

Ref		Action Required	Owner	Expected Completion Date	Update	Status	
Meeting Date	Minute No					Ongoing	Closed
19.02.19	08	Healthcare Quality Strategy Additional information to be included within the Strategy. Final approval delegated to Clinical & Care Governance Committee.	Director of Nursing	June 2019	On Clinical & Care Governance Committee forward planner.		✓
19.02.19	14	GP Out of Hours Service Update to Finance and Planning Committee.	Chief Executive	April 2019	Complete.		✓
19.02.19	24	Staff Governance Annual Report Attendance management to be included within section 10 of the report.	Director of Human Resources & Organisational Development	April 2019	Verbal Update to Board meeting.		✓
18.12.18	134	Cowlairs Decontamination Unit <ul style="list-style-type: none"> Investigation Report to be presented to Board in due course. 	Director of Estates and Facilities	June 2019	On forward planner.	✓	
18.12.18	136	Unconscious Bias Include topic on unconscious bias at future Board Seminar.	Director of Public Health	May 2019	On forward planner for May Seminar.	✓	
18.12.18	138b	West of Scotland Regional Planning Systemic Anti Cancer Therapy Full Business Case including case studies and data to be presented to Board.	Medical Director	June 2019	On forward planner for June Board meeting.	✓	
18.12.18	140	Delayed Discharges <ul style="list-style-type: none"> Report on capacity within community settings to be presented to Acute Services Committee. 	Chief Officer, Glasgow City HSCP	March 2019	Complete.		✓
18.12.18	140	Internal Report on Sickness Absence				✓	

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		Update on progress of actions to address issues raised within the report to be presented to Acute Services Committee.	Director of HR and OD	May 2019	On forward planner for May Acute Services Committee Meeting.		
18.12.18	145	Risk Management Process Briefing note detailing the risk management process to be drafted for Board members.	Director of Finance	June 2019	Risk Management will be a Seminar topic in the coming year.	✓	
18.12.18	146	Financial Plan Once guidance on Three Year Financial Planning and Performance was available, the Financial Plan would be finalised and presented to the Board.	Director of Finance	April 2019	On agenda for April 2019 Board meeting.		✓
16.10.18	112	Hub Scheme Clydebank Financial Close to be presented to Board Meeting in June 2019.	Director of Estates and Facilities	June 2019	On Forward Planner for June 2019 Board meeting.	✓	
16.10.18	114	Primary Care Improvement Plans 6 monthly progress report to be presented in February 2019.	Chief Officer, Renfrewshire HSCP	June 2019	On Forward Planner for June 2019 and December 2019 Board meetings as per national tracker reporting cycles.	✓	
22.08.18	93	Moving Forward Together Further update to be provided as to how community pharmacy links with the MFT Programme and OOH Review.	Medical Director	December 2018	On Forward Planner for June 2019 Board meeting.	✓	
16.10.18	113	MFT Communications and Engagement Strategy paper to be drafted.	Director of Communications	April 2019	Strategy approved by Programme Board.		✓
22.08.18	94	Digital Strategy 2018-22 Minor amendments to be made to the Strategy and Implementation update to be provided to the Board in due course – linked to MFT.	Director of eHealth	April 2019	Paper amended. Implementation update on Forward Planner for April Board meeting.		✓
26.06.18	62	Patient Experience Report To consider the role of the Clinical & Care Governance Committee and other standing committees in the scrutiny of particular areas such as complaints.(see action relating to Minute no. 42)	Head of Corporate Governance and Administration	June 2019	Minute 62 and 42 form part of a governance review to be undertaken by June as indicated at the February Board meeting.	✓	

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17.04.18	42	Annual Governance Review Amendments to include whistle blowing as part of Appendix O and amend section 5.1 to include delegation of decisions to Clinical & Care Governance Committee.	Head of Corporate Governance and Administration	June 2019	A/A – minute 62.	✓	
TOTAL						10	7

G Mathew 10/04/19