Annual Report	The Board noted the report and that it would be submitted to the Council for approval. Make the necessary arrangements.	CSWO	CLOSED	Submitted to Council 14.12.2016
77	23.11.2016	8	Chief Social Work Officer's Annual Report	Submit a report to a future meeting of the Board on what is being done to tackle bullying in respect of young people.	CSWO	CLOSED	Agreed not to present to future meeting as not core business; Education are the lead agency.
76	23.11.2016	9	Preparing for Winter 2016/17	Investigate and report back on what actions are being undertaken to address the ongoing morning and evening service gap in community nursing.	HHCC	CLOSED	Boardwide issue. Update included in February Matters Arising paper
75	23.11.2016	9	Preparing for Winter 2016/17	If referencing the ability of District Nurses to admit patients to care homes at weekends for urgent respite, include the figures.	HSS	OPEN	Figures on direct access to care homes will be included in the post winter review report (update in Feb'17 matters arising paper)
74	23.11.2016	9	Preparing for Winter 2016/17	Review the layout of the report for next year to consider the possibility of resource information being provided next to the corresponding sections of the report.	HSS	OPEN	Paper will be submitted to October IJB meeting
73	23.11.2016	11	Budget Update	The Board noted the updates since the last meeting, agreed the 16/17 savings proposals to achieve recurring balance against targets by 2017/18 and agreed to the creation of a new earmarked reserve to ring fence residential childcare under/overspends. Make the necessary arrangements.	CFO	CLOSED	Created reserve as part of year end process
72	05.10.2016	4	Matters Arising	Include further information on work being carried out in relation to aids and adaptations to a future meeting	HSS	OPEN	
71	05.10.2016	6	Alternative day opportunities for older people	Submit a report to a future meeting showing the destinations of those people who used the Bonnyton Daycare Service	HHCC	CLOSED	Information provided to requester
70	05.10.2016	7	Early Years Strategy	Take up with NHSGGC the issue of smoking cessation programmes not being directed locally and report back to a future meeting.	HSS	OPEN	

69	05.10.2016	7	Early Years Strategy	In future reports on the Early Years Strategy if possible provide a further breakdown of the figures in relation to P1 developmental milestones across the different parts of the authority.	CO	OPEN	Report will go to Council and then IJB in November 2017
68	05.10.2016	8	Response to Scottish Parliament Health & Sports Committee	Submit a report to a future meeting showing comparative allocations by councils to HSCPs	CO	CLOSED	Audit Scotland report taken to Performance and Audit Committee 23.11.2016
67	05.10.2016	9	HSCP: Complaints October 2015 to March 2016	When looking at procedural refreshes in the light of guidance from the SPSO on new social work complaints procedures, remember to build lessons learned into any future reporting arrangements	HSS	CLOSED	Section included in reports for both Primary care and HSCP
66	05.10.2016	12	Revenue Budget Monitoring Report 2016/17 – Position as at	Give an explanation of the increase in transport costs in the next monitoring report.	CFO	CLOSED	
65	17.08.2016	4	Matters Arising	Investigate Anne-Marie Kennedy's comments re the late issue of e-mail for the CLS sub-groups and take appropriate action	HHCC	CLOSED	Error. Advance notice will be given for future dates. Update included in October Matters Arising paper
64	17.08.2016	4	Matters Arising	Submit report on the Learning Disability redesign to the October meeting of the board	CO	CLOSED	Specialist Learning Disability Services presented at IJB 15.02.2017
63	17.08.2016	7	Bonnyton House Update	Check with the Care Inspectorate to establish if the tenderers have any care homes in England and Wales	HHCC	CLOSED	Neither bidders have care homes in England or Wales. Update included in October Matters Arising paper
62	17.08.2016	8	Strategic Services Planning	The Board noted the process proposed by NHS and approved the proposed approach to engagement. Notify NHSGGC of the views of the Board.	HSS	CLOSED	Emailed Catriona Renfrew 29.12.2016
61	17.08.2016	9	Care at Home Programme Update	Submit a further report on progress at the end of the current financial year.	HHCC	CLOSED	Paper submitted to IJB 28.03.2017
60	17.08.2016	9	Care at Home Programme Update	Consider the inclusion of practical examples of how service changes are making improvements to the quality of life of service users, either as part of reports or as separate item on agendas for future meetings	CO	CLOSED	Presentations on practical examples taken to alternate IJB meetings and included in Annual Performance Report
59	17.08.2016	10	Participation & Engagement Strategy	Make the necessary arrangements for the implementation of the strategy and the publication of information on the web.	HSS	OPEN	Ongoing approach for HSCP
58	17.08.2016	11	Risk Management Policy and Strategic Risk Register	Make arrangements for the implementation of the policy and monitor and update the register as required.	HSS	CLOSED	Regular reports sheduled for Performance and Audit Committee and IJB.
57	17.08.2016	12	Budget Update	The Board was approved. Make arrangements for the implementation of the recommendations as contained in the report.	CFO	CLOSED	
56	01.06.2016	4	Matters Arising	Submit an update on the Planning Day being held on 8 June to the August meeting of the IJB	HHCC	CLOSED	Update in August Matters Arising paper
55	01.06.2016	5	Code of Conduct	Send a copy to Scottish Ministers for approval.	DSM	CLOSED	
54	01.06.2016	7	Amendments to Standing Orders	Arrange for copies to be circulated to IJB members once the Code has been approved	DSM	CLOSED	
53	01.06.2016	8	The future model for community justice in Scotland and local transition arrangements	Amend the diagram on Page 7 of the Transition Plan to reflect the links between the service and the IJB's clinical and care governance arrangements.	CO	CLOSED	Amended
52	01.06.2016	9	Corporate Parenting Activity in East Renfrewshire	The Board approved the approach in developing the Corporate Parenting Plan and this should now be taken forward.	CSWO	CLOSED	Corporate Parenting plan approved by IJB 24.11.2016 and submitted to the Council 14.12.2016

