| Meeting date | Min ref | Action | Action owner | Status | Due by | Update | Closed on |
|---|---|---|---|---|---|---|---|
| 26/03/2024 | 6.3 (031/24) | Patient experience:<br>• Healthcare Governance paper on public health screening for prisoners to be shared for awareness | HoCG | Complete | Following mtg | Shared with members by email | 04/04/2024 |
| 26/03/2024 | 7.1 (033/24) | Blueprint for Good Governance improvement plan<br>• Detailed actions and timelines to be developed and reporting through Audit and Risk Committee to evidence delivery. | HoCG | In progress | June 2024 | High level Action leads are developing detailed actions and timelines for discussion with Board Chair.<br><br>Integrated Governance Committee will review and approve updates on progress with delivery of improvement actions for submission to ARC for formal monitoring of delivery | Open<br><br>02/05/2024 |
| 26/03/2024 | 7.4 (036/24) | Board annual cycle of business:<br>• Add to Board Teams channel and share with Directors | HoCG | Complete | Immediate | Link to Teams channel shared with Non-Execs and Directors | 09/05/2024 |
| 26/03/2024 | 8.4 (047/23) | National Covid Inquiries:<br>• Delegated to Healthcare Governance for future reporting | ND | Complete | Immediate | Added to work plan for Healthcare Governance | 29/03/2024 |
| 26/03/2024 | 9.2 (049/24) | Financial management report (FMR):<br>• To share detail on the work stream to reduce supplies costs related to use of taxis and ambulances | DoF | Complete | Following mtg | Shared with members by email | 04/04/2024 |
| 05/02/2024 | 9.2 (017/24) | Financial management report (FMR):<br>• Board to be updated on the position related to Scottish Government brokerage. | Director of Finance | Complete | As information available | Advised to Performance Governance Committee on 7 March. Update will be given at private board workshop on 19 March and formally to Board in the FMR at 26 March Board meeting. | 15/03/2024 |

| Meeting date | Min ref | Action | Action owner | Status | Due by | Update | Closed on |
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| 04/12/2023 | 8.2 (171/23) | Winter preparedness <br>• Board to receive supplementary information to give more detail and context in relation to the situation in preparation for winter. | Director of Transformation and Sustainability | Complete | 05/02/2024 | Information was shared by email to Board on 19/01/2024 | 19/01/2024 |
| 09/10/2023 | 8.1 (139/23) | DPH Lifecourse approach to mental health report <br>• Board to receive a detailed update on mental health services | Director NAHSCP | Complete | 04/12/2023 | This is being delivered via a Board workshop on 09/01/2024 to enable a detailed update and discussion | 19/10/2023 |
| 09/10/2023 | 8.2 (140/23) | Primary Care Dental services <br>• Board to receive a progress update on actions being taken to mitigate dental service risks at a future meeting. | Head of Primary and Urgent Care services | Complete | 25//032024 | A dental services update will be provided to Board at March meeting with a suite of papers from Primary Care | 20/11/2024 |
| 14/08/2023 | 8.2 (112/23) | HMP Kilmarnock Health Needs Assessment - <br>• To discuss IJB monitoring of the improvement plan and how to feedback through the Board's governance structure. | Board Chair | Complete | 04/12/203 | EA HSCP will monitor progress of the action plan via a multiagency working group, as a subgroup of the Prison and Police Custody Governance Group, which in turn reports to the HSCP Health and Care Governance Group. Reporting to health board would be via the HSCP clinical and care governance annual report to Healthcare Governance Committee. In year reporting would be to Healthcare Governance Committee only by exception if there were specific areas of concern identified. | 23/11/2023 |
| 14/08/2023 | 9.1 (115/23) | Performance report | Board members | Complete | 09/10/2023 | Feedback provided to the performance and insights | 29/09/2023 |

| Meeting date | Min ref | Action | Action owner | Status | Due by | Update | Closed on |
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| | | • Members to provide feedback and/or suggestions for improvement on the new format presented | | Complete | | team will inform future improvements. | |
| 23/05/2023 | 6.1 | Patient Story<br>• Provide members information on governance around the Ward volunteer role to provide assurance | Nurse Director/ HoCG | Complete | 14/08/2023 | Information issued by members by email 30/05/23 | 30/05/2023 |
| 23/05/2023 | 11.4 | Risk Management Strategy<br>• Change statement on approving the Risk Appetite Statement to "every two years as a minimum or earlier if appropriate". | Medical Director | Complete | Immediate | Change has been made to approved Risk Management Strategy | 25/05/2023 |