

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.	Dr Cliff Sharp Elaine Cockburn	In Progress: Update: 01.11.18: 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. Update: 04.04.19: Dr Cliff Sharp advised that progress had been limited due to staffing issues. The intention was to take the learning themes to the Clinical Governance Committee to consider the actions to be taken.

Meeting held on 1 November 2018

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 BOARD 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	Robert McCulloch-Graham	In Progress: Business Cases scheduled for the March Board meeting. 07.03.19 Update: Business Cases

		business case for Hospital to Home being submitted to the next Board meeting and subsequently business cases for Crawwood and Waverley.		now postponed to April Board meeting. 04.04.19 Update: It was noted that several projects had been funded by the Integration Joint Board through the provision of the Integrated Care Fund and those projects (Hospital to Home, Waverley, Garden View) would be evaluated in the autumn and if there was evidence of success they would be progressed to being mainstreamed. The business cases would be brought to the Board in October once the evaluations had taken place in September.
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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 BOARD noted the report and asked that a report on the evaluation be produced for 12 months' time and taken through the Public Governance Committee.	Tim Patterson	04.04.19 Complete: This matter was complete as it was now contained within the Public Governance Committee workplan.

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 BOARD requested that performance management arrangements should be	Carol Gillie	In Progress: A Business Case linked to this is being submitted to

		built around budget accountability.		<p>the Financial Turnaround Programme Board.</p> <p>04.04.19 Update: This is to be finalised by Grip and Control workstream before being submitted to the Programme Board for approval. Mrs Carol Gillie advised that the item would be concluded by the end of May.</p> <p>Complete: 27.06.19: The Grip and Control workstream has been refocused on staffing costs, vacancies and overspending. A new workstream, “Financial Awareness” has been set up and will through its evolution encompass this Board action. Within its remit it will be responsible for providing information on, and promoting visibility of, how the organisation spends its money every day to run its services. It will focus on the financial management of targets and monitoring of delivery.</p>
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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 BOARD agreed that leadership changes should be included on the risk register along with the action to mitigate the risk.	Tim Patterson	Update 07.03.19: Mr Tim Patterson advised that he had asked for the register to be reviewed and to ensure the risk was mitigated. Complete.

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 BOARD 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.	Tris Taylor	In Progress: Terms of Reference supplied to Mr Taylor to review.

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 BOARD agreed to progress the Adult Changing Facility.	Carol Gillie Tim Patterson	In Progress: The Joint Director of Public Health has been named as the Exec Lead for this project and is arranging an initial meeting to take this forward. Complete: Mrs Gillie advised that the aim was for implementation by April 2020 and progress would be reported to the Endowment Fund Trustees, however linked to capacity issues this was being discussed under the capital plan update on the Board agenda on the 27 th June 2019.

Meeting held on 7 March 2019

Agenda Item: Financial Turnaround Programme

Action Number	Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
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7	5	The BOARD sought a revised governance framework chart to include the point that the commissioners both, Scottish Government and the Integration Joint Board, as integral to addressing the financial position, should be reflected in the chart with a short narrative of explanation.	June Smyth	In Progress: The current governance chart is being updated to reflect this and will be noted at a future meeting. Update 04.04.19: Mrs June Smyth advised that the chart had been updated and Bold were undertaking an infrastructure review ahead of the chart being presented to the Board. She confirmed that both the Integration Joint Board and Scottish Government would be features of the revised chart.
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Agenda Item: NHS Borders Performance Scorecard

Action Number	Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
8	17	The BOARD noted the December 2018 Performance Scorecard and agreed to hold a session on CAMHS at a future Board Development session.	Rob McCulloch-Graham	Complete: 3 October 2019 Board Development session confirmed.

Meeting held on 4 April 2019

Agenda Item: Matters Arising

Action Number	Reference in Minutes	Action	Action to be carried out by:	Progress (Completed, in progress, not progressed)
9	4.9	Dr Stephen Mather suggested the Board may wish to undertake a Development session focused on Serious Adverse Event Reports (SAERs).	Cliff Sharp	Complete: 5 December 2019 Board Development session confirmed.