51	01.06.2016	9	Corporate Parenting Activity in East Renfrewshire	It was also agreed to promote attendance and participation at the engagement event on 13 June and to support the work and the activity of the Champions Board and the appropriate arrangements in this regard should now be made.	CSWO	CLOSED	
50	01.06.2016	10	Eastwood HCC	Arrange tours of the building once the keys have been handed over.	HSS	CLOSED	Arranged. Update in MA 17.08.2016
49	01.06.2016	11	Bonnyton	Provide confirmation in the report to be submitted to the august meeting of the IJB that the disposal of Bonnyton House complies with all relevant procurement legislation.	HHCC	CLOSED	Gerry Mahon confirmed. Confirmed in paper submitted to IJB 17.08.2016
48	01.06.2016	12	General Medical Services Contract 2016/17	Submit further information to future meetings on the development of quality clusters.	CD	OPEN	
47	01.06.2016	13	Overview of the Preparation of the Annual Accounts for the IJB	Amend the terms of reference of the committee and recirculate.	DSM	CLOSED	
46	01.06.2016	14	Budget Position Statement	Submit a report to the August meeting of the IJB on the day-to-day housekeeping and long stay service redesign elements of the Learning Disability Service	CFO	CLOSED	Specialist LD Services report submitted to IJB 15.02.2017
45	01.06.2016	15	Performance Report	The report was noted and it was agreed to share the report with the Council and the health board. Make the necessary arrangements.	HSS	CLOSED	Copy sent to Neil Ferguson 29.12.2016 along with mid year from Nov 2016
44	30.03.2016	3	Matters Arising	Circulate details of the 3 locality development events.	HSS	CLOSED	Flyer sent to IJB members 22.04.2016
43	30.03.2016	5	Reserves Policy	The Board approved the policy and arrangements should now be made for it to be introduced.	CFO	CLOSED	Reserves policy implemented
42	30.03.2016	6	Strategic Plan and Implementation Plan 2016/17	The Board approved the Strategic Plan updates and the Implementation Plan. Make arrangements to action the Implementation Plan as outlined in the report.	HSS	CLOSED	covered in performance reporting
41	30.03.2016	6	Strategic Plan and Implementation Plan 2016/17	Prepare a paper for a future meeting of the Performance and Audit Committee on developing the detail of the implementation activities contained in the Plan and associated measures.	HSS	CLOSED	
40	30.03.2016	6	Strategic Plan and Implementation Plan 2016/17	Submit a performance report to the next meeting of the Board.	HSS	CLOSED	
39	30.03.2016	7	Budget 2016/17	The Board approved the report and the necessary actions to implement the decisions should now be taken.	CFO	CLOSED	
38	30.03.2016	7	Budget 2016/17	Submit a report on the roll-out of reablement to a future meeting	HHCC	CLOSED	SEE ACTION 61
37	30.03.2016	8	Equalities Mainstreaming Outcomes	The Board endorsed the report and approved the outcomes and arrangements should now be made for their implementation.	HSS	CLOSED	Actions should be reviewed and updated in parallel with Strategic Plan
36	30.03.2016	8	Equalities Mainstreaming Outcomes	Submit an update to the next meeting on discussions around improved public transport to the new Eastwood Health and Care Centre.	HSS	CLOSED	Update on transport included in June IJB paper, Item 10. Eastwood Health & Care Centre
35	30.03.2016	11	Parenting Strategy Annual Review	The report was noted and the proposed actions approved, and arrangements should now be made for them to be implemented.	CO	CLOSED	Implementation progressing with overview form Integrated Children and Young People Planning Group
34	30.03.2016	13	Amendment to Standing Orders	Arrange for updated copies of the Standing Orders to be circulated.	DSM	CLOSED	
33	17.02.2016	7	Chief Social Work Officer Annual Report 2014/15	Submit the consultation paper on the role of Chief Social Work Officers in the light of the introduction of IJBs to a future meeting.	CO	CLOSED	

