

ACTION LOG FOR LANARKSHIRE NHS BOARD FROM JANUARY 2014

ACTIVE ITEMS LISTED

	<u>MINUTE REF YR/MONTH/ ITEM</u>	<u>SUBJECT</u>	<u>ACTION</u>	<u>LEAD PERSON</u>	<u>PROGRESS TO DATE</u>
1.	2018/11/168	Annual Review 2018	Public Session to be arranged	Paul Cannon	Arrangements were being made to hold the Public Session of the Annual Review on the afternoon of 19 February 2019, however this date has proved to be unsuitable for the Cabinet Secretary and an alternative is being sought. As the planning for the afternoon session had been taken forward in conjunction with a group of patient representatives, we are proposing to proceed with a Stakeholder Engagement Event on the 19 th of February.

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2. 3.	2008/11/171	Bereavement Care	<p>Consider spreading more widely the excellent work delivered by the Bereavement Care Steering Group.</p> <p>It was also suggested that the topic might be included in the list of potential Patient Story items at a future Board meeting.</p>	<p>Jane Burns</p> <p>Irene Barkby</p>	<p>This feedback was discussed at the last Bereavement Care Group and it is planned to produce a digital story to be shared with the Board in the person-centred slot. The aim is to have this ready for the March 2018 Board meeting.</p> <p><u>Complete</u></p>
4.	2008/11/171	IHI / BMJ International Forum on Quality and Safety in Healthcare	<p>NHS Lanarkshire will host delegates for an “Experience Day” on the 27 March. It was noted that this was the date of the March NHS Board Meeting, and it was suggested that the Board look to locate the venue of the Board Meeting to allow Board Members to participate in this event.</p>	Paul Cannon	<p><u>Update – January 2019</u></p> <p>The programme for the day has been agreed at CMT which sees parallel sessions running at University Hospitals Hairmyres and Wishaw. There is therefore little merit in moving the Board meeting venue to one of these sites and this will remain at Kirklands.</p>

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5.	2018/11/174	Community IT Project	Proceed to procure the Cambric Morse system.	Donald Wilson	<u>Complete</u> The Cambric Morse System has been procured. The Project Board for implementation is in the process of being established and progress will be reported via the existing governance arrangements.
6.	2018/11/199	Risk - BREXIT	Provide update as more information becomes available.	Calum Campbell	<u>Complete</u> On Board agenda for January 20189 meeting
7.	2018/08/132	MRRP	Agreed to receive a report on the outcome of the Consultation Exercise at the November 2018 NHS Board meeting.	Colin Lauder	<u>Update – January 2019</u> This has been put on hold pending the output of the Independent Review Team which has been established.
8.	2018/08/133	Achieving Excellence	Agreed to receive a revised Achieving Excellence Workplan at the NHS Board meeting on 30th January 2019.	Colin Lauder	<u>Complete</u> On agenda for NHS Board meeting – January 2019.

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9.	2018/08/135	Workforce Plan	Agreed it would be helpful to receive a more detailed report on workforce issues and actions being taken initially through the Staff Governance Committee, on 25 February 2019, and to come to the March 2019 Board for assurance.	John White / Lilian Macer	<u>Update – January 2019</u> A workforce report is currently being developed for presentation to the Staff Governance Committee on 25 February 2019. A supplementary workforce report will also be included as part of the next iteration of the organisational Workforce Plan.
10.	2017/09/124	Suicide	Reschedule Patient Story for May 2018 Board Meeting.	Ross McGuffie	<u>Update January 2019</u> This item was deferred until January 2019, at the request of the family, however it has now been deferred until March 2019, again, at the request of the family.

