

NSS FORMAL BOARD ACTION LIST 2010-2011



CLOSED

Ref Item	Action	Responsible	Deadline	Status
FROM 25th JUNE 2010 MEETING				
3.2	Annual Accounts and Report, 2009/10 - Correct inaccuracies identified in the Annual Accounts and check individual pension details.	S Belfer	25.6.10	Completed.
4.2	Expenses - Circulate Board Members with an advance copy of what would be published on the NSS website on Board Members' expenses for 2009/10.	J Lyell	Prior to publication on website	Completed. Details email to Members on 23.7.10.
8.5	Efficiency Savings – Develop an outline of the NSS financial planning process and link in with how NSS could maximise the health impact for the people of Scotland.	S Belfer	Sept 2010 Board Off-Site	
<u>End of Year Report on Local Delivery Plan (LDP)</u>				
9.3	Update the additional savings shown under Strategic Sourcing and clarify the cash releasing savings.	S Belfer	23.7.10	[SB 3.8.10] £9.8m actual, not £9.7m for logistics and £13m (not £8m) for sourcing.
9.3	Consider how best to communicate that NSS had achieved a 4% reduction in energy use.	S Belfer	23.7.10	[SB 3.8.10] Not a required LDP target. To be considered in Annual Report.
<u>Strategic Outcomes Matrix</u>				
10.3	Consider including KPIs on WTE employed for permanent, fixed term and agency staff.	S Conway	6.8.10	[SC 22.7.10] KPI will now include permanent, fixed term and agency staff WTE.
10.3	Consider how best to report staffing levels and vacancy management in future, bearing in mind the financial context which all Health Boards now faced.	S Conway	6.8.10	[SC 29.7.10] Mid year and strategic outcomes report will have revised details included.
10.3	Check to see whether the KPI on energy based carbon emissions could be specified for 2010/11.	S Belfer	6.8.10	[SC 29.7.10] Being progressed through Environmental Strategy.
13.3	Sub-Committee Annual Reports – Submit the first Annual Report from the NSS Finance and Performance Committee to the next NSS Board meeting.	J King	20.7.10 [Brd papers deadline]	Completed. Report prepared for NSS Board meeting on 6.8.10.
14.7	Operational Management – Bring a paper to the NSS Board setting out the Executive Directors' responsibilities and accountabilities.	I Crichton	Board – 5.11.10	On the forward programme for the NSS Board meeting on 5.11.10.

Health and Safety Action Plan				
16.2	NSS Staff Governance Committee to receive quarterly progress reports on high level Health, Safety and Fire matters.	I Barkby	Future SGC	On the forward programme for the NSS Staff Governance Committee meetings in February, May, August and November.
16.2	NSS Board to receive six-monthly update reports on Health, Safety and Fire.	I Barkby	Future NSS Board	On the forward programme for the NSS Board meetings at the end of June and December.
18.1(ii)	NSS Senior Management Forum (SMF) – Circulate to Board Members the dates for the next series of SMFs that would be held in late autumn 2010.	J Lyell	Once available.	Completed. Issued by email on 27.7.10. Dates confirmed as 8.11.10 and 19.11.10.
FROM 4th JUNE 2010 MEETING – NO ACTIONS				
FROM 7th MAY 2010 MEETING – NO OUTSTANDING ACTIONS				
FROM 9th APRIL 2010 MEETING – NO OUTSTANDING ACTIONS				