

AGENDA ITEM 4

JMC ACTION LOG								
Version		V0.1						
Last Updated		13/06/2025						
Owner								
Note - Completed Actions on seperate tab								
Action Number	JMC meeting date	JMC Action sheet ref	JMC agenda item ref	Action	Lead	Due date	Status	Notes
1	19/06/2024	4 ii	Adult Services Report	Further information be provided outwith the meeting on SDS performance, including a breakdown by area and information on whether SDS usage was levelling off, as requested at the previous meeting;	Pamela Stott		Completed	08/11/24 - linked to future strategic work - ref JOG agenda item 5.3 12/02/25 - Fiona Watt request update from Simon Steer <b>21/02/25 - Current info circulated with full report on SDS to JMC 13/03/25</b>
2	19/06/2024	4 iii	HHSCP Annual Performance Review	Provide information at the next meeting of the Committee on the revised timescales for implementation of the ten commissioning proposals for Care Homes and Care at Home	Pamela Stott		Completed	08/11/24 - linked to future strategic work - ref JOG agenda item 5.3 <b>07/02/25 - category amended to 'Adult Services report' - link to next Adult Services Report for JMC 13/03/25</b>
3	19/06/2024	4 iv	HHSCP Annual Performance Review	Future Annual Performance Reports should start with a one-page accessible summary to set in context the breadth of activity and scale of the challenge to sustain operational delivery	Pamela Stott		Completed	<b>08/11/24 - completed</b>
4	19/06/2024	7 iii	Children's Services	A report on NDAS (Neuro developmental assessment service) be presented to the next meeting of the Committee	Fiona Davies		Completed	08/11/24 - Katherine Sutton actioning - Pamela Stott to confirm whether completed 07/02/25 - confirmed as complete
5	19/06/2024	7 iv	Children's Services	Further information on NDAS Indicator 13 (with specific reference to the 5% of children and young people waiting less than 18 weeks from date of request received by NDAS) be provided to the Committee as soon after the meeting as possible	Katherine Sutton		Completed	04/10/24 (JOG) - task to Katherine Sutton as NDAS Chair - email sent 14/10/24 08/11/24 - Pamela Stott to confirm whether completed <b>07/02/25 - confirmed as complete</b>
6	19/06/2024	9 iii	National Care Service	HC and NHSH responses to the National Care Service (Scotland) Bill (Stage 2) consultation be circulated to the Committee	Kate Lackie (for Fiona Malcolm)		Completed	08/11/24 - Fiona Malcolm to confirm whether completed <b>07/02/25 - confirmed as complete</b>
7	13/12/2024	8	Neurodevelopment Assessment Service (NDAS)	8i - To support the integrated and multi-agency approach being taken through the NDAS programme board;	Katherine Sutton		Completed	10/01/25 - Programme Board in place - Fiona Watt to ask Katherine Sutton for narrative for JMC update (requested via email 10/01/25) <b>07/02/25 confirmed as complete</b>
				8ii - To support the investigation of a networked model of support and care towards those with ND needs; and	Ian Kyle		Completed	10/01/25 - confirmed as ongoing work <b>07/02/25 confirmed as complete</b>
				8 iii. that the responsibility to provide support for those with ND needs sat across NHSH, THC, and 3rd partners in collaboration; and	Ian Kyle Pamela Stott Katherine Sutton		Completed	10/01/25 - Pending confirmation of action owners as Ian Kyle and Pamela Stott accross Adult and Children's Services; this is the interface between the Strategic Group and the broader work in terms of wider support <b>07/02/25 confirmed as complete</b>
				iv. the importance of capturing the views of young people as part of the Getting it right for every child (GIRFEC) refresh be discussed outwith the meeting with a view to including it in a future report.	Ian Kyle		Completed	10/01/25 - pulled out as a separate action <b>07/02/25 confirmed as complete</b>
8	13/12/2024	12	Lead Agency – Model of Delivery	12ii To create a strategic Steering Group to oversee the required work with representation from both lead agencies including councillor and officer representation from The Highland Council and executive and non- executive director representation from NHS Highland; and 12iii. AGREED the approach to joint communications advised in this paper, to ensure that all stakeholders were fully appraised of plans as they evolved and had the chance to shape them.	Gareth Adkins Kate Lackie		Completed	19/12/24 - joint communication has been circulated 10/01/25 - in terms of the Strategic Group, proposal paper to be submitted to NHS Board in the latter part of January 2025 for agreement and feedback to JMC. 24/01/25 - amended to Lead Agency Model (Fiona Malcolm) 07/02/25 - included on JMC agenda 13 March 2025; remit is THC and NHSH (not JMC) – amend action leads to Gareth Adkins and Kate Lackie - close pending JMC discussion and development session discussion <b>13/06/25 - Steering Group established with joint comms issued - CLOSED</b>
