

NHS BOARD: 28 March 2018

ACTION LOG FOR LANARKSHIRE NHS BOARD FROM JANUARY 2014

	<u>MINUTE REF YR/MONTH/ITEM</u>	<u>SUBJECT</u>	<u>ACTION</u>	<u>LEAD PERSON</u>	<u>PROGRESS TO DATE</u>
1.	2016/08/76	Patient Notification Exercise	Update Board Members when feedback on the Lanarkshire Incident Management Team report is received from the UK Advisory Panel for Healthcare Workers Infected with Bloodborne Viruses	Gabe Docherty	<u>Update March 2018</u> The recommendations have been agreed with the UK Advisory Panel. The redaction of patient identifiable data is ongoing
2.	2017/05/65 BET report January 2018	Joint Inspection of Services for Adults in North Lanarkshire	Bring further reports on the progress and the outcome of the Inspection to the NHS Board Bring embargoed report to February 2018 PPRC	Janice Hewitt	<u>Complete</u> Report was made available to PP&RC members for 28 February 2018 meeting (cancelled). Presentation on agenda for 28 March 2018 Board meeting.
3.	2017/05/71 2018/01/19	Redirection Policy	Clarify the implications of the Redirection Policy for patients, and the arrangements for the management of any associated risk Report to March 2018 Board	Heather Knox / Craig Cunningham	<u>Update March 2018</u> The review undertaken by the Group chaired by the Director of Acute Services has been completed and a report is being finalised. This will be brought to the PP&RC meeting in April 2018

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4a.	2017/05/71	National Health and Social Care Delivery Plan	Bring back to the NHS Board the approved North and South Lanarkshire Integration Joint Board's plans for reporting on delivery of the 6 priority areas	Janice Hewitt, Val de Souza, Heather Knox,	<p>Driver diagrams which set out the necessary actions across the 6 main indicators to support an overall reduction in Unscheduled Bed Days of 10% have been prepared and agreed across the 2 H&SCPs and Acute Services. Work is ongoing in agreeing associated performance measurement data such that this can be reported as part of the routine performance reports to the Health Board and respective IJBs</p> <p><u>Update October 2017</u></p> <p>CMT establishing revised performance reporting matrix from November 2017, which will be used to inform Board papers</p> <p><u>Update January 2018</u></p> <p>A return to be made to Scottish Government at the end of January 2018 will be shared with CMT in early February, and thereafter with Board Members</p> <p><u>Update January 2018</u></p> <p>Work ongoing and testing areas of improvement as part of Winter Plan</p> <p><u>Update February 2018</u></p> <p>Paper submitted to February PP&RC meeting (cancelled), to be carried forward to April PP&RC meeting.</p> <p><u>Complete</u></p>
4b.	2018/01/19		<p>Arising from discussion at NHS Board on 30th August 2017, NHS Board to consider Driver Diagrams and a report on actions, progress and impact</p> <p>Submission going to Scottish Govt - to be circulated to CMT</p>		

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5.	2017/05/72	Sickness Absence Management 'Summit'	Share with Board Members the Report and Action Plan from the Sickness Absence Management 'Summit'	John White / Paul Cannon	<u>Update March 2018</u> Scheduled to be shared with CMT in March 2018 and thereafter circulated to Board Members for information
6.	2017/08/93 2018/01/08	Duty of Candour	Arrange a briefing for Board Members to make clear the Board's responsibilities and how these are being addressed	Lesley Anne Smith / Irene Barkby,	<u>Complete</u> Was arranged for the Seminar immediately after the PP&RC meeting on 28 February 2018 (cancelled). On agenda for 28 March 2018 Board meeting
7.	2017/09/124	Suicides	Provide summary of initiatives and prevalence to Board Members in advance of Lived Experience / Patient Story at January 2018 Board Meeting	Janice Hewitt	<u>Update March 2018</u> The paper was prepared but not circulated as the family were unable to attend the January 2018 Board meeting. Now being arranged for 30 May Board meeting. The paper will be reviewed, updated and sent to Members separately
8.	2018/01/	Safe Staffing	Discuss at Seminar - post PPRC meeting on 28 February 2018	Irene Barkby	<u>Complete</u> Briefing paper circulated for information for Seminar on 28 February 2018 (cancelled). Members to raise any concerns direct with Irene Barkby
9.	2018/01/27	Dates of meetings in 2018	All IJB dates involving NXDs to be provided to Paul Cannon and added to Calendar for 2018	Janice Hewitt / Val de Souza	<u>Complete</u> Updated paper on agenda for 28 March 2018 Board meeting.

