

**MATTERS ARISING**  
**Rolling Actions List**  
**Interim Board Meeting**

Paper Number 20/19

Meeting Date: 19th May 2020



Ref		Action Required	Owner	Expected Completion Date	Update	Status	
Meeting Date	Minute No					Ongoing	Closed
19.03.20 – Virtual Meeting	33	<b>Governance Assurance Short Life Working Groups</b> <ul style="list-style-type: none"> <li>Draft a report on these discussions and circulate to all Main Board members.</li> </ul>	Head of Corporate Governance and Administration	April 2020	<p>Further discussion still to be held with Non-Exec and Exec leads before report finalised and issued to Board Members.</p> <p>CMT have now discussed the draft report and will advise of proposed amendments. Once the draft paper has been updated, it will be reviewed at MS Teams meeting to be arranged for with Non-Exec and Exec leads.</p>	✓	
19.03.20 – Virtual Meeting	33	<b>Independent Assurance Report</b> 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	Audit Scotland have asked Health Boards' internal auditors to report on the revised governance arrangements. Chair and A&RC Chair to confirm the timescale for this report coming to the Board at their next meeting with Audit Scotland.		✓
05.05.20	32a	<b>Risk Registers</b> <ul style="list-style-type: none"> <li>Circulate Corporate Risk Register to Interim Board members</li> <li>Present COVID-19 Risk Register to Interim Board</li> </ul>	Head of Corporate Governance and Administration  Head of Corporate Governance and Administration	May 2020  May 2020	<p>Complete. Circulated to Interim Board members 08.05.20.</p> <p>On agenda for 19<sup>th</sup> May 2020 Interim Board meeting.</p>		✓  ✓

BOARD OFFICIAL

05.05.20	33	<b>Endowments Funds and Donations</b> Write to Endowments Fund Board of Trustees regarding donations received and use of endowment funds.	Chair of Endowments Management Committee	May 2020	Complete. Correspondence sent to members on 06.05.20.		✓
05.05.20	34	<b>Recovery Plan</b> Develop first draft for presentation to Board.	Medical Director	June 2020	On forward planner for Interim Board Meeting 2 <sup>nd</sup> June 2020, and for full Board Meeting 30 <sup>th</sup> June 2020.		✓
05.05.20	36	<b>Langlands Cleaning Compliance</b> Circulate information to members regarding actions taken and improvements made.	Chief Executive	May 2020	Complete.		✓
05.05.20	37	<b>GP Out of Hours Service – Performance</b> Prepare report for Interim board to include more detailed analysis of current service performance.	Interim Director of GP Out of Hours Service	June 2020	On forward planner for Interim Board Meeting 2 <sup>nd</sup> June 2020.		✓
05.05.20	37	<b>Performance Report</b> Standardise data format within report.	Director of Finance	June 2020	Update as part of Performance Report for 2 <sup>nd</sup> June 2020 Interim Board Meeting.		✓
05.05.20	38	<b>COVID-19 Financial Reporting</b> Provide detail on reporting arrangements once advice received from Scottish Government.	Director of Finance	June 2020	Update as part of Finance Report for 2 <sup>nd</sup> June 2020 Interim Board Meeting.		✓
<b>TOTAL</b>						<b>1</b>	<b>9</b>

Updated 14.05.20 – jjb v2