

## Borders NHS Board Action Point Tracker

Standing Item	Action to be carried out by:	Progress (Completed, in progress, not progressed)
<u>Community Planning Partnership Audit in Scottish Borders:</u> Are the concerns raised by Audit Scotland on Community Planning arrangements being progressed to ensure compliance?		

## Borders NHS Board Action Point Tracker

Meeting held on 27 June 2013

Agenda Item: Clinical Governance & Quality Update

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
5	The Chair commented that this matter was worthy of further consideration and suggested a report back to a future Strategy & Performance Committee on independent contractors performance, access and complaint themes, in the context of the public assuming that the local health board had overall responsibility for them. Calum Campbell suggested that after the next national survey, Jonathan Kirk be asked to lead a Board Development and Strategy session on Independent Contractors.	<b>Calum Campbell</b>	<b>In Progress:</b> Scheduled for a future Strategy & Performance Committee meeting on 16 January 2014.

**Agenda Item:** Board Report on Waiting Times

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
9	David Davidson requested that Rachel Bacon return to a future Board meeting or Development session to discuss these challenges further.	Jane Davidson/ Rachel Bacon	In Progress: Scheduled for Board Development & Strategy session on 16 January 2014.

**Meeting held on 5 September 2013**

**Agenda Item:** Matters Arising

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
4	<u>Minute 8: Local Unscheduled Care Action Plan:</u> John Hammond noted that the Action Plan had been subject to Board approval and he enquired when the Board would see the completed document. Kirk Lakie advised that the draft had been circulated for comments and responses had been sent to those who had raised queries with the document. Mr Lakie advised that he would circulate the final draft of the Action Plan to Board members for their approval.	Kirk Lakie	<b>Complete:</b> Unscheduled Care Action Plan was circulated to the Board Members on 5 September, requesting final comments by 13 September.

**Agenda Item:** Matters Arising

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
4	<u>Minute 16: Community Planning Partnership Audit in Scottish Borders:</u> The Chairman commented that periodically it would be helpful	Iris Bishop	<b>Complete:</b> Item now features as standing item on Board Action Tracker.

	to regularly check that the concerns raised by Audit Scotland on Community Planning arrangements were progressed to ensure compliance. The Chairman requested that this be noted as a standing item on the Board meeting Action Tracker.		
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**Agenda Item:** Board Clinical Governance & Quality Update

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
5	<p>Adrian Lucas advised that the SPSO Investigation Reports had been discussed at the recent Clinical Governance Committee meeting and it had been suggested that the status column within the report for the Board should capture whether the organisation is compliant/non-compliant/partially compliant with the Ombudsman’s statement.</p> <p>Calum Campbell welcomed Mr Lucas’ suggestion and gave the scenario of an instance whereby the organisation may have been non compliant with the SPSO through a technicality that was outwith the organisations’ control. Mr Lucas accepted the scenario and confirmed that from a governance perspective it would be appropriate for the Board to know the compliance status of each recommendation with a proviso statement being included where relevant.</p>	<b>Evelyn Fleck</b>	<b>Complete:</b> For future reporting on SPSO cases to the Board and Clinical Governance Committee the terms “compliance” or “not in compliance” will be used in the status column rather than a detailed description of the action taken.

**Agenda Item:** Board Clinical Governance & Quality Update

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
5	Calum Campbell advised that he had met with the Stroke Team earlier in the day who were keen to present their data to the Board at a future Development or Strategy and Performance Committee meeting.	<b>Calum Campbell</b>	<b>Complete:</b> The Stroke Team presented to the Board Development & Strategy session held on 3 October 2013.

**Agenda Item:** Review of the Francis, Keogh and Berwick Reports – Consideration for NHS Borders

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
6	Adrian Lucas echoed Mr Campbell's comments and invited Mrs Alexander and Mr McLaren as joint Co-Chairs of the Staff Governance Committee and Dr Doreen Steele as Chair of the Public Governance Committee to join the next Clinical Governance Committee where it could be formally agreed which areas of responsibility would be delegated to which Committees.	<b>Evelyn Fleck</b>	<b>In Progress:</b> Pat Alexander, John McLaren and Doreen Steele to be invited to the next Clinical Governance Committee meeting when the Review of the Francis, Keogh and Berwick Reports were to be discussed.

