



ACTION RECORD

Meeting: Board

Date: 18 December 2015

Item No	Title	Action	Responsibility	Timescale	Date Completed
Actions from 28 June 2013					
1.0	Presentation by SPSO	<p>The MoU meeting took place but the review is still to be completed.</p> <p>Update June 2015: The MoU will require to be reviewed to include a stronger focus on integration as per the Parliamentary Committee evidence on 10 June 2015</p> <p>Update September 2015: MOU sent to SPSO for signing wb 21/09/15</p>	ADoSD	End October 2015	Draft MoU returned from SPSO with proposed amendments, which are currently being considered.

Actions from 26 June 2015					
10.0	Report from Complaints Committee of 28 May 2015 (Draft Minute)	Issues with gathering intelligence from the Practice Management System to be reviewed by the Acting Director of Strategic Development and Director of Corporate Services	DoCS	ASAP	Continued improvements are being made to stabilise the PMS in relation to complaint data. Consideration of longer-term options for complaint ICT being reviewed.
13.0	Involvement and Equalities Accreditation Schemes – Report No: B-09-2015	Funding from the 2014/15 involvement budget to be included in the accreditation schemes	ADoSD	Early 2016	
Actions from 2 October 2015					
6.4	Implications for the Triennial Review – Report No: B-18-2015	Report to be submitted to Policy Committee in relation of the implications for the Care Inspectorate and how it could best use the data, particularly for Service Users and Carers	ADoSD	January 2016	Complete
8.2	Report from Audit Committee of 18 September 2015 (draft minute)	Internal Auditor's review of Complaints Handling to be forwarded to the Complaints Committee following the Audit Committee's November 2015 meeting	DSO	End November 2015	Complete
8.6	Revised Strategic Risk Register	Detailed schedules for each risk to be drafted by the Executive Team for initial consideration by the Audit Committee prior to submission to Board	DoCS	Beginning November 2015	Complete

10.0	Monitoring Our Performance 2015/16 – Report No: B-22-2015	<ul style="list-style-type: none"> • Recommendation to be made to the Audit Committee in respect of improvement plan together with KPIs and QIs • Executive-type Summary of key messages from the performance reporting to be discussed at the Board Strategic Event • Further information to be provided to members in respect of inspection KPIs, also including an accurate representation of recruitment issues across Scotland • Comments to be provided to the Acting Director of Strategic Development on the new style performance report that was tabled 	ADoSD	January 2016	
			ADoSD	30 October 2015	Complete
			ADoSD	Immediate	Complete
			Board members	Immediate	Complete