

	Grampian NHS Board Meeting					Board Meeting
	Action Log - Open Session			as at 9 February 2026		19.02.26
						Open Session
						Item 4.1
Meeting /Seminar Date	Item	Item Title	Action	Executive Lead	Target Date	Update
14/08/2025	6	Operational Improvement Plan Performance Report (including access targets performance)	Understanding of the demand side of performance needs to be clearer. Example provided of Access to GPs & other Primary & Community Care Clinicians - Contribute to development of a new national quality framework and work to increase capacity and support recruitment and retention of GP workforce	Alex Stephen	19/02/2026	Ongoing continuous improvement of the HAWD report, will be evidenced in amended report at future Board meetings 11/12/25. Update on GP Visioning work on Board planner for June 2026 meeting. Completed
09/10/2025	7.1	Area Clinical Forum (ACF)	Discussions to take place with the Chair of ACF and the Board Secretary on support for committees.	Sarah Duncan/ Mark Burrell	31/01/2026	Board Secretary and ACF Chair discussed 22/1/26 - no capacity in central team to provide admin support but can advise and mentor other administrators with templates and Co-Pilot use. MB to discuss again with ACF members to see if support can be provided from appropriate service teams. Completed

11/12/2025	5.1	Sub-National Planning – DL (2025) 25	Ensure targeted clinical and staff-side engagement is designed and visible in all East workstreams	Laura Skaife-Knight	19/02/2026	CEO and Executive Directors are fully engaged, contributing to and leading on priority workstreams. Weekly sub national updates are shared with ACF and GAPF members and this is a standing agenda at GAPF. Staffside involvement in formal governance arrangements for sub national structures remains under discussion nationally as at 31 January 2026).
11/12/2025	5.1	Sub-National Planning – DL (2025) 25	Further details will be provided to the board on the route map (governance, deliverables, engagement plan) as it develops between January and March 2026 for the East.	Laura Skaife-Knight	31/03/2026	Sub national update on agenda at every public Board meeting (from December 2025). Papers from sub national Planning and Delivery Committee are shared with Chief Executive Team and paper will come to Board before plans submitted in March 2026. Completed
11/12/2025	6.1	ACF Report	Updates to be report to the board during 2026 on actions taken to reduce violence and aggression towards staff	Philip Shipman	During 2026	Will be reported through the Health & Saftey Annual Report, on Board planner for October 2026. Action completed

11/12/2025	6.1	ACF Report	A communication campaign to reinforce and raise awareness of the zero toleration policy towards V&S is required for both NHS Grampian staff and to the community is required.	Philip Shipman	19/02/2026	The Behavioural Protocol is being finalised and there will be communication after that is completed, with updates provided to Staff Governance Committee and in the Board update in the October H&S Annual Report. Action completed
11/12/2025	7.1	How Are We Doing Report 2025/26 Q2	Integration of Acute Pathways Reporting - Determine and implement the most appropriate method for reporting progress on the Integration of DGH and ARI Acute pathways to the Board, ensuring visibility and assurance.	Geraldine Fraser	19/02/2026	Update on IAP on Board Planner for June 2026 meeting. Further consideration of embedding IAP work into Planned Care priorities for 26/27. Completed.
11/12/2025	7.1	How Are We Doing Report 2025/26 Q2	General Surgery Waiting Times Communication - Consider and implement improved communication to patients regarding the reasons for general surgery waiting times outliers, ensuring clarity and transparency.	Paul Bachoo	19/02/2026	There was engagement with patients in early 2025 about the communication they would wish to have but no consensus emerged. The national Digital Front Door programme will allow greater patient choice in the communications they receive from NHS Grampian, and further improvements in this area will be considered once that programme has been implemented.
11/12/2025	7.1	How Are We Doing Report 2025/26 Q2	A benchmark comparison of the level of complaints received by NHS Grampian versus other NHS Boards will be carried out and reported to the Board.	June Brown	19/02/2026	This data is not collated nationally and is only available through review of other Boards' Annual Feedback and Complaints Reports.

11/12/2025	7.2	Operational Improvement Plan	A confidence statement from the Executives to be built into all future reporting.	Alex Stephen	19/02/2026	Included in February HAWD and OIP report. Completed
11/12/2025	8	Finance	The Director of Finance will consider the issue of ongoing monitoring and partnership engagement (including with Councils), and clearer cross reporting arrangements of grip and control, from IJB Finance Reports, to provide assurance to the NHS Grampian Board.	Alex Stephen	19/02/2026	IJB Finance report a recurring item on Board agendas from December 2025. Completed