Ongoing	10
Complete	4
Total	6

COMPLETED ITEMS FROM THE ACTION LOG FOR LANARKSHIRE NHS BOARD FROM JANUARY 2014

2017/03/71	Redirection Policy	Clarify the implications of the Redirection Policy for patients, and the arrangements for the management of any associated risk.	Heather Knox / Craig Cunningham	<u>Complete</u> A number of actions have been put in place as part of the Winter Plan, using the audit results from May 2018, and were described in the Winter Planning Board paper in November 2018.
2018/11/176	West of Scotland Regional Plan	Collate and submit comments by 3 December 2018	Paul Cannon	<u>Complete</u> Return made on 3 December 2018 and copied to all Board Members for information.
2018/11/188	Health Inequalities Update	Consider as a Development Session Seminar Topic in 2019.	Paul Cannon	<u>Complete</u> This has been added to the list of potential topics
2018/11/168	Living Wage Accreditation	Provide further information about the ceremony on 7 December 2018 to Board members	John White	<u>Complete</u>
2018/09/160	North IJB Integration Scheme	Circulate the Terms of Reference for the Review.	Calum Campbell	<u>Complete</u> On agenda for Board meeting – November 2018.

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2018/08/143	Health Inequalities	Agreed to defer the item until the next meeting.	Gabe Docherty	<p><u>Complete</u></p> <p>On agenda for NHS Board meeting - November 2018.</p>
2017/05/71	National Health and Social Care Delivery Plan	<p>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</p> <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>	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 May 2018</u></p> <p>Paper submitted to April PP&RC meeting.</p> <p><u>Complete</u></p>
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	<p><u>Update May 2018</u></p> <p>Circulated to Board Members for information.</p> <p><u>Complete</u></p>

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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 May 2018</u> To be discussed at HQAIC (May 2018). <u>Complete</u>
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 <u>Complete</u>
2018/03/40	The Fairer Scotland Duty	Circulate to Board Members	Paul Cannon	<u>Complete</u>
2018/03/47	Access Targets Paper	Revise and upload to web site	Paul Cannon	<u>Complete</u>
2018/01/13	Palliative Care	<ul style="list-style-type: none"> • Bring clinical model to 8 March 2018 HQAIC for assurance • Provide update to March Board to assure 	Val de Souza	<u>Complete</u> Special HQAIC meeting arranged for 12 June (2pm) to discuss.
2018/08/130	Realistic Medicine	Circulate report on work being taken forward in relation to Homelessness	Gabe Docherty	<u>Complete</u>
2018/08/130	Realistic Medicine	Agreed to invite Dr. Mukhopadhyay to a Board meeting to provide an update in due course	Paul Cannon	<u>Complete</u> Added to Workplan

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2018/08/142	North IJB Integration Scheme	Agreed to discuss this proposal again at the Board meeting on 26 September 2018.	Calum Campbell	<u>Complete</u> On agenda for Board meeting – September 2018
2018/05/70	GPST Training Programme	Steps to mitigate the impact of changes to a number of rotas was being discussed with Scottish Government and will be reflected in the Risk Register going forward.	Calum Campbell	<u>Complete</u> <u>Update August 2018</u> Reflected in the Risk Register.
2018/05/73	HAIRT update	Financial data - exercise to be repeated at planned intervals to establish trends over time.	Irene Barkby	<u>Complete</u> <u>Update August 2018</u> Update to be included in 6 months.
2018/05/76	Trauma & Orthopaedics	A further paper will be brought to the Planning, Performance and Resources Committee to update Members on the further engagement being undertaken, and the Committee will be invited to consider specific service redesign proposals in due course.	Heather Knox	<u>Complete</u> <u>On agenda 26 September 2018</u>
2018/06/104	OBC Monklands Stakeholder Engagement	Update of Minute	Colin Lauder / Calvin Brown	<u>Complete</u>
2018/08/142	North IJB Integration Scheme	Agreed to discuss this proposal again at the Board meeting on 26 September 2018.	Calum Campbell	<u>Complete</u> On agenda for Board meeting – September 2018

Board Development Session Action Plan - Live issues (30 October 2018 actions to be added)

	Date	Outcome Sought	Actions Planned	Lead Responsible	Progress March 2018
1.