

ABERDEENSHIRE INTEGRATION JOINT BOARD

ACTION LOG – 20 March 2019

Meeting when discussed	Item Title	Decision	Action/Owner	Target Date for IJB	Update
27 February 2019	(5) Integration Joint Board Audit Committee.	Audit Committee to consider their remit and the rules around membership and to then bring this to the IJB for approval.	Alan Sharp	June 2019	Audit Committee not yet met.
27 February 2019	(6) Risk Register,	Ensure we have “easy read” and BSL support for engagement with the public. Check for ongoing and forward communications. Risk on workforce – sustainable and new roles. Can we reflect the new committee Mike Chairs concerning sustainable workforce within risk plan. Local contacts with Local Population building on work which has started.	Jo Raine-Mitchell Mike Ogg	June 2019 for update and implementation from that point. March 2019	N/A Completed.
27 February 2019	(7) Charging Policy	Ensure we have staff briefed and available for face to face meetings where required to support our users	Location Managers / Partnership Managers to engage more with population. Partnership Managers/ Kathy Davidson/ Kelly MacLennan	Part of ongoing and forward approach.	Update to come to IJB in September 2019 alongside update on Locality Planning. In place.
27 February 2019	(10) Annual Report	Circulate last year’s Annual Report.	Angela MacLeod	Immediate.	Completed.
27 February 2019	(14) Docman Optimisation	Require evaluation to come back to IJB	Angie Wood	Following one year of implementation.	N/A

