

### Running Action Note for West Lothian Integration Joint Board 2015

Number	Minute reference	Matter arising and responsible officer	Action taken	Outcome
1	<b>Action Note 20/10/15 002</b>	<u>Standing Orders</u> That a further report would be brought to the Board prior to the delegation of functions to review the working of the Standing Orders and in relation to comments and suggestions made at meetings of the Shadow Board when the draft Standing Orders were previously considered. <b>Action: Jim Forrest / James Millar</b>	Report to be drafted for February meeting.	In progress.
2	<b>004</b>	<u>IJB Membership</u> To note that officers were actively seeking to fill the vacant posts and a further report would be brought to the next meeting. <b>Action: Jim Forrest</b>	Report to be drafted for December meeting.	In progress.
3	<b>005</b>	<u>Code of Conduct</u> To agree in principle with the proposed amendments and that the Director should respond to the Scottish Government on the Board's behalf. <b>Action: Jim Forrest / James Millar</b>	Response sent 22 October 2015.	Completed.
4	<b>009</b>	<u>First Iteration for SPG Consultation and Comment</u> To agree that the flowchart be amended (page 22) to include the Care Governance Group and that officers consider including commentary concerning resources within the Plan, and how to involve hard-to-reach groups in the consultation process. <b>Action: Jim Forrest / Alan Bell</b>		In progress.
5	<b>010</b>	<u>Strategic Planning Group Terms of Reference and Procedures</u> 3. To note that the appointment of members to the places still vacant would be brought to future meetings of the Board. <b>Action: Jim Forrest / James Millar</b>	Report to be brought to December meeting on progress and fresh appointments.	In progress.
6		6. To agree that Staff Representatives from WLC and NHS Lothian be invited to sit on the SPG. <b>Action: Jim Forrest / James Millar</b>	Invites sent to Unison Council and Health.	Completed.
7		8. To note that officers would consider a process for locality representation		

		and that the Senior People's Forum would be included in the process. <b>Action: Jim Forrest / James Millar</b>		In progress.
8	<b>013</b>	<u>IJB Member Induction</u> To agree that officers consider including visits/tours as part of the Induction Programme. <b>Action: Jim Forrest / Marion Christie / Chris Keenan</b>		In progress.

01 December 2015