




Integration Shadow Board Action Point Tracker

Meeting held 28 April 2014


Agenda Item: Code of Governance

Reference in Minutes	Action	Action by:	Timescale	Progress	RAG Status
9	The INTEGRATION SHADOW BOARD requested clarification of the term “service users” to mean patients, carers and service users, be publicised via the next Integration newsletter.	Susan Manion	May	In Progress: To include in next Newsletter. Update 17.11.14: Newsletter drafted for release in December.	


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Meeting held 30 June 2014

Agenda Item: Update on Change Fund Projects Exit Strategy

Reference in Minutes	Action	Action by:	Timescale	Progress	RAG Status
6	The INTEGRATION SHADOW BOARD agreed to receive a further Change Fund report at the end of the financial year.	Jane Davidson	November	In Progress: Report will come forward in December. Update 08.12.14: Item deferred to 9 February 2015 meeting.	


Agenda Item: Early Years Collaborative Progress Report

Reference in Minutes	Action	Action by:	Timescale	Progress	RAG Status
7	The INTEGRATION SHADOW BOARD agreed to receive a further update report on progress in six months.	Amanda Cronin/ Mandy Brotherstone	December	In Progress: Update will come forward to 8 th December meeting. Update 08.12.14: Item deferred to 9 February 2015 meeting.	

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Meeting held 4 August 2014


Agenda Item: Early Years Collaborative Progress Report August 2014

Reference in Minutes	Action	Action by:	Timescale	Progress	RAG Status
10	The INTEGRATION SHADOW BOARD noted the content of the paper and agreed to receive a progress report in December.	Amanda Cronin/ Mandy Brotherstone	December	In Progress: To come forward to the 8 th December meeting. Update 08.12.14: Item deferred to 9 February 2015 meeting.	


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Meeting held 15 September 2014


Agenda Item: Communications and Engagement Framework




Reference in Minutes	Action	Action by:	Timescale	Progress	RAG Status
6	The INTEGRATION SHADOW BOARD agreed to receive information on the transitional fund spend.	Susan Manion	December		

Agenda Item: Delayed Discharges

Reference in Minutes	Action	Action by:	Timescale	Progress	RAG Status
11	The INTEGRATION SHADOW BOARD agreed to receive a future presentation on Connected Care.	Jane Davidson	December	In Progress: This subject will be addressed at a future Development session for the Board (to be identified).	

Agenda Item: Finance

Reference in Minutes	Action	Action by:	Timescale	Progress	RAG Status
14	The INTEGRATION SHADOW BOARD agreed to receive financial exception reports at each meeting and full financial monitoring reports on a quarterly basis.	David Robertson/ Carol Gillie	November	Complete	

KEY:	
	Overdue / timescale TBA
	<2 weeks to timescale
	>2 weeks to timescale
Blue	Complete – Items removed from action tracker once noted as complete at each Integration Shadow Board meeting