

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

**Paper Number 20/07**  
**Meeting Date: 21<sup>st</sup> April 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>Discuss programme of SLWG and agree way forward to ensure risk identified are not increased.</li> <li>Draft a report on these discussions and circulate to all Main Board members.</li> </ul>	Head of Corporate Governance and Administration & Chairman	April 2020	Ongoing.		✓
			Head of Corporate Governance and Administration	April 2020	Ongoing.	✓	
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	05	<b>Risk Registers</b> <ul style="list-style-type: none"> <li>Present COVID-19 Risk Register to Interim Board</li> </ul>	Head of Corporate Governance and Administration	April 2020	On agenda for 21 <sup>st</sup> April 2020 Interim Board meeting.		✓

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		<ul style="list-style-type: none"> <li>Present full Corporate Risk Register and review to Interim Board</li> </ul>	Head of Corporate Governance and Administration	May 2020	On forward planner for 5 <sup>th</sup> May 2020 Interim Board meeting		✓
08.04.20	06	<b>Weekly Board Members Update</b> Include any relevant update information on continuing estates works.	Director of Communications and Engagement	April 2020	Complete.		✓
08.04.20	06	<b>Financial Reporting</b> <ul style="list-style-type: none"> <li>Provide Financial Report to Interim Board to include detail on COVID-19 challenges and opportunities</li> <li>Include financial outturn position for 2019/20</li> </ul>	Director of Finance	April 2020	Financial information not available until 30 <sup>th</sup> April 2020. On forward planner for 5 <sup>th</sup> May 2020 Interim Board meeting		✓
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08.04.20	07	<b>Escalation 1</b> Circulate letter from Chair of Oversight Board Prof Fiona McQueen to members.	Head of Corporate Governance and Administration	April 2020	Complete. Circulated 08.04.20 to members.		✓
08.04.20	08	<b>GP Out of Hours Service</b> <ul style="list-style-type: none"> <li>Present EQIA Report</li> <li>Consider metrics and update data in Performance Report</li> <li>Discuss engagement with Area Clinical Forum with Chair</li> </ul>	Interim Director of GP OOH Service	April 2020	On agenda for 21 <sup>st</sup> April 2020 Interim Board meeting		✓
08.04.20	10	<b>HAIRT</b> Confirm with Ms Angela Wallace presentation of HAIRT Report at Interim Board meeting	Head of Corporate Governance and Administration	May 2020	On forward planner for 5 <sup>th</sup> May 2020 Interim Board meeting		✓
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 5 <sup>th</sup> May 2020 Interim Board meeting		✓
<b>TOTAL</b>						<b>3</b>	<b>9</b>

G Mathew – Updated 17/04/20