

**NHS HEALTH SCOTLAND
2015 BOARD ACTIONS**

27 November 2015			
ITEM NO.	ACTION	ACTION BY	PROGRESS/ COMPLETED
3	Minute of previous meeting		
	Delete Cath Denholm from those “Present” and replace with “Christine Duncan”.	CEO Admin	complete
4	Matters Arising (Action List)		
	Item 6 - DoHE to send elearning module link on Corporate Parenting to Board members.	DoHE	complete
	Item 7 - DoHE to send the link re Mental Health for All and Physical Activity & Place to Board Members.	DoHE	complete
5	Chair’s Report		
	Once non-executives are announced an email to be sent to Board members.	CEO Admin	complete
	Healthy Working Lives		
	Paul Stollard offered to be involved in the process of developing the Health & Safety Action Plan for Scotland.	DHWL	In Progress
	Family Adversity Seminar		
	A link to the Family Adversity Seminar report will be circulated when available.	DPHS	complete
6	Chief Executive's Update		
	Staff survey results will be circulated when available	Head of People and Improvement	complete
21 August 2015			
ITEM NO.	ACTION	ACTION BY	PROGRESS/ COMPLETED
6	Chief Executive’s Update		

For 5 February 2016 Board Meeting

	The functional realignment report to be brought before the Board in early 2016	DoS	Scheduled for 5 Feb 2016
8	NHS Health Scotland Quarter 1 Corporate Report		
	Improve the colour presentation for future reports, in particular it was suggested that boxes highlighting issues should be a different colour from those highlighting progress.	DoS	In progress
	Run with the format for a year and thereafter hold a reflection session.	DoS	Noted.
10	Annual Risk Report		
	Update job titles in some of the supporting protocols.	DoS	Noted for when protocols next revised.
	Develop options for a proportionate system of reporting in relation to adverse events.	DoPHS/DoS	In progress.
	An overarching management commentary to be included in future reports.	DoS	Review of risk reporting in progress. Discussion proposed for Feb 2016 Board seminar
	A substantive discussion around risk and risk appetite should be included in a future Board Seminar.	GM	As above.
11	Proposed dates for future Board/Committee Meetings		
	Look at a separate date for a development session for Board members.	E&GL/CEO Admin	Ongoing
27 March 2015			
ITEM NO.	ACTION	ACTION BY	PROGRESS/ COMPLETED
7	Delivery Plan and Financial Plan 2015/16		

For 5 February 2016 Board Meeting

	Air Quality to be discussed at 17 April Board Seminar.	Governance Manager	Ongoing
28 November 2014			
ITEM NO.	ACTION	ACTION BY	PROGRESS/ COMPLETED
7.	Q2 Corporate Report		
	Consider how the External Stakeholder Performance Forum links with the Health Governance Committee.	HoSE	Update report – on agenda for 9 October HGC