

NHS GREATER GLASGOW AND CLYDE – BOARD ROLLING ACTIONS LIST

ACTIONS MATTERS ARISING	RESPONSIBLE OFFICER	TIMESCALE	PROGRESS
BOARD MEETING – 18 OCTOBER 2016			
Minute 94 – Welcome & Apologies			
<ul style="list-style-type: none"> Commission software to allow NHS Board members to access Board/Committee papers on-line. 	P Cannon	December 2016	<p>Contract let and Supplier assisting Members and officers with support and training.</p> <p>Action – recommended for completion.</p>
Minute 99 – Outcome of Engagement on Transfer of Paediatric In-Patients and Day Cases from Ward 15, RAH to Royal Hospital for Children			
<ul style="list-style-type: none"> Add to the approved consultation material the number of patient attendances at other hospitals from postcode listing; add a map showing paediatric services in NHSGGC; add the number of expected patient attendances at RCH, if approved, and highlight continuation of outpatient services at RAH. 	C Renfrew	November 2016	Will be available during consultation.
<ul style="list-style-type: none"> Consider how best to engage with children and young people on the proposals, consider social media options and important to make contact with hard to reach groups. 	C Renfrew	November/December 2016	In progress as part of consultation programme.

Minute 100 – Initial Agreement – Mental Health Ward 2			
<ul style="list-style-type: none"> Updated version of Outline Business Case to be clear on client group; updated risk registers and finance sections to be consistent. 	Chief Officer, Glasgow HSCP	During Spring 2017	<p>Items will be reviewed and reflected in both Outline Business Case and Final Business Case processes and documentation as required.</p> <p>Action – recommended for completion.</p>
<ul style="list-style-type: none"> Steps will be taken to renew the contract with Birdston Care Home for a further year. 	Chief Officer, Glasgow HSCP	December/January	<p>Noted, provider engagement underway. Also that other interim arrangements may be considered and this would be reflected in both business cases and covering NHS Board and HSCP Board papers.</p> <p>Action – recommended for completion.</p>
<ul style="list-style-type: none"> Initial Agreement to be sent to East Dunbartonshire IJB. 			
Minute 102 – Healthcare Associated Infection			
<ul style="list-style-type: none"> Provide further detail on the HEI Report recommendations to give Members assurance that actions have been implemented. Share with Members the Chair's response on each case to HEI. 	J Armstrong	December 2016	<p>Previous commitment had been given that recommendations and requirements from HEI reports will be summarised with actions taken by NHSGGC in HAIRT reports from October onwards. However, there were no Inspections to report on for the relevant period covered by the October report. There have been two recent inspections and the detail will be included in the December report. This detail will be included in future reports as Inspections take place; however there may not be an HEI update in every future report as this will depend on the timing of inspections.</p> <p>December report includes details of recent inspections.</p> <p>Action – recommended for completion.</p> <p>Process put in place to copy to NHS Board Members the responses signed off by the Chair to HEI.</p> <p>Action – recommended for completion.</p>

Minute 103 – Unscheduled Care			
<ul style="list-style-type: none"> Present a more detailed Report to the NHS Board Away Sessions on 1st and 2nd November 2016. 	D Stewart	November 2016	<p>Full presentation given to NHS Board Members at the Away Session and agreed additional actions/timescales.</p> <p>Presentation delivered at Away Day.</p> <p>Action – recommended for completion.</p>
Minute 104 – Integrated Performance report			
<ul style="list-style-type: none"> Provide additional information in future reports to show actions being taken to improve the performance in the suspicion of cancer referrals. 	T Mullen	December 2016	<p>Additional information on the full extent of the actions being taken to try and bring about an improvement to the performance related to suspicions of cancer has been included in the December 2016 Report.</p> <p>Included in the December report.</p> <p>Action – recommended for completion.</p>
<ul style="list-style-type: none"> Additional information to be added to the report on sickness absence, particularly in relation to outliers identified within the Report. 	A MacPherson	December 2016	<p>Additional information on the outlying Departments added to the Report for December NHS Board in order to focus attention on trying to bring about an improvement in sickness absence rates.</p> <p>Included in the December report.</p> <p>Action – recommended for completion.</p>
Minute 105 – Annual Review			
<ul style="list-style-type: none"> Consider a further meeting opportunity with the Cabinet Secretary. 	Chair	December 2016	<p>Arranged to coincide with the Board Seminar 7 March 2017.</p> <p>Action – recommended for completion.</p>
Financial Monitoring Report			
<ul style="list-style-type: none"> Present to NHS Board Away Session the output from the review of seeking additional savings and report outcome to December 2016 NHS Board meeting together with information on available 	M White	November 2016	<p>Presentation given to NHS Board Members at Away Session and included in Financial Monitoring Report to December 2016 NHS Board meeting.</p> <p>Presentation delivered at Away Day. Paper on Board agenda for 20 December 2016.</p>

