

Action tracker

Transformation Board Meeting

Action	Lead	Progress / Date completed	Status	
21 April 2017				
A24	Communications & Engagement – stakeholder map to be produced. Devon perspective to be fed in.	Sharon Davidson	<p>Draft stakeholder map development. Further detailed analysis of stakeholders and assigning relationship managers to be completed.</p> <p>Portfolio Board Update (25 Sept 2017): Portfolio Board requested to see the more detailed stakeholder map soon.</p> <p>December Update: Danny Webster from the national team is providing support for this work during January 2018.</p> <p>April Update: SOF Portfolio Board on 23 March 2018 received a paper in relation to the Associate Director of Communications' early finding and recommendations for next steps, plus offers from NHS England in relation to stakeholder relationship management, reducing duplication of resources, planning "set piece" engagement moments and external monitoring. Paper being presented to SoF Transformation Board April 2018. Stakeholder map to be published on SoF website.</p> <p>August Update: Following the Portfolio Board on 23 March, the previously developed, extensive, stakeholder list (segmented thematically), was circulated to the membership. A stakeholder relationship paper will go to the Integrated Care Partnership Mobilisation Group in early September 2018.</p>	CLOSED

Key

Grey shading = Closed action
Pink shading = Action on agenda

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24 May 2017				
A30	Mental Health – mental health and learning disabilities to be integrated into all the work streams.	Jon Price Tryphaena Doyle	<p>Sept Update: Lead Mental Health practitioner linked to each work stream. Similar piece of work to be undertaken for Learning Disabilities.</p> <p>April Update: Programme Director for Model of Care to link with CCG Programme Manager and Clinical Lead for Learning Disabilities to ensure that as each project is taken forward, there is a specific focus on meeting the needs of people with a learning disability.</p> <p>August Update: Programme Director for Model of Care meeting with new CCG Learning Disabilities Commissioning Manager in August to progress. CCG Learning Disabilities commissioning manager to attend future Transformation Team meeting to meet with project leads to advise on how best to meet the needs of people with a learning disability. Future reporting will be through Integrated Community Services Board.</p>	CLOSED
6 April 2018				
A59	Shaping our Future Assurance Report – names of project leads to be included in future assurance reports.	SOF PMO	Names of SRO and project leads included.	CLOSED
A60	Shaping our Future Assurance Report – stronger links of the work steam deliverables/outcomes in the system performance metrics.	SOF PMO	Work has been undertaken to identify the outcomes and benefits SoF is expected to deliver. Further work is required with Programme and Project Leads to develop plans for years 4 and 5 of SoF and to quantify the benefits that are to be realised. The ICP Mobilisation Group will be considering the contribution of SoF and other system change programmes and assessing this against achievement of the triple aim. An update will be provided to the next Transformation Board. This will form an integral part of the system planning for 19/20.	Open

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A61	Financial Report – in future reports, the budgetary issues to be set against the SOF Priorities.	Karl Simkins	We are working to develop a system control total for 2019/20. The system transformation schemes within SoF will be critical to delivery of years 2 & 3 of the 3 year financial plan. Work is on-going to quantify the amount which can be delivered and timescales for realisation.	Open
A62	Financial Report – the year-end consolidated financial report to be circulated to Transformation Board Members.	Karl Simkins	Completed.	CLOSED
A63	Planning for 2018/19 – Local Government Authority to be added to the narrative on page 4.	SOF PMO	Completed.	CLOSED
A64	Future Meetings – to meet on a quarterly basis in July, October and January. Dates to be published on the SOF website by the end of April.	SOF PMO	Meeting dates agreed as: <ul style="list-style-type: none"> Monday 2 July – postponed to Wednesday 8 August Monday 8 October Thursday 17 January 	CLOSED

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