

tem Number	Date	Action	Owner	Due by Date	Rag Status
	0.2 16.01.2020	Operational Lead still required - to be chased	MG	17.02.2020	
	0.8 16.01.2020	Provide RA with contact details for CCG procurement lead	SS	17.02.2020	
	0.9 16.01.2020	Provide any data available	SD	17.02.2020	
	10 11.02.20	Update regarding data [10]	SD	17.03.2020	_
	11 11.02.20	Risk log updated	MF	17.03.2020	
	12 11.02.20	Frailty table to be provided	SP	28.02.2020	
	13 11.02.20	Provide costs in tables for admissions	MG	28.02.2020	
	14 11.02.2020	Re-admission data if available	SD	17.03.2020	
	15 11.02.2020	Raise concerns at the Partnership Board regading lack of data Further funding from BCF winter pressuer plan to be looked at - is	MG	17.03.2020	
	16 11.02.2020	it realistick? Any questions regarding the provider event 03.03.20 - to be sent	HG	17.03.2020	
	17 11.02.2020	through to MG & RA	All	17.03.2020	
	18 11.02.2020	Start to develop service specification and method statements	MG		Apr-20
	19 11.02.2020	Data to be sent to MG including health checks	SP	17.03.2020	
	20 17.03.20				
	21 17.03.20				
	22 17.03.20				
	23 17.03.20				
	20 17:00:20				
	18.06.20				
	18.06.20				
	18.06.20				
	16.07.20				
	16.07.20				
	16.07.20				
	16.07.20				

Item Number	Date	Action	Owner	Due by Date	Rag Satus	comments
		ToR - add in decision making process within				
		project if none attendance of core members at				
	0.1 16.01.2020	meetings	MG	17.02.2020		Update and closed
						Mental Health Trust
						may tender will not
						confirm until tender
	0.3 16.01.2020	Confirm Mental Health Trust Lead	SS & MG	17.02.2020		published.
		Meeting to be arranged to update project documents				
	0.4 16.01.2020	procurement time line	RA & MG	17.02.2020		Completed
		Speak to IT for a solution to save project docs so all can	I			It unable to provide a
	0.5 16.01.2020	access	MG	17.02.2020		solution
		Consider storage of project documents & access				Unable to provide a
	0.6 16.01.2020	solutions	All	17.02.2020		solution
	0.7 16.01.2020	Update wording for second risk in log work book	MG	17.02.2020		Risk log updated
						No further update
						avaiable other than
		Provide available Public Health data to inform spec and				whats already in
	10 16.01.2020	business case	SP	17.02.2020		business case
		Data to be a priority, available data from applicable				Completed - unable
	11 16.01.2020	areas to be provided	ALL	17.02.2020		to really progress
						Mental health trust
						may tender will not
						confirm until tender
	12 16.01.2020	Confirm Mental Health Trust Lead	SS & MG	17.02.2020		published.

Risk Ref	Risk Title	Cause & Effect	How likely	Risk Control	Action Required	To be implemented by [date]	Reasonable Person	Review date Rag ratir	Open / Closed
1	Lack of resources to deliver the strategy Date Identified: 16.12.19	The Dementia Strategy was launched in Nov 19. It is currently unclear if there are sufficient resources available to deliver all outcomes	Moderate	Priorities the priorities	Develop business case to quantify required level of recourses.	1st April 2020	Maxine Groves	11.02.2020	Closed
2	Project not delivered on time. Date Identified 02.01.20	Insufficient time to deliver the procurement process resulting in delay in service commencing	Moderate	9 month time line with comprehensive project plan in place	Procurement to advise on approach and time frame	Feb-20	Richard Arm	11.02.2020	Closed
3	TUPE Date Identified 31.01.2020	Services / resources previously provided through grant funds so grew organically. Moving to a formal contract inline with best practice for this type of service, TUPE may apply.	Moderate	TUPE information built into the project time line	Agree clear approach and rational, stage within project to be applied to.	30th September 2020	Maxine Groves	11.02.2020	Open
4	COVID-19. Date Identified 23.03.20	Insufficient time to have a service in place on 1st October 20 due to COVID-19	High	Seek agreement from JPB to exstend exisiting arrangement to enable a new service to be in place by 1st April 21	Develop business case to seek agreement /	Jun-20	Maxine Groves	Jun-20	Closed
5	COVID-19. Date Identified 17.06.20	Limited particpation of people living with the effects of dementia in the procurement process	Moderate	Continue to review national and local reistrictions on a monthly basis	Explore the possability of a virtual forum. Highlight risk through governance arrangements	Nov-20	Maxine Groves	Jul-20	Open