**Agenda Item:** Healthcare Associated Infection Control & Prevention Update

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
7	The Chairman requested that Evelyn Fleck prepare a brief so that he could raise these issues at a national level.	<b>Evelyn Fleck</b>	<b>Complete:</b> Colin Redmond emailed a brief to the Chairman on 4 October 2013.

**Agenda Item: Delayed Discharges**

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
9	The <b>BOARD</b> noted the report and requested that it be given some areas for action.	<b>Alasdair Pattinson</b>	In Progress

**Agenda Item: A Future Delivery Model for Early Year's Services**

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
11	Dr Doreen Steele enquired if the refocused adult learning programmes involved adult literacy and if funding had been moved to childrens services as part of the caring team skills. Dr Eric Baijal advised that he would check that point but believed there was on-going adult literacy linked to communities and schools.	<b>Eric Baijal</b>	In Progress

**Agenda Item: A Future Delivery Model for Early Year's Services**

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
11	John McLaren welcomed the paper and on a point of clarity suggested in terms of the named person it be clearer that this was to be a Health Visitor and not a Public Health Nurse.	<b>Eric Baijal</b>	Completed

**Agenda Item:** A Future Delivery Model for Early Year’s Services

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
11	Dr Cliff Sharp commented that he understood the desire to focus on media issues but with a hub and spoke model suggested the size would impact on the accommodation available at Langlee and Eyemouth and enquired if transport might be problematic. He suggested an equity of access be considered in terms of ensuring community out reach services were delivered in the community and did not confine themselves to the hub. Dr Eric Baijal noted the points made and advised that he would be addressing them on multi-agency basis.	Eric Baijal	Completed

**Agenda Item:** Borders General Hospital Car Parking Enforcement

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
12	Karen Hamilton noted that the signage declared “enforced 24/7” and “Monday to Friday 8am to 5pm”. Calum Campbell advised that outwith Monday to Friday, 8am to 5pm there were no problems with parking. He suggested the wording could be further reviewed.	David McLuckie	<b>Complete:</b> The wording on all signage has been checked by the Central Legal Office, ensuring that the described contractual agreement is enforceable. For car parks 1 & 2 there is a time restriction for parking, up to a maximum of 4 hours, however the conditions, clearly described within signage that, “Vehicles must not park on double yellow lines, hatched areas, footways, access roads, grassed or landscaped areas, ambulance bays or allocated reserved bays”, is subject to enforcement 24/7 throughout the BGH campus.

**Agenda Item:** Public Bodies (Joint Working) (Scotland) Bill

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
20	The <b>BOARD</b> required the Programme Director to bring forward an integration programme for consideration.	<b>Elaine Torrance</b>	<b>In Progress:</b> Features as an item on the 7 November Board meeting agenda.

**Agenda Item:** Financial Monitoring Report for the 4 month period to 31 July 2013

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
21	David Davidson noted that the BGH Clinical Board had overspent on medical and nursing staffing and enquired when the review findings, undertaken by the Medical Director and Medical Staffing Officer, into vacancies and gaps in rotas would be available. Carol Gillie confirmed that a presentation had been received by the Strategy & Performance Committee the previous month and she had not agreed a timeline with the Medical Director for an update to be given to the Board. Calum Campbell commented that when patients were nearing the 12 week TTG, pressure would be applied to costs to sustain the achievement of that target and welcomed the opportunity to update the Board on workforce issues. David Davidson sought a quarterly electronic update. Carol Gillie advised that she would agree the definitive dates with Dr Sheena MacDonald and advise the Board accordingly.	<b>Carol Gillie/ Sheena MacDonald</b>	<b>In Progress:</b> An update will be provided to the Strategy & Performance Committee at the meeting on 5 <sup>th</sup> December 2013.

**Agenda Item:** Single Outcome Agreement for the Scottish Borders

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
23	David Davidson enquired if regular updates on the roll out of the SOA would be given to the Board. Dr Baijal advised of the route for discussion and dissemination and Calum Campbell suggested the updates automatically be shared with Board members so that they could raise any issues.	Eric Baijal	In Progress

**Agenda Item:** Board Executive Team Report

Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
27	Dr Doreen Steele congratulated Calum Campbell and the Executive Team on behalf of the Board for the number of national initiatives and projects that they were leading and chairing and further commented that it was important in keeping the profile of NHS Borders to forefront of the NHS in Scotland. She further requested a list of all of the groups and initiatives lead by the Board Executive Team.	Iris Bishop	<b>Complete:</b> Final list emailed to Board members 30.10.13.