32	17.02.2016	7	Chief Social Work Officer Annual Report 2014/15	Consider the possibility of including some benchmarking information in future reports	CSWO	CLOSED	CSWO 2015/16 report submitted to IJB 24.11.2016 and Council 14.12.2016. CSWO advised that benchmarking info is not available and therefore cannot be included.
31	17.02.2016	8	Clinical and Care Governance	The report was approved subject to amendment to add the Prescribing and Clinical Pharmacy and the Optometry leads to the membership, that substitutes could be nominated, and that the Chair of the committee would be either the Council or NHS non exec member on the committee depending on the Chair of the Board and the Performance and Audit Committee.	DSM	CLOSED	Leads added to membership
30	17.02.2016	8	Clinical and Care Governance	Make arrangements to confirm the membership details and to convene a meeting of the committee.	DSM	CLOSED	First meeting held 17.05.2016
29	17.02.2016	9	Complaints Bi-Annual Report	Consider the possibility of including some further information around the time spent responding to complaints.	HSS	CLOSED	Too complex and time consuming for little value
28	17.02.2016	9	Complaints Bi-Annual Report	Also consider the possibility of reformatting the report to separate actions from learning points.	HSS	CLOSED	In place
27	17.02.2016	9	Complaints Bi-Annual Report	Examine the possibility of making a summary version of the report available online for staff.	HSS	OPEN	Will put in place by 31.12.2017
26	17.02.2016	9	Complaints Bi-Annual Report	Investigate the possibility of signing up to the Patient Opinions website.	CD	OPEN	Initial meeting exploring sign up have taken place and an options paper will be presented to DMT
25	17.02.2016	10	Locality Development	Make arrangements to move forward as outlined in the report.	HHCC	CLOSED	
24	17.02.2016	10	Locality Development	Look at ways to involve school Parent Councils in any future developments.	HHCC	CLOSED	Will involve as appropriate
23	17.02.2016	10	Locality Development	Look at how to more widely publicise the availability of fluoride varnishing.	HSS	CLOSED	Active promotion of fluoride varnishing by local oral health team and Oral Health Directorate
22	17.02.2016	11	Budget Setting	Submit a proposed budget to the next meeting of the IJB, with the budget to be the main topic at the next IJB seminar being held in March.	CFO	CLOSED	Submitted
21	25.11.2015	4	Matters Arising	Submit progress reports on the Bonnyton Sale and associated arrangements to future meetings of the IJB as appropriate.	HHCC	CLOSED	Update in 17.02.2016 Matters Arising report. Paper submitted to IJB 01.06.2016
20	25.11.2015	5	Education and HSCP Response to consultation on complaints concerning functions related to the Named Person and Child's Plan	The report was noted. Bring updates on the implementation of the legislation to future meetings of the Board.	CSWO	CLOSED	The named person legislation has been approved by the Scottish Parliament as a consequence of the passing of the Children and Young People's Act (2014) Parts 4 and 5. However these parts have not commenced as yet as they require additional legislation in relation to information sharing. An information sharing bill is currently being considered by Scottish Parliament.
19	25.11.2015	6	Specialist Learning Disability Services	The report was noted. Include updates on how the inpatient services overspend is being tackled as part of regular budget monitoring.	CFO	CLOSED	Include in future monitoring reports