reserves.			Action – recommended for completion.
<ul style="list-style-type: none"> Provide financial information on activity levels and the costs. 	M White	November 2016	See above. Action – recommended for completion.
Minute 108 – Food, Fluid & Nutritional Care			
<ul style="list-style-type: none"> Invite NHS Board Members to tour of the catering production unit and sample the meals. 	M McGuire	December 2016	Date to be agreed with NHS Board Members. Date was agreed for 6 December 2016, but had to be postponed, being rearranged for early 2017.
Minute 109 – Equality Legislation			
<ul style="list-style-type: none"> Incorporate outcome of survey in discussions with marginalised communities with practical examples and consider how best to increase the response rates to such surveys in the future. 	J Erdman	December and during 2017	<p>Presentation on the survey results will be made at the February 2017 Staff Governance Committee.</p> <p>The results will be promoted in November Staff News and through the Equalities in Health e-newsletter, also going out in November 2016.</p> <p>Discussions are underway with Action on Hearing Loss to improve services and engagement with people who have hearing loss.</p> <p>Next survey will be carried out in January 2020.</p> <p>Action – recommended for completion.</p>
BOARD MEETING – 16 AUGUST 2016			
Minute 77 – Matters Arising - GP Out of Hours: Drumchapel			
<ul style="list-style-type: none"> Confirm timescale for improving the signage on Gartnavel Hospital site. 	C Renfrew	October 2016	Initially temporary signs were put up and then replaced by permanent signs on 27 October 2016. Action – recommended for completion.

Minute – 78 – Proposed Approach to Engagement on Service Changes			
<ul style="list-style-type: none"> Carry out the proposed public engagement process detailed in the paper for the four service change proposals. 	C Renfrew/J Armstrong/M McGuire	October 2016 – February 2017	In progress.
Minute 81 – Carers (Scotland) Act 2016 – Commencement Date			
<ul style="list-style-type: none"> Carry out necessary preparations for commencement of Act and update NHS Board on progress. 	M McGuire	August 2017	Included in Board Forward Look. Action – recommended for completion.
Minute 82 – Naming of Play areas at Royal Children’s Hospital			
<ul style="list-style-type: none"> Include third play area in process to determine the names. The proposal for determining the name for each of the three play areas within the Royal Hospital for Children, be approved and that this be undertaken by the short term naming panel. 	K Hill	October 2016	<p>At the Board meeting in August 2016 the Board decided that the proposal for determining the name for each of the three play areas within the Royal Hospital for Children, be approved and that this be undertaken by the short term naming panel.</p> <p>The naming panel met in September 2016 to shortlist names. A detailed process of local engagement was undertaken to select a preferred name for each play area, and this has been completed. The Board is asked to note the names chosen:</p> <ul style="list-style-type: none"> Ground Floor Play Area – Run and Play Park Third Floor Roof Top Play Area – Garden in the Sky 4th Floor Play Area – Sky Park <p>These names will now be widely publicised.</p> <p>Action – recommended for completion.</p>

BOARD MEETING – 19 APRIL 2016			
Minute 14 – Integrated Performance Report			
<ul style="list-style-type: none"> • Future reports to include greater detailed figures in relation to detect cancer early and impact on waiting times of elective operations postponed. 	J Best	April & June 2016	<p>Greater detail in relation to the Detect Cancer Early programme was included in the April Board report; further work is required to demonstrate the impact of elective postponements on waiting times and this was to be included in a future NHS Board report. Regular reports submitted to ISD on cancelled procedures according to nationally agreed codes. Local impact within sectors managed through local teams reallocating sessions where possible to minimise impact.</p> <p>Report provided to Acute Services Committee in November 2016. The programme is now being mainstreamed through the Board's Public Health Screening Programme.</p> <p>Action – recommended for completion.</p>
BOARD MEETING – 15 DECEMBER 2015			
Minute 118 –Older People's Inspection – QEUH and Langland's Unit			
<ul style="list-style-type: none"> • Liaise with S Brimelow over the issues raised prior to reporting back to the NHS Board on the NHSGGC wide improvements 	M McGuire	Spring and August 2016	<p>Review and update of inspection reporting mechanisms and report /assurance format is well underway and will include our processes for inspections, systems, communication, self-assessment, improvement plans and how we have local and overarching Board-wide learning points.</p>

JCH – 13 December 2016