

MATTERS ARISING
Rolling Actions List
Interim Board Meeting

Paper Number 20/01
Meeting Date: 8th April 2020



Ref		Action Required	Owner	Expected Completion Date	Update	Status	
Meeting Date	Minute No					Ongoing	Closed
19.03.20 – Virtual Meeting	33	Board and Standing Committee Closures <ul style="list-style-type: none"> Share minutes and action logs of the Board and standing Committees with Executive Leads and Committee Chairs to identify and prioritise any actions that require to be followed up by the Interim Board. Review outputs and consider issues which need to be considered by the Interim Board. Agree Interim Board agenda, work programme and frequency of meetings and share with all main Board members. 	Deputy Head of Corporate Governance and Administration	April 2020	Complete. Governance overview paper included on agenda for Interim Board Meeting on 8 th April 2020.		✓
			Head of Corporate Governance and Administration & Chairman	April 2020			✓
			Chairman & Chief Executive	April 2020			✓
19.03.20 – Virtual Meeting	33	Board Member Visiting Programme Suspend Board Visiting Programme until current situation eases.	Head of Corporate Governance and Administration	April 2020	Complete		✓
19.03.20 – Virtual Meeting	33	IT Remote Access Arrange remote access for Interim Board members.	Director of eHealth	April 2020	Complete. Microsoft Teams tested for Interim Board members. Interim Board Meeting being held virtually via Microsoft Teams.		✓

OFFICIAL SENSITIVE

19.03.20 – Virtual Meeting	33	Governance Assurance Short Life Working Groups <ul style="list-style-type: none"> Discuss programme of SLWG and agree way forward to ensure risk identified are not increased. Draft a report on these discussions and circulate to all Main Board members. 	Head of Corporate Governance and Administration & Chairman	April 2020	Ongoing.	✓	
			Head of Corporate Governance and Administration	April 2020	Ongoing.	✓	
19.03.20 – Virtual Meeting	33	Quality Governance Collaborative Defer work commissioned from the Quality Governance Collaborative of the Royal College of Physicians of Edinburgh including deferment of the introduction of the NHSGGC Governance Fellowship Programme.	Head of Corporate Governance and Administration	April 2020	Deferred	✓	
19.03.20 – Virtual Meeting	33	Full Board Meeting Conduct full Board Meeting in June to consider and review the revised governance arrangements and if these should continue and to finalise NHSGGC Annual Accounts.	Chairman	June 2020	On forward planner for June 2020 Board Meeting.		✓
19.03.20 – Virtual Meeting	33	Independent Assurance Report Main Board to consider commissioning of an independent assurance report on the revised arrangements to ensure lessons learned from the situation are taken forward. Seek internal and external audit opinions before deciding arrangements for commissioning the report.	Chairman	June 2020	Review options prior to June Board.		✓
TOTAL						3	7

G Mathew – Updated 06.04.20