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10.	2018/01/06	BET report	NXDs to discuss future reporting template and advise	Paul Cannon	<u>Complete</u> BET report template revised
11.	2018/01/08	Complaints / HSMR	Discuss in greater detail at HQAIC and share report with all Board Members for info	Lesley- Anne Smith	<u>Update March 2018</u> To be discussed at HQAIC (May 2018)
12.	2018/01/09	Infection Prevention	Further clarification sought from S Govt on rationale for reporting on patients 15years and over	Irene Barkby	<u>Complete</u> Update provided in PP&RC paper on 28 February 2018 (cancelled)
13.	2018/01/11	MMRP Options Appraisal - timelines	Provide updates at Feb PPRC and March Development Session	Colin Sloey	<u>Complete</u> Paper submitted to 28 February 2018 (cancelled) / discussed at Development Session on 20 March 2018. On agenda for 28 March Board meeting
14.	2018/01/12	IJB Schemes	<ul style="list-style-type: none"> • North to be submitted to NHS Board in due course 	Janice Hewitt	<u>Complete</u> On agenda 28 March 2018
15.	2018/01/13	Palliative Care	<ul style="list-style-type: none"> • Bring clinical model to 8 March 2018 HQIAC for assurance • Provide update to March Board to assure 	Val de Souza	<u>Update March 2018</u> Discussed at HQAIC in March 2018 - agreed to seek updated assurance paper to HQAIC in May 2018, and report to May 2018 Board

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16.	2018/01/17	General Data Protection Regulations - May 2018	Additional staffing (£0.113m) endorsed and agreed to provide Briefing Note to Board Members	Paul Cannon	<u>Complete</u> Update on agenda for 28 March Board meeting
17.	2018/01/15	Annual Report of the Director of Public Health	Circulate notes of discussion	Gabe Docherty / Paul Cannon	<u>Update</u> These will be circulated to Board members before the Board meeting for information

Ongoing	10
Complete	8
Total	18

**Completed Actions from the Live / 2016 – 17 Action Plan(s) to be archived after 20 March 2018
 Actions noted as ongoing to be added to the Live Issues list**

Board Development Session Action Plan - Live issues

	Date	Outcome Sought	Actions Planned	Lead Responsible	Progress March 2018
1.	29 / 11/ 17	Finance 2018/19 Forecast required	Provide a further Finance update to the Board after 14th December 2017 allocation announcements.	Director of Finance	<u>Complete</u> Update on 2018/19 financial assumptions in the Finance Report to the Board – 31 January 2018.
2.	29 / 11/ 17	Service Development Palliative Care	Take forward the decision making process with IJBs and assurance to the NHS Board.	Chief Officer, South HSCP	<u>Ongoing</u> Paper to NHS Board (31 January 2018) on assurance issues. Financial and Staff Governance assurances accepted. Further assurance on clinical governance sought. Plan - to be discussed at HQAIC 8 March 2018, and reported to Board on 28 March 2018. Further assurances sought at March HQAIC, clinical governance model to be brought back to May HQAIC / report to May Board.
3.	29 / 11/ 17	Governance Progress with implementation of Review	Provide final comments on the governance review.	All	<u>Ongoing</u> Revised Terms of Reference to be included in the Code of Corporate Governance to go to the Board in March 2018. New Committee to meet on 21 March 2018. Outstanding actions around administrative arrangements / templates and standards to be taken forward in next phase. Progress to be reported at May Board.
4.	29 / 11/ 17	Structure Secure date for follow	A March 2018 date to be sought for a further Board	Board Chair / Board Secretary / Head of	<u>Complete</u> Tuesday 20 March 2018.

	up session on Achieving Excellence	session with more time for discussion	Organisational Development	
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Completed Actions from the Live / 2016 – 17 Action Plan(s) to be archived after 20 March 2018
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Board Development Session Action Plan

