

NHS GREATER GLASGOW AND CLYDE – BOARD ROLLING ACTIONS LIST

ACTIONS - MATTERS ARISING	RESPONSIBLE OFFICER	TIMESCALE	PROGRESS/UPDATE
BOARD MEETING – 15 AUGUST 2017			
Minute 68 - Chair's Report			
<ul style="list-style-type: none"> Final Version of National Plan to be brought to NHS Board Meeting. 	J Grant	April 2018	<p>Noted for the April 2018 Agenda, that the National Plan on Regional Planning would be submitted for discussion.</p> <p>Action – recommended for closure.</p>
Minute 70 – Outline Business Cases: Greenock & Clydebank Health & Care Centres			
<ul style="list-style-type: none"> The Outline Business Cases to be submitted to the Scottish Government Capital Investment Group for approval. 	L Long/ B Culshaw	August 2018	<p>Outline Business Cases submitted to Scottish Government Capital Investment Group (CIG) 28 July 2017. Following upon CIG meeting of 19 September 2017, additional detailed information is being provided, and approval is expected at the next CIG Meeting on 24 October 2017.</p> <p>Action – recommended for closure.</p>
Minute 71 – Outline Business Case: Rowanbank			
<ul style="list-style-type: none"> The Outline Business Case to be submitted to the Scottish Government Capital Investment Group for approval. Further details to be provided on the plans for local engagement. 	J Best J Best	August 2018 October 2017	<p>Amendments made to Outline Business Case as per Board Members comments and submitted to Scottish Government Capital Investment Group (CIG) for approval - reviewed by CIG on 19 September 2017.</p> <p>Work has been established with the Public Partnership Forum (PPF) of Glasgow City IJB. The 3 PPFs – North, South and West will work with the North Forum to facilitate access to patients, carers and local community groups.</p>

Minute 72 – Health Promoting Health Service – Annual Report 2016/17			
<ul style="list-style-type: none"> Review of local targets to be routed through the Public Health Committee Detail in respect of patients with learning disability. Update in respect of referral process to Live Active programme. Implementation of BadgerNet UK within NHSGGC. 	<p>L de Caestecker</p> <p>L de Caestecker</p> <p>L de Caestecker</p> <p>W Edwards</p>	<p>December 2017</p> <p>October 2017</p> <p>October 2017</p> <p>December 2017</p>	<p>Targets have been developed with the Acute Health Improvement Group and a score card of progress is reported to the Senior Management Group (SMG) in Acute quarterly. At the last SMG it was agreed to refresh this approach.</p> <p>Health checks for people with a learning disability are undertaken by the Learning Disability Liaison Team. The LD Liaison Team is currently being redesigned with a view to embedding the liaison function in to local LD Teams. In addition patients on Learning Disability registers can be called for a health review in primary care through what was previously the Learning Disability LES. The C21st health check will still be available as will the LD CS templates.</p> <p>The referral process to Live Active has been simplified and streamlined through the introduction of SCI Gateway referrals. Trakcare referral is currently in development however paper/ email referral system is available for health professionals not on SCI Gateway. Referrals are triaged to the patients nearest local authority leisure base and advisors then initiate contact with patients. All ‘self referral’ physical activity programmes can be accessed through a single NHSGGC telephone number which directs patients to their own local authority area. The core activity programmes (Vitality / Walking) are provided by all 6 Local Authority leisure partners.</p> <p>The BadgerNet Maternity system is due to be implemented fully in November 2017. The implementation schedule is as follows: <u>Ante-natal.</u> <ul style="list-style-type: none"> All Booking clinics across NHSGGC begin using BadgerNet for women attending for the first time. <u>Intrapartum (BadgerNet Express bookings) and Post-natal</u> <ul style="list-style-type: none"> Week beginning 13 November - Queen Elizabeth University Hospital. </p>