9	13/12/2024	5	Chief Social Work Officer Annual Report 2023-24	AGREED a report be presented to a future meeting on Risk 15 (from the Risk Register) to help inform and update about governance structures, policies, procedures and learning and development plans in relation to all professions across the partnership.	Fiona Duncan		Completed	19/12/24 - Pamela Stott meeting with Sarah Compton-Bishop to clarify ask and whether this is required at next JMC 21/02/25 - closed in error 10 Jan 2025 but remains ongoing Fiona Duncan to provide wording JMC 13/03/25 item 5(i). AGREED ACTION that the workplan showing the intention to report on Risk 15 (the need for clear governance structures, as referenced in the Chief Social Work Officer's Annual Report 2023-24) be presented to the next meeting;  JOG update 04/04/25 - discussion regarding content and whether this would come from Clinical and Care Governance. Chief Officers can give assurances on structures etc. Fiona Duncan to discuss with David Park to take forward.  JOG update 28/05/25 - report going to JMC 12/06/25 <b>JOG update 13/06/25 - report completed &amp; circulated - noted that JMC on 12/06/25 was cancelled pending confirmation of next date</b>
10	13/03/2025	5 ii	Adult Services Report	AGREED that the presentation of a report to a future meeting on the types of support people were receiving from SDS Option 1, including the national context of the issue (as agreed by the JMC in December 2024) be added to the Action Log.	Fiona Duncan Pamela Stott		Completed	JOG update 04/04/25 - report prepared and ready for next JMC <b>JOG update 13/06/25 - report completed &amp; circulated - noted that JMC on 12/06/25 was cancelled pending confirmation of next date</b>
11	13/03/2025	6 i	Chief Officer's Report - Adult Services	AGREED i. any data / numbers on increased recruitment on Skye be shared with the Committee outwith the meeting;	Pamela Stott		Completed	JOG update 04/04/25 - action Pamela Stott to circulate report prepared for JMC JOG 02/05/25 - no update <b>JOG 13/06/25 - Arlene Johnstone and David Park considering ask - CLOSE</b>
12	13/03/2025	6 ii & iii	Chief Officer's Report - Adult Services	AGREED: ii. that progress with Moss Park and Mains House care homes be reported to the Committee in June 2025; and iii. the results of the Joint Strategic Needs Assessment, and how it would be used to steer forthcoming plans, be presented to the Committee after it had been considered by the Strategic Planning Group.	Fiona Duncan Pamela Stott		Completed	JOG update 04/04/25 - Pamela Stott to table report to include approach and Joint Strategic Needs Assessment (JSNA) using Lochaber as an exemplar <b>JOG update 02/05/25 - agreed as complete</b>
13	13/03/2025	7 iii	Children's Services	AGREED to circulate outwith the Committee information on rurality which had been collated for the Whole Family Wellbeing initiative, as part of the Joint Strategic Needs Assessment.	Ian Kyle		Completed	JOG update 04/04/25 - Ian kyle confirmed as in progress <b>JOG update 02/05/25 - agreed as complete</b>
14	13/03/2025	8a	HHSCP Finance Report	AGREED to report back on Scottish Government funding for the provision of respite to unpaid carers.	Heledd Cooper Pamela Stott		Completed	21/03/25 - funding streams pending arrangement for new financial year 02/05/25 JOG update - action Brian Porter to confirm funding budget location <b>16/05/25 JOG update - Brian Porter advised that this is a SG scheme targeted at the third sector, as part of a wider scheme. Funds not with THC or NHSH</b>
15	13/03/2025	8b iv	THC Finance Report	AGREED to consider the issue of transitions from Children's to Adult Services at a future committee.	Fiona Malcolm Arlene Johnstone		Completed	JOG update 04/04/25 - dependent on audit timescales – take to JMC September 2025 JOG update 02/05/25 - audit has commenced; require timescales of conclusion to update JOG. JOG update 16/05/25 - in progress JOG update 13/06/25 - a report will be compiled based on those two separate reports in relation to the transition audit. JOG update 27/06/25 - await audit results; it was agreed as useful for JOG (key role) to compile joint report with two separate audit reports <b>JOG update 22/08/25 - agreed to close as on JOG action Plan pending audit results</b>

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Action Number	JMC meeting date	JMC Action sheet ref	JMC agenda item ref	Action	Lead	Due date	Status	Notes
				No new actions as June meeting cancelled - please see closed tab for update				

**Status**

Unable to progress / not started / outstanding

In progress

Completed

Proposed to close

**JMC category**

Adult Services Report

Chief Officer's Report - Adult Services

Chief Social Work Officer Annual Report 2023-24

Children's Services

HHSCP Annual Performance Review

HHSCP Finance Report

Lead Agency – Model of Delivery

Learning Disability Services

National Care Service

Neurodevelopment Assessment Service (NDAS)

THC Finance Report