

NHS GREATER GLASGOW AND CLYDE – BOARD ROLLING ACTIONS LIST

ACTIONS - MATTERS ARISING	RESPONSIBLE OFFICER	TIMESCALE	PROGRESS/UPDATE
BOARD MEETING – 27 JUNE 2017			
Minute 43(a) – Board Financial Plan			
<ul style="list-style-type: none"> Board to receive an update following the meeting on 27 June 2017 with IJB colleagues 	M White	August 2017	On agenda - included in Financial Monitoring Report to NHS Board on 15 August 2017. Action – recommended for closure.
<ul style="list-style-type: none"> Circulate the written advice sent to IJBs 	M White	June 2017	Completed. Action – recommended for closure.
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	Awaiting confirmation in early October whether Clyde Sector will be an Early Adopter site.
<ul style="list-style-type: none"> Board papers to be circulated timeously 	J C Hamilton	July 2017	Directors have been reminded of the timescales required for submission of papers to ensure that the Agenda and papers are circulated not less than 5 days in advance of Board meetings. Action – recommended for closure.
<ul style="list-style-type: none"> Public in Clyde to be kept informed of progress of the review 	A McLaws	October 2017	Community engagement completed in respect of NHS Board decision in June 2017, and further updates to follow in respect of decision on Clyde as Early Adopter site.
<ul style="list-style-type: none"> NHSGGC to adopt the key principles of National “Best Start” report during 2017/18. 	M McGuire	September 2017	Work is underway to map the recommendations in Best Start against the NHSGGC position and this detail will be used to work with stakeholders to develop an implementation plan.
<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.

<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	Given its urban and rural settings NHSGGC has applied for Clyde to be an Early Adopter site. Using Clyde as an Early Adopter site would include consideration of place of birth options for pregnant women. In the meantime, baseline work and planning is underway. This work will be progressed based on the local implementation plan which will have a 12-24 month timeline.
Minute 46 – Endowments Funds Accounts to 31 March 2017			
<ul style="list-style-type: none"> Ms McErlean should be included on the list of Trustees. 	M White	June 2017	Endowments Accounts 2016/2017 updated. Action – recommended for closure.
<ul style="list-style-type: none"> Endowment Funds Annual Accounts for the financial year ended 31 March 2017 adopted. 	M White	June 2017	Completed and consolidated into NHS Board Annual Accounts 2016/17. Action – recommended for closure.
<ul style="list-style-type: none"> The Director of Finance to sign the Statement of Trustees Responsibilities and Balance Sheet. 	M White	June 2017	Completed and Annual Accounts 2016/17 submitted to Scottish Government. Action – recommended for closure.
Minute 48 – Annual Accounts 2016/17			
<ul style="list-style-type: none"> Agreement had not yet been concluded with the IJBs in terms of their budgets. A note would be added to the Accounts. 	M White	June 2017	Note added to Annual Accounts. Action – recommended for closure.
<ul style="list-style-type: none"> The Annual Report and Consolidated Accounts for the year ended 31 March 2017 be submitted to Scottish Government. 	M White	June 2017	Completed and submitted to Scottish Government on 30 th June 2017. Action – recommended for closure.

<ul style="list-style-type: none"> The Chief Executive to sign the Performance Report and the Accountability Report. 	J Grant	June 2017	Completed. Action – recommended for closure.
<ul style="list-style-type: none"> The Chief Executive and the Director of Finance to sign the Consolidated Balance Sheet. 	J Grant / M White	June 2017	Completed. Action – recommended for closure.
Minute 49 – Audit Scotland Accounts			
<ul style="list-style-type: none"> NHS Board to receive a note of reports from Audit Scotland throughout the financial year, for information. 	M White	Ongoing	Process put in place to alert Board Members to Audit Scotland Reports as these arise. Action – recommended for closure.
<ul style="list-style-type: none"> Update sought on the date of the next meeting of the Finance and Planning Committee. 	M White	July 2017	Due to other commitments and annual leave it was not possible to secure a suitable date in July for another Finance and Planning Committee meeting. The next meeting is on 22 August 2017. It has been agreed to schedule six meetings next year, rather than the four meetings scheduled for 2018 and to project these forward to March 2019 to cover the financial cycle rather than the calendar cycle. Action – recommended for closure.
Minute 50a - PAMS			
<ul style="list-style-type: none"> Children and Adult Mental Health services wrongly shown within Rowanbank Clinic as noted in the paper and amendment needed. 	D Loudon	June 2017	PAMS updated and submitted to Scottish Government. Action – recommended for closure.
Minute 50b – Fire Safety update			
<ul style="list-style-type: none"> Message to staff on current position within NHSGGC. 	AMcLaws/David Loudon	August 2017	Core Brief issued 12 July 2017.
<ul style="list-style-type: none"> Written update to come to the NHS Board at the August 2017 Board meeting 	D Loudon	August 2017	On agenda for 15 August Board Meeting. Action – recommended for closure.

Minute 51 – OBC			
<ul style="list-style-type: none"> References to “organic disease” when made in reference to dementia to be removed, as was reference to “forensic” disease”. 	D Williams	June 2017	<p>Completed and removed from Outline Business Case. This will be presented to the NHS Board in April 2018 as the Final Business Case.</p> <p>Action – recommended for closure.</p>
Minute 52 – Unscheduled Care			
<ul style="list-style-type: none"> NHS Board Update on the work already underway in August. 	J Armstrong	August 2017	<p>On agenda for 15 August Board Meeting.</p> <p>Action – recommended for closure.</p>
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	August 2017	Work is being undertaken to include this information in the November performance report.
Minute 53 - Performance Report			
<ul style="list-style-type: none"> Update in relation to Mental Health delayed discharges 	D Williams	October 2017	On track – 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 Helpful to indicate on Board papers if these had been considered by a Sub Committee of the Board In September / October there would be a review of the effectiveness of Board governance arrangements. 	<p>J Grant</p> <p>J C Hamilton</p> <p>J Grant/ J Brown/A MacPherson</p>	<p>October 2017</p> <p>August 2017</p> <p>September / October 2017</p>	<p>On track</p> <p>Directors have been reminded of the obligation to highlight where this is the case.</p> <p>Action – recommended for closure.</p> <p>The national Board Effectiveness tool will be run with Board Members in October 2017. Communication will come out to Board Members shortly.</p>

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"> Update the proposal to include the recommendations from the Public Health Review 	L De Caestecker	June 2017	Updated and will be included in submission to the Scottish Government and remitted to the Director of Public Health to action. Action – recommended for closure.
<ul style="list-style-type: none"> Submission of the proposal to the Cabinet Secretary for Health & Sport 	J Grant	August 2017	Proposal to be sent to the Cabinet Secretary.
Minute 31 – Strategic Assessment for Parkhead Health and Social Care Centre.			
<ul style="list-style-type: none"> Discussion and review of what 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.
Minute 32(a) – Approval of 2017/2018 Plans			
<ul style="list-style-type: none"> Update on IJB budget agreement 	M White	June 2017	Work has continued on closing the financial gap for 2017/18 and assessing NHSGGC's ability to make financial commitments. As part of this, NHSGGC remains fully committed to negotiating a settlement to enable 2017/18 budgets to be finalised. Discussions will be ongoing over the next month and a formal update will be given to the 15 August 2017 NHS Board Meeting. Action – recommended for closure (see above – Minute 43a)
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 	M McGuire	September 2017	Visit on 25 July 2017 was postponed and a new date will be confirmed with details and invitations sent to Board Members.

and sample the meals.			
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MLS – 08.08.17