<ul style="list-style-type: none"> • Demonstrate improvements to patients' lives – this work to be routed through the Public Health Committee. • Annual Report to be submitted to Scottish Government. 	<p>L de Caestecker</p> <p>L de Caestecker</p>	<p>October 2017</p> <p>September 2017</p>	<ul style="list-style-type: none"> • Week beginning 20 November - Princess Royal Maternity. • Week beginning 27 November – Royal Alexandra Hospital, Inverclyde Royal Hospital and Vale of Leven Hospital. <p>This is being progressed through the development of a public health strategy, the DPH report and reports on individual programmes reported to the Public Health Committee.</p> <p>The Health Promoting Health Service Annual Report has been submitted to Scottish Government.</p>
<p>Minute 73 – Unscheduled Care – Update, Governance & Programme Plan</p>			
<ul style="list-style-type: none"> • Update on the development of performance matrix against projected plan. 	<p>D Stewart</p>	<p>December 2017</p>	<p>An integrated HSCP and Acute performance matrix has been developed and was reviewed by the unscheduled care Steering Group on 29 August 2017. The measures include the Board Objectives for 2017/18 alongside other key metrics for unscheduled care. The Steering Group have also agreed a framework for consistent reporting on progress against plan through monthly 'Highlight' reports submitted by HSCP's and Acute Services.</p>
<p>Minute 74 – Corporate Objectives 2017/18</p>			
<ul style="list-style-type: none"> • Inclusion of work on culture within Better Workplace Section and the Corporate Objectives for 2018/19 to be brought to February 2018 Board meeting. • Update on NHSGGC position in respect to HEPMA 	<p>J Grant</p> <p>M White/ W Edwards</p>	<p>February 2018</p> <p>February 2018</p>	<p>Noted on February 2018 Agenda.</p> <p>Action – recommended for closure.</p> <p>The current provision of GG&C HEPMA allocation by Scottish Government (SGHD) is scheduled for financial year 2020/2021. A national Full Business Case (FBC) exists as well as a framework</p>

			contract to procure HEPMA systems as part of a national programme. The Directors of eHealth & Finance have written to request an indication from SGHD Director of Finance if an earlier provision could be made, thus supporting engagement with framework suppliers to inform local FBC/Governance processes, and a response is awaited.
Minute 75 – Annual Review – Update			
<ul style="list-style-type: none"> Arrange additional Board Member Session on preparation for Annual Review. 	T Mullen	August 2017	<p>Arranged and took place on 28 September 2017.</p> <p>Action – recommended for closure.</p>
Minute 76 – Physical Activity (Public Health Strategy)			
<ul style="list-style-type: none"> Update on liaison with community partners in relation to transport links and encouragement towards physical activity. Consider core finding in future for Active Staff Programme. 	<p>L de Caestecker</p> <p>L de Caestecker/ M White</p>	<p>December 2017</p> <p>February 2018</p>	<p>This is being raised through community planning partnerships.</p> <p>This will be considered in the future at the end of the current funding period.</p>
Minute 77 – NHSGGC Integrated Performance Report			
<ul style="list-style-type: none"> Review of performance Exception Reports to include improvement timescales, highlighting cancer diagnosis and treatment times with submission of overarching plan to Acute Services Committee. 	J Best	September 2017	<p>Submitted to September meeting of Acute Services Committee for evaluation.</p> <p>Action – recommended for closure.</p>
Minute 80 – Review of Fire Precautions and Cladding			
<ul style="list-style-type: none"> Update on plans to remove 	D Loudon	October 2017	Presented to September meeting of Acute Services Committee and

cladding at QEUH.			<p>paper to be submitted to November meeting of the Acute Services Committee.</p> <p>Below is an update on the steps being taken to plan for the removal of cladding from the QEUH Hospital:</p> <p>Detailed technical work is on-going to establish the best way to remove and replace the identified cladding on the QEUH. It is expected that the impact on patient activity will be minimal and the hospital management team is preparing contingencies while they await details of how the work will need to be taken forward. A final draft Cladding Replacement Feasibility Study has been received from Multiplex and will enable officers to commence logistical planning to accommodate the works. The feasibility study includes a draft cost plan, indicative construction programme and method statement. The final report from Multiplex is expected by 13 October 2017. A weekly progress meeting is held with Multiplex and attended by the Interim Chief Officer (Acute), Chief Officer (Acute), Director of PPFM and the Board's Technical Adviser.</p> <p>Action – recommended for closure.</p>
Minute 83 – Corporate Governance Framework			
<ul style="list-style-type: none"> Review of Standing Orders with reference to the timescale for the distribution of papers and the procedure to remove of Board Members from a meeting. 	J Hamilton	September 2017	Standing Orders updated to reflect agreed changes, the Head of Administration wrote to Members on 3 October with an explanation of changes and provided Members with a copy of the new Standing Orders.
<ul style="list-style-type: none"> Implement approved Standing Orders, Committee Remits and Memberships. 	J Hamilton	September 2017	Updated and issued to Standing Committees of the Board.
<ul style="list-style-type: none"> Implement approved Membership of the Adults 	J Hamilton	September 2017	Approved Membership verified to Glasgow City HSCP to administer.

