



<b>Meeting of East Renfrewshire Health and Social Care Partnership</b>	Integration Joint Board
<b>Held on</b>	29 November 2017
<b>Agenda Item</b>	6
<b>Title</b>	Rolling Action Log
<b>Summary</b>	
The attached rolling action log details all open actions, and those which have been completed since the last meeting.	
<b>Presented by</b>	Julie Murray, Chief Officer
<b>Action Required</b>	
Integration Joint Board members are asked to note progress.	
<b>Implications checklist – check box if applicable and include detail in report</b>	
<input type="checkbox"/> Finance/Efficiency	<input type="checkbox"/> Policy
<input type="checkbox"/> Risk	<input type="checkbox"/> Staffing
<input type="checkbox"/> Legal	<input type="checkbox"/> Property/Capital
<input type="checkbox"/> Equalities	<input type="checkbox"/> Directions

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No	Date	Item No	Item Name	Action	Responsible Officer	Status	Progress Update /Outcome
127	27.09.2017	4	Matters Arising	Arrange for IJB members to receive copies of the CO Brief in future	CO	CLOSED	Process in place to include IJB members in distribution.
126	27.09.2017	5	Action Log	Look into the timescale for providing update on the Renfrewshire Development programme (Item 80)	CO	CLOSED	Information and link to NHS web pages included in Nov matters arising paper
125	27.09.2017	5	Action Log	Look into the timescale for providing update on Aids and Adaptations (Item 72)	CO	CLOSED	Update provided in matters arising paper
124	27.09.2017	6	Mearnskirk Hospital Update	Submit further follow-up reports to the IJB as further information becomes available.	HHCC	OPEN	
123	27.09.2017	7	Winter Planning Review	The Board noted the report and arrangements should be made for the implementation of the revised winter plan.	HSS	CLOSED	Safe and Supported Steering Group taking this forward with regular reporting to Unscheduled Care Programme Board
122	27.09.2017	8	Review and development of HSCP Strategic Plan	Make arrangements for the Strategic Planning Group membership to be updated as outlined in the report and for the Group to commence the review of the Strategic Plan	HSS	CLOSED	Membership updated. First SPG meeting took place 30.10.2017
121	27.09.2017	9	Regional Planning	The Board approved the collaborative approach for regional planning and endorsed the guiding key principles and the appropriate arrangements should now be made	CO	CLOSED	Engaged in process
120	27.09.2017	10	Annual Report and Accounts 2016/17	The audited annual report and accounts were approved and it was agreed that the Chair, Chief Officer and Chief Financial Officer sign them off. Make the necessary arrangements for sign off.	CFO	CLOSED	Approved and submitted
119	27.09.2017	11	Revenue Budget Monitoring Report	The Board noted the report and approved the virements. Make the necessary budget adjustments	CFO	CLOSED	
118	27.09.2017	11	Revenue Budget Monitoring Report	Make the changes to the budget monitoring reports as discussed at the meeting of the Performance and Audit Committee.	CFO	CLOSED	Revised earmark reserves presentation from November. SEE ALSO PAC ACTION No.45
117	27.09.2017	12	Calendar of Meetings	The Board approved the calendar of meetings. Make the necessary arrangements.	DSM	CLOSED	Dates arranged
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	
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
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	CLOSED	Ongoing. Seminar took place 8 Sep 2017. Savings reported as standing item in all monitoring
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	CFO	CLOSED	
105	28.06.2017	7	Annual Performance Report 2016/17	Share the final version of the report with ERC and NHSGGC.	HSS	CLOSED	Presented at East Renfrewshire Council Meeting 13 Sept 2017. Copy shared with NHSGGC
103	28.06.2017	7	Annual Performance Report 2016/17	For future reports, when including percentages, also include absolute numbers.	HSS	CLOSED	This data will be included where available.

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	CLOSED	Submitted to PAC and IJB 29.09.2017
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	Updates on Fit for the Future programme will be shared at future meeting.
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)	CLOSED	Housing advised that as the project has not significantly developed further, it does not merit a presentation in the immediate future
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	Glasgow City leading
88	15.02.2017	8	Bonnyton House	Take the necessary steps to implement the recommendations regarding remarketing and maximising efficiencies as agreed.	HHCC	CLOSED	update paper to IJB 29.11.2017
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	CLOSED	update paper to IJB 29.11.2017
80	15.02.2017	12	Commissioning Intentions for Unscheduled Care	Provide further information on the Renfrewshire Development Programme at a future seminar	HSS	CLOSED	SEE 126
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	CLOSED	Figures on direct access to care homes will be included in the post winter review report (update in Feb'17 matters arsing 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	CLOSED	Paper was submitted to October IJB meeting
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	CLOSED	SEE 125
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 in Dec 2017 and then IJB
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	To be updated in light of new strategic planning approach.
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	Will include local information in paper on GP contract, when available
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. Will include in CO Brief
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 signup have taken place and an options paper will be presented to DMT

## 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

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