

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

Paper Number 20/12

Meeting Date: 5<sup>th</sup> 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	Draft report being reviewed by the Chair. Further discussion to be held with Non-Exec and Exec leads before report finalised and issued to Board Members.  MS Teams meeting to be arranged for w/c 4 May 20.	✓	
19.03.20 – Virtual Meeting	33	<b>Quality Governance Collaborative</b> 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	<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	Review options prior to June Board.	✓	
08.04.20	10	<b>CAMHS</b> Present Implementation Plan to Interim Board	Interim Director of GP OOH Service	May 2020	On forward planner for 19 <sup>th</sup> May 2020 Interim Board meeting		✓
08.04.20	09	<b>Access Policy</b> Present to Acute Services Committee for consideration for presentation to Board.	Chief Executive	July 2020	On forward planner for July 2020 Acute Services Committee meeting, <i>(To be confirmed following review of Interim Board arrangements)</i>		✓

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21.04.20	20	<b>Interim Board Terms of Reference</b> <ul style="list-style-type: none"> <li>• Circulate amended Terms of Reference to full Board.</li> <li>• Discuss arrangements for publication of Interim Board papers with Audit Scotland and Scottish Government</li> <li>• Discuss governance and accountabilities of Mobilisation Plan with Scottish Government</li> </ul>	Deputy Head of Corporate Governance and Administration	May 2020	Verbal update to 5 <sup>th</sup> May 2020 Interim Board meeting.		✓
			Head of Corporate Governance and Administration	May 2020	Verbal update to 5 <sup>th</sup> May 2020 Interim Board meeting.		✓
			Head of Corporate Governance and Administration	May 2020	Verbal update to 5 <sup>th</sup> May 2020 Interim Board meeting.		✓
21.04.20	21	<b>NHS Louisa Jordan Hospital</b> Prepare paper for presentation to full Board describing resource and support provided.	Chief Executive/ Director of Finance	June 2020	On forward planner for June 2020 full Board meeting.		✓
21.04.20	22	<b>Finance Report</b> Present financial out turn position 2019/20 and information on COVID-19 financial implications.	Director of Finance	May 2020	On agenda for 5 <sup>th</sup> May 2020 Interim Board meeting.		✓
21.04.20	23	<b>Risk Registers</b> <ul style="list-style-type: none"> <li>• Review and update Corporate Risk Register to reflect implications of COVID-19</li> <li>• Update COVID-19 Risk Register with amendments discussed.</li> </ul>	Director of Finance	May 2020	This will be circulated to Interim Board members.	✓	
			Head of Corporate Governance and Administration	May 2020	Verbal update as part of Corporate Risk Register item on agenda for 5 <sup>th</sup> May 2020 Interim Board meeting.		✓
21.04.20	24	<b>GP Out of Hours EQIA</b> Incorporate amendments from Interim Board members for sign off by Turnaround Director, and present final version of EQIA to Interim Board.	Interim Director of GP Out of Hours Service	May 2020	On agenda for 5 <sup>th</sup> May 2020 Interim Board meeting.		✓
<b>TOTAL</b>						<b>4</b>	<b>9</b>

Updated 01.05.20 - gm