

## Borders NHS Board Action Point Tracker

Meeting held on 6 September 2018

Agenda Item: Clinical Governance & Quality Report

| Action Number | Reference in Minutes | Action   | Action to be carried out by:                    | Progress (Completed, in progress, not progressed)   |
|---------------|----------------------|--|---|---|
| 24            | 5                    | The Chair suggested the need for an overview report on what was learnt and put into practice following complaints should be added to the Action Tracker. | <b>Dr Cliff Sharp</b><br><b>Elaine Cockburn</b> | <b>In Progress: Update: 01.11.18:</b> Dr Cliff Sharp advised that work was on going in order to find a meaningful and efficient way of learning and monitoring the learning from complaints to ensure a fully completed process was achieved. |

Meeting held on 1 November 2018

Agenda Item: Board Clinical Governance & Quality

| Action Number | Reference in Minutes | Action   | Action to be carried out by:       | Progress (Completed, in progress, not progressed)  |
|---------------|----------------------|--|------------------------------------|--|
| 29            | 5                    | The <b>BOARD</b> noted the update and agreed that the other governance committees develop regular assurance reports for the Board highlighting areas of concern. | <b>Governance Committee Chairs</b> | <b>Governance Committees In Progress:</b> Chairs and Executive Leads to discuss the format of their reports.<br><br><b>Complete for the ACF:</b> Alison Wilson has provided a report from the ACF.<br><br><b>COMPLETE:</b> Template produced for Governance Committee Chairs to use. |

**Agenda Item:** Conditions Attached to the Provision of Non Recurring Ring Fenced Resource to the Integration Joint Board in 2018/19

| Action Number | Reference in Minutes | Action  | Action to be carried out by:   | Progress (Completed, in progress, not progressed)  |
|---------------|----------------------|---|--------------------------------|--|
| 32            | 8                    | The <b>BOARD</b> agreed to provide the ring fenced resource on a recurring basis to the IJB and requested that business cases on areas of investment be provided as soon as possible with the business case for Hospital to Home being submitted to the next Board meeting and subsequently business cases for Crawwood and Waverley. | <b>Robert McCulloch-Graham</b> | <b>In Progress:</b> Business Cases scheduled for the March Board meeting.<br><br><b>Update:</b> Business Cases now postponed to April Board meeting. |

**Meeting held on 17 January 2019**

**Agenda Item:** Integration of prevention and early intervention services – Wellbeing Service

| Action Number | Reference in Minutes | Action   | Action to be carried out by:          | Progress (Completed, in progress, not progressed) |
|---------------|----------------------|--|---------------------------------------|---|
| 1             | 8                    | The <b>BOARD</b> noted the report and asked that a report on the evaluation be produced for 12 months' time and taken through the Public Governance Committee. | <b>Tim Patterson/<br/>Cliff Sharp</b> |   |

**Agenda Item:** Draft Financial Settlement 2019/20

| Action Number | Reference in Minutes | Action  | Action to be carried out by: | Progress (Completed, in progress, not progressed)                                  |
|---------------|----------------------|---|------------------------------|--|
| 2             | 9                    | The <b>BOARD</b> requested that a revisit of the priorities and principles should take place. | <b>Carol Gillie</b>          | <b>Complete:</b> Report going to the Finance & Resources Committee on 1 March 2019 |

**Agenda Item:** Draft Financial Settlement 2019/20

| Action Number | Reference in Minutes | Action  | Action to be carried out by: | Progress (Completed, in progress, not progressed)   |
|---------------|----------------------|---|------------------------------|---|
| 3             | 9                    | The <b>BOARD</b> requested that performance management arrangements should be built around budget accountability. | <b>Carol Gillie</b>          | <b>In Progress:</b> A Business Case linked t this is being submitted to the Financial Turnaround Programme Board. |

**Agenda Item:** NHS Board Performance Escalation Framework

| Action Number | Reference in Minutes | Action  | Action to be carried out by: | Progress (Completed, in progress, not progressed) |
|---------------|----------------------|---|------------------------------|---|
| 4             | 16                   | The <b>BOARD</b> agreed that leadership changes should be included on the risk register along with the action to mitigate the risk. | <b>Tim Patterson</b>         |   |

**Agenda Item:** Finance & Resources Committee Terms of Reference

| Action Number | Reference in Minutes | Action  | Action to be carried out by: | Progress (Completed, in progress, not progressed) |
|---------------|----------------------|---|------------------------------|---|
| 5             | 17                   | The <b>BOARD</b> agreed that the suggestions by Mr Tris Taylor to amend the Terms of Reference further should be detailed by Mr Taylor to the Finance and Resources Committee for them to consider at the six month review point. | <b>Tris Taylor</b>           |   |

**Agenda Item:** Capital Plan Update

| Action Number | Reference in Minutes | Action   | Action to be carried out by: | Progress (Completed, in progress, not progressed) |
|---------------|----------------------|--|------------------------------|---|
| 6             | 19                   | The <b>BOARD</b> agreed to progress the Adult Changing Facility. | <b>Carol Gillie</b>          | <b>In Progress</b>                                |

**Agenda Item:** Capital Plan Update

| <b>Action Number</b> | <b>Reference in Minutes</b> | <b>Action</b>   | <b>Action to be carried out by:</b> | <b>Progress (Completed, in progress, not progressed)</b>                          |
|----------------------|-----------------------------|---|-------------------------------------|---|
| 7                    | 19                          | The <b>BOARD</b> suggested the Finance & Resources Committee should consider the process for prioritisation of Capital Projects and how projects funded by Charitable donations could be separately identified to the capital projects of the Health Board. | <b>Carol Gillie</b>                 | <b>Complete:</b> Presentation to Finance and Resources Committee on 1 March 2019. |