

Meeting date	Min ref	Action	Action owner	Status	Due by	Update	Closed on
02/12/2024	3. (144/24)	Minute of meeting from 3 October – changes had been indicated in advance which would be followed up outside the meeting and a revised minute to Board for approval on 3 February.	HoCG	Complete	03/02/2025	An amendment was agreed with Non-Exec Member for item 7.1 FMR, paragraph 11, which added more information on the areas questioned. The minute would be tabled at 3 Feb Board for approval.	21/01/2025
02/12/2024	5.1 (146/24)	Patient story – the CE and interim Chair would write to Ms Hart to extend the Board's thanks for sharing her story about her mum's care.	CE and Board Chair	Complete	Immediate	Ms Hart responded with thanks to the kind letter from the CE/Interim Chair and noted how passionate she felt about telling her story and thanking staff, knowing this is what her mum would have wanted.	10/12/2024
02/12/2024	8.2 (154/24)	Quality and safety in mental health services - interim Chair suggested for specific update reports on the implementation of innovative work, could be reported through HGC.	Chair and Exec Lead of Healthcare Governance	Complete	03/02/25	This will be followed up by Committee Secretary with the Director and Service Lead	22/01/2025
07/10/2024	3. (117/24)	Minute of board meeting on 12 August 2024 - Item 7.1 Financial Management report Agreed to update the minute wording to include the suggestion from a Non-Executive on additional trend information on bed usage data – see below.	CE and Board Chair	Complete	Immediate	Amended wording agreed with Non-Executive, Chief Executive and interim Board Chair. Minute of 12 August updated.	16/10/2024
07/10/2024	3. (117/24)	Minute of board meeting on 12 August 2024 action from above noted amendment: - A Board Member suggested that additional trend information on bed usage/numbers would be useful alongside delayed discharge performance, length of stay and agency spend information to enable monitoring of all elements. This will be considered for inclusion in future reports.	CE and Board Chair	Complete	02/12/2024	The Chief Executive has confirmed that detailed delayed discharge performance, length of stay and bed occupancy is included in the performance reports that go to Performance Governance Committee and that the reporting of	21/11/2024

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						CRES inclusive of planned reductions in beds and planned reductions in agency spend will be captured in the FMR each month.	
12/08/2024	3. (088/24)	Minute of board meeting on 21 May 2024 Item 10.1 Revenue plan 2024/25 wording to be amended to include reference to SG policy direction. Minute approved pending this amendment.	HoCG	Complete	ASAP	Amended wording agreed with Non-Executive, Chief Executive and interim Board Chair	22/08/2024
21/05/2024	6.1 (067/24)	Patient story - Heart Failure with preserved Ejection Fraction (HFpEF) service: <ul style="list-style-type: none"> To provide an update on the future funding of this service following the national pilot 	Dir EAHSCP/ Head of Primary and Urgent Care	Complete	12//08/2024	Verbal update will be provided under Matters arising at 12/08/24 Board meeting on plans underway to develop this service in the community with more sustainable funding.	12/08/2024
21/05/2024	9.1 (079/24)	Performance report: <ul style="list-style-type: none"> To ensure quality and resolution of charts in report. To revise wording in future reports related to the Ayrshire Urgent Care Service (AUCS)/ Flow Navigation Centre (FNC) update 	Dir T&S	Complete	12/08/2024	Resolution of charts will be checked prior to issue of papers to ensure these are clear. Revised wording will be agreed with the Head of Primary and Urgent Care services.	29/05/2024
21/05/2024	10.1 (082/24)	Revenue plan: To share detailed Revenue Plan paper and information from the Performance Governance Committee meeting on 17 May 2024.	DoF	Complete	ASAP	The detailed PGC revenue plan paper and presentation were emailed to Board members	29/05/2024
26/03/2024	6.3 (031/24)	Patient experience: <ul style="list-style-type: none"> Healthcare Governance paper on public health screening for prisoners to be shared for awareness 	HoCG	Complete	ASAP	Shared with members by email	04/04/2024

NHS Ayrshire & Arran (NHSAA) Board Rolling Action Log

Paper 2

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26/03/2024	7.1 (033/24)	Blueprint for Good Governance improvement plan <ul style="list-style-type: none"> Detailed actions and timelines to be developed and reporting through Audit and Risk Committee to evidence delivery. 	HoCG	Complete	June 2024	Update to Board that progress reported to Integrated Governance on 25/07/24 with milestones being added for submission to ARC. Integrated Governance Committee will review and approve updates on progress with delivery of improvement actions for submission to ARC for formal monitoring of delivery	12/08/2024 02/05/2024
26/03/2024	7.4 (036/24)	Board annual cycle of business: <ul style="list-style-type: none"> Add to Board Teams channel and share with Directors 	HoCG	Complete	ASAP	Link to Teams channel shared with Non-Execs and Directors	09/05/2024
26/03/2024	8.4 (047/23)	National Covid Inquiries: <ul style="list-style-type: none"> Delegated to Healthcare Governance for future reporting 	ND	Complete	ASAP	Added to work plan for Healthcare Governance	29/03/2024
26/03/2024	9.2 (049/24)	Financial management report (FMR): <ul style="list-style-type: none"> To share detail on the work stream to reduce supplies costs related to use of taxis and ambulances 	DoF	Complete	ASAP	Shared with members by email	04/04/2024
05/02/2024	9.2 (017/24)	Financial management report (FMR): <ul style="list-style-type: none"> 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