18	25.11.2015	7	Winter Plan	The report was noted. Raise the issue of the whether the Health Board would be prepared to consider expanding the availability of the flu vaccine through GPs to HSCP employees.	IJB Chair	CLOSED	Ian Lee contacted Emilia Crighton, Director of Public Health who advised that the issue was raised by another IJB that payment for vaccine and policy is set from SEHD. People in risk groups are offered the flu vaccine by the GP already. It is an anomaly that hopefully will be rectified next year.
17	25.11.2015	8	Clinical Services Strategy	The Board endorsed the Strategy, supported cross NHSGG working on planning service changes and agreed there should be engagement with NHSGG re implications of the strategy for further development of primary and community services. Make the necessary arrangements for these actions to be implemented. It was also agreed that the issues raised in the course of the discussion on this item should be raised with NHSGGC Medical Director.	HSS	CLOSED	See 62
16	25.11.2015	9	Freedom of Information Strategy	The Board approved the policy and also agreed to the establishment of short life working groups for the creation of a publication scheme and records management scheme. Make arrangements for the new scheme to be implemented and to convene the working groups. Give further thought to the production of summary information re FOI requests for consideration at future meetings of the Board or the Performance and Audit Committee as appropriate	HSS	CLOSED	Publication Scheme taken to Performance and Audit Comitee 29.03.2017
15	25.11.2015	10	Revenue Budget Monitoring	Submit a paper to a future meeting on the methodology used for the identification of the notional set-aside budget.	CFO	CLOSED	Discussed at January seminar
14	25.11.2015	10	Revenue Budget Monitoring	Submit a report to the next meeting of the Board on Kinship Care in East Renfrewshire and the financial position in respect of this.	CSWO	CLOSED	Paper submitted to IJB 17.02.2016
13	07.10.2015	4	Matters Arising	The report and the additional information regarding the Care/Clinical Governance seminar was noted. Prepare a report on clinical/care governance monitoring options for submission to the IJB following the seminar.	CD	CLOSED	Clinical Governance paper submitted to IJB 17.02.2016
12	07.10.2015	5	Financial Due Diligence	Submit update reports to future meetings of the IJB as outstanding issues are clarified.	CFO	CLOSED	Superseded by Budget Monitoring Report and Financial Strategy
11	07.10.2015	6	Bonnyton House	The report was approved subject to the inclusion of an additional requirement that residents/staff safeguards are to be considered in any contract negotiations. Make arrangements to implement the proposal to market and sell Bonnyton House and redesign the delivery of day opportunities to older people that is currently based in Bonnyton House.	CO	CLOSED	Bonnyton is being actively marketed. Report will go to future meeting when appropriate
10	07.10.2015	7	Performance & Audit Committee	Continue to monitor the terms of reference in light of further work taking place across the NHSGGC area	HSS	CLOSED	Terms of Referece updated

9	07.10.2015	8	Strategic Plan: Implementation and performance monitoring.	Make arrangements to develop a suite of streamlined performance measures for reporting to the IJB. Note that the performance and Audit Committee will undertake the detailed scrutiny function. It was also agreed that the Strategic Planning Group identify the key Strategic Plan implementation activities for progress reporting to the IJB, to include progress reporting on locality planning. Make the necessary arrangements.	HSS	CLOSED	Driver diagrams
8	07.10.2015	10	Revenue Budget Monitoring	Submit a paper to the next meeting of the committee on Learning Disability Inpatient Services now being hosted by the HSCP.	CO	CLOSED	Paper on Specialist LD submitted to IJB 25.11.2015
7	19.08.2015	7	Standing Orders	The Standing Orders were approved subject to minor amendment and it was agreed to conduct a review in the light of any further required changes but no later than 12 months.		CLOSED	Amended Standing Orders submitted to IJB 01.06.2016
6	19.08.2015	7	Standing Orders	Make arrangements for copies of the Standing Orders to be issued to all IJB members.	DSM	CLOSED	Standing orders were amended as agreed to take account of the initial and subsequent terms of office of the Chair and Vice-Chair. These were circulated to members on 21 August 2015.
5	19.08.2015	9	Code of Conduct	Arrange for the relevant forms to be issued to IJB members for completion.	DSM	CLOSED	Issued relevant forms for members to subscribe and comply with Code of Conduct for Members of Devolved Public Bodies.
4	19.08.2015	10	Strategic Plan 2015-2018	Note that the Plan was approved subject to a number of minor amendments, with the date for the delegation of functions being set as 7 October. Arrange for publication/circulation of the finalised Plan.	HSS	CLOSED	Plan published on website
3	19.08.2015	11	Report from Shadow IJB on significant issues	The report was noted. Make arrangements for a seminar in September on the options for the future of Bonnyton House and arrange for an information pack to be sent out to IJB members to include those items requested at the meeting.	HHCC	CLOSED	Seminar arranged for 14.09.2015. Information packs distributed.
2	19.08.2015	12	CHCP Finance Systems and Processes Update	The report was noted. Arrange for progress reports on the implementation of the CareFinance project to be submitted to future meetings of the Board.	CFO	CLOSED	Update on carefirst shared at seminar. Future updates will be via PAC
1	19.08.2015	13	Revenue Budget Monitoring	The report was noted. In addition to the projected year-end figures also provide period information in future reports.	CFO	CLOSED	Year to date included

Abbreviations

CD Clinical Director
 CO Chief Officer
 CFO Chief Finance Officer
 CSWO Chief Social Work Officer
 DSM Democratic Service Manager
 HHCC Head of Health and Community Care
 HSS Head of Strategic Services

CCGC Clinical and Care Governance Committee
 IJB Integration Joint Board
 PAC Performance and Audit Committee