with Incapacity Supervisory Body.			
<ul style="list-style-type: none"> Implement the approved list of authorised officers to sign Healthcare Agreements and related contracts. 	J Hamilton	September 2017	Updated and further review underway as part of next review of Standing Financial Instructions and Statute of Delegation.
<ul style="list-style-type: none"> Include a reference to regional planning to the remit of the Finance & Planning Committee 	J Hamilton	September 2017	Included on paper on remit submitted to Finance & Planning Committee meeting on 3 October 2017. Action – Recommended for closure
Minute 84 – Financial Governance Annual Review			
<ul style="list-style-type: none"> Implement the approved changes to the Board Standing Financial Instructions and Scheme of Delegation. 	M White	September 2017	Updated and new version on Staff Net. Action – Recommended for closure.
BOARD MEETING – 27 JUNE 2017			
Minute 43b – National Review of Maternity Services - Update			
<ul style="list-style-type: none"> Update to a future NHS Board Meeting. 	M McGuire	December 2017	Clyde Sector’s application to be an Early Adopter has been successful.
<ul style="list-style-type: none"> Public in Clyde to be kept informed of progress of the review. 	A McLaws	Ongoing	Initial public communications on Clyde Sector as an Early Adopter site have been delivered. Further detailed public communications will follow.
<ul style="list-style-type: none"> NHSGGC to adopt the key principles of National “Best Start” report during 2017/18. 	M McGuire	September 2017	A National Implementation Group has been established and Boards were requested to map their current services against the 23 local recommendations as identified by the Group. This has been completed and returned to the national group and will inform guidance on short, medium and long term time frames for meeting these 23 recommendations.

<ul style="list-style-type: none"> Implementation Plan with an evaluation of the impact it would have on the redesign of maternity care and outcomes to be developed. 	M McGuire	October 2017	The implementation plan will identify areas for improvement and redesign in order to meet the principles within Best Start and importantly support our service users and stakeholders. Initial focus will be on maternity but moving onto neonatal services early 2018. An updated action plan is being compiled looking at the 23 local recommendations and will include risks, priorities and evaluation of any areas of improvement and redesign.
<ul style="list-style-type: none"> That the position on the Inverclyde Royal Hospital (IRH) and the Vale of Leven Hospital (VoL) Community Midwife Units (CMUs) formal public consultation in relation to the Birthing Units be paused while review/redesign work was undertaken. 	M McGuire	October 2017	The application to be an early adopter site has been successful for the Clyde area of NHSGGC. This work will be taken forward in conjunction with the Continuity of Carer and Local Delivery of Care Subgroup of the National Implementation Group. A date for this first meeting is still to be arranged and in the meantime a meeting with Board Leads has been arranged for 6 November 2017.
Minute 53 – Performance Report			
<ul style="list-style-type: none"> Additional information to be provided in relation to both screening and symptomatic diagnostic services. 	L de Caestecker	November 2017	Work is being undertaken to include this information in the November 2017 performance report to the NHS Board.
Minute 53 - Performance Report			
<ul style="list-style-type: none"> Update in relation to Mental Health delayed discharges 	D Williams	October 2017	To be presented to the NHS Board in October 2017.
Minute 60 - Work Programme			
<ul style="list-style-type: none"> Framework for 5 year transformational plan to be in place by October 2017 	J Grant/ J Armstrong	October 2017	On track – to be submitted to the NHS Board in October 2017.
<ul style="list-style-type: none"> There would be a review of the effectiveness of the Board. 	J Grant/ J Brown/A MacPherson	October/November 2017	The national Board Effectiveness tool will be run with Board Members for discussion at the Away Sessions on 16/17 November 2017. Communication will come out to Board Members thereafter.
BOARD MEETING – 15 JUNE 2017			
Minute 30 – Outcome of			

Consultation on Improving Rehabilitation Services for the Elderly in NE Glasgow			
<ul style="list-style-type: none"> Submission of the proposal to the Cabinet Secretary for Health & Sport 	J Grant	August 2017	<p>Proposal sent to the Cabinet Secretary on 16 August 2017, and outcome awaited.</p> <p>Action – Recommended for closure.</p>
Minute 31 – Strategic Assessment for Parkhead Health and Social Care Centre.			
<ul style="list-style-type: none"> Discussion and review of which acute services could be placed within the new Centre. 	J Best/ D Williams	Ongoing	Continued review during development phase of which acute services could potentially be placed within the new facility.
BOARD MEETING – 18 OCTOBER 2016			
Minute 108 – Food, Fluid & Nutritional Care			
<ul style="list-style-type: none"> NHS Board Members to tour the catering production unit and sample the meals. 	M McGuire	October 2017	<p>Visit confirmed for 12 October 2017 with details and invitations sent to Board Members.</p> <p>Action – Recommended for closure.</p>

Actions recommended for closure:- 14

Actions ongoing:- 22

Total:- 36