

For 22 March 2019 meeting

**NHS HEALTH SCOTLAND**

**2018/19 BOARD ACTION LIST**

	<b>26 February 2019</b>				
<b>ITEM NO</b>	<b>STRATEGIC ISSUE/ACTION</b>	<b>ACTION BY</b>	<b>SEQUENCING</b>	<b>PROGRESS/ COMPLETED</b>	<b>COMMENTS</b>
<b>5.</b>	<b>Health and Social Care Delivery Plan Implementation</b>				
	<b>Change &amp; Transition Update</b>				
	Encourage and support early non-executive engagement in the Legislative Consultation and full board invitation to comment on the Health Scotland corporate draft response.	<b>EM/DT</b>			<b>Consultation not yet released.</b>
	Ensure the Change and Transition report makes clear the governance requirements of NHS Health Scotland and consider the suggested headings of: 1) Governance, 2) System, and 3) Technical process.	<b>CD</b>		<b>complete</b>	
	Have conversations with non-executives in regards to usage of the Change Hub, with the intent to discontinue the external Change Hub and agree a mechanism to communicate the main things the Board will be interested in.	<b>CD</b>		<b>complete</b>	
	Ensure that the Health Scotland legacy process fully incorporates Health Scotland's intangible assets.	<b>CD</b>		<b>complete</b>	

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	Remove “the Public Health Reform Oversight Group met on 8 January” from the Change & Transition report.	<b>CD</b>			Removed from report.
<b>6.</b>	<b>Draft 2019/20 Delivery Plan including draft risk register</b>				
	<b>Delivery Plan</b>				
	Prepare the Delivery Plan (with Workforce Plan incorporated, CRR, Transition Influence Plan, and Finance Plan for the March Board.	<b>CD</b>		<b>complete</b>	
	Ensure the Delivery Plan and its suite of work is on the agenda for the March Board.	<b>DT</b>		<b>Complete</b>	
	Liaise about re-crafting the commitments relating to Health and Work to SP3.	<b>GD/CD</b>		<b>Complete</b>	
	Get in touch with Ms Denholm with any other comments/amendments for the Draft Delivery Plan prior to the March Board.	<b>All</b>			
	<b>Risk Register</b>				
	Develop 19.3 contingency risk and Reframe risks 19.1 and 19.6	<b>CD</b>		<b>complete</b>	
<b>7.</b>	<b>Board Governance Self-Assessment</b>				
	Share the Self-Assessment report with the SG Public Health Reform Team and COSLA.	<b>DC</b>		<b>Complete</b>	
<b>8.</b>	<b>Board Governance Transition Plan</b>				
	Alert the Board when the Public Health Scotland Chair advert goes live.	<b>DT</b>			
	Circulate the Public Health Scotland Legislative Consultation to the non-executive Board members as soon as it goes live.	<b>DT</b>			

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	Produce a document, using NHSHS Board's schedule of business, to help influence the schedule of business for the Public Health Scotland Board in order to ensure Health Scotland governance obligations are passed on. This document will come to the April Audit Committee, then to the May Board.	<b>DT</b>			<b>April – Audit Committee May - Board</b>
	Include information on the Internal Audit role in the Board Governance Transition Plan when it is next updated for May Board.	<b>DT</b>			
	Include Remuneration Committee issues/concerns in the next version of the Board Governance Transition Plan.	<b>DT</b>			
	Correct spelling error on Page 11, "speared" to be "separate" before publishing.	<b>MK</b>		<b>Complete</b>	
	Discuss where responsibility and accountability lies for redundancy requests during the transition with Ms Shirley Rogers.	<b>DC</b>	<b>First</b>	<b>Complete</b>	
	Discuss responsibility and accountabilities and consistency of approach with the Public Health Reform Team.	<b>CD</b>	<b>Second</b>		<b>Waiting for David to speak with Gareth. Cath spoken to Jacqui Jones and Unions and has update position to</b>

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					<b>report to Board.</b>
	Discuss the changing Governance capacity for the next nine months.	<b>GMcL/DC/DT</b>		<b>Ongoing</b>	
<b>9.</b>	<b>Q3 Performance Report</b>				
	Include more on the end of year impact in the Q4 report than usual.	<b>CD</b>			<b>In hand for May Board</b>
<b>10.</b>	<b>Stakeholder engagement plan and governance of (Corporate Risk) 18-6</b>				
	Cease work on the stakeholder engagement plan to begin production of the Transition Influence Plan, focussing on short term stakeholder engagement during the period of transition to Public Health Scotland. Bring risk 18.6 to further Board meetings as a part of the Transition Influence Plan.	<b>CD</b>		<b>complete</b>	
	Change the Stakeholder Engagement Agenda item to accurately reflect the new report on the Board schedule of business.	<b>DT</b>		<b>Complete</b>	
<b>11.</b>	<b>Significant issues of note from recent Board Committee meetings</b>				
	Include Annual Adverse Significant Event report for assurance to the schedule of business for 2019 November Board.	<b>DT</b>		<b>Complete</b>	
	Include the Equality Outcome and Diversity reports from all committees to the Board schedule of business for the 2019 November, and remove from SGC and AC schedules of business.	<b>DT</b>			

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	Ensure one Equality Outcome and Diversity report is prepared for the Board.	<b>CD</b>			<b>In hand for June board</b>
	Ensure the 2018/19 HGC Assurance Statement/report, November HGC minutes, and November HGC actions are handled by the HGC via email.	<b>DT</b>		<b>In progress</b>	
	Ensure the HGC Annual Assurance Report is included in the June Board agenda.	<b>DT</b>			
	Cancel the March HGC meeting.	<b>MK</b>		<b>Complete</b>	
<b>13.</b>	<b>Chief Executive's Report (including complaints return)</b>				
	Include the reference to the mortality report at the front of the 2019/20 draft Delivery Plan coming for approval at the March Board meeting.	<b>CD</b>		<b>complete</b>	
<b>14.</b>	<b>Health and Work Report</b>				
	Produce a short Board paper outlining the future vision for Health and Work and how this will be progressed for Board approval at the March Board meeting.	<b>GD</b>		<b>In Progress</b>	
<b>15.</b>	<b>Annual Adverse Significant Event Report</b>				
	Ensure the Annual Adverse Significant Event Report is published on the Health Scotland website as part of the Board package of papers.	<b>DT</b>		<b>Complete</b>	