2016 – 2017

	Outcome Sought	Actions Planned	Lead Responsible	Progress March 2018
1.	<p>Strategy Effective implementation of change, including Achieving Excellence (AE), whilst sustaining performance. This will involve Board Members:</p> <ul style="list-style-type: none"> • being clear about the overall change programme, including infrastructure, key deliverables and governance arrangements for coming year • sustaining pace around implementation and focus on governance so that balance is achieved between managing key 	<p>Successful conclusion and agreement of the Achieving Excellence with final draft strategy prepared for Board agreement and timeously submitted to Scottish Government</p> <p>Board Members fully informed on the programme infrastructure and strategic deliverables for 2016 – 2017</p> <p>Sustained Board seminar format and one-off summits as needed to support Board member understanding, planning and decision making</p>	<p>Chief Executive /Director of Strategic Planning and Performance</p>	<p><u>Complete</u> The Cabinet Secretary for Health and Sport approved the Strategy in April 2017.</p> <p>The infrastructure needed to deliver the ambitions of Achieving Excellence was established in spring/summer 2017.</p> <p>The first performance report on the Key Deliverables was considered by the NHS Board in October 2017.</p> <p>Further briefing and discussion on the main elements of work necessary to deliver the ambitions of Achieving Excellence will be part of the Board development session on 29th November 2017.</p>

	issues and driving strategic delivery			
2.	<p>Structure A Board approved programme infrastructure structure, decision making process and governance arrangements in place to enable the effective implementation of strategic change</p>	<p>As above, Board members will maintain their awareness of the programme infrastructure and strategic deliverables for 2016 – 2017. These include Achieving Excellence, Strategic Commissioning Plans and the Local Delivery Plan.</p> <p>Providing Board Members with an opportunity to continually review and reflect on governance across the system will be built in through Board meetings, seminars and summits as described above.</p> <p>A prioritised work programme and process to enable collective decision making and integrated planning will be developed.</p> <p>The role and focus of the PPRC in supporting strategic direction and implementation while managing performance is key and will remain a key element of the infrastructure going forward.</p>	<p>Board Chair / Chief Executive</p> <p>Board Chair / Chief Executive</p> <p>Director of Strategic Planning and Performance</p> <p>Board Chair / Chief Executive</p>	<p>Complete The approval of the healthcare strategy “Achieving Excellence” by the Cabinet Secretary signalled the beginning of the work to implement the ambitions it described.</p> <p>A whole system group was established, the Strategy Delivery Team, which has a remit to take an operational overview of the 100+ key deliverables which form the AE implementation plan.</p> <p>Jointly chaired by the Chief Executive and Chief Officers, the SDT is a large multi professional group which includes all health and social care leaders with the NHS Lanarkshire and both IJBs.</p> <p>The SDT has established a range of Short Life Working Groups to deliver the objectives of AE, and the work plans for each are considered at each quarterly meeting of the SDT. This then forms the basis for the performance reports on AE made to the PP&RC and the respective IJB performance committees.</p>
3.	<p>Integration Board is clear on whole system</p>	<p>Strategic Commissioning Plans in place, underpinned with success indicators that align to</p>	<p>Chief Officers</p>	<p>Complete North and South Lanarkshire Strategic</p>

		<ul style="list-style-type: none"> Leaders and managers supported in implementing the change programme 		<p>through range of communications methods including Pulse, Social Media, Staff Awards</p> <p>Leaders and managers are supported through the programme infrastructure, having attended briefings and received information. More specific needs will be met where they are identified in the coming months as implementation progresses.</p>
5.	<p>Execution In the coming year :</p> <ul style="list-style-type: none"> The 2016 T&O changes will be embedded Preparations for new Monklands OBC will be made Implementation arrangements for AE will be operational 	<p>Ensure resources to facilitate the work programme and arrangements to monitor performance are in place</p> <p>Infrastructure agreed, populated and active.</p> <p>Board Members will sustain their focus on health</p>	<p>Director of Planning and Performance / Acute Director</p>	<p><u>Complete</u> Phase 1— Safety and Sustainability— changes to T&O were completed.</p> <p><u>Complete</u> Planning is now in progress for phase 2— creating centres of excellence for planned orthopaedics and trauma.</p> <p><u>Complete</u> Approval of the MRR Project IA received in October 2017.</p> <p><u>Ongoing</u> OBC is programmed for submission in summer 2019</p> <p><u>Complete</u> Arrangements in place as described above.</p>

	<ul style="list-style-type: none"> There will be examples of the enhanced use of digital technology/e-health delivery 	<p>inequalities and continue to seek out innovative approaches going forward.</p>	<p><u>Complete</u> The Technology Enabled Care programme is being implemented in community service across Lanarkshire, with positive benefit to patients, carers and staff. Roll-out is underway for new information systems for pharmacy/ prescribing and laboratory services (FBC on Board agenda 31 Jan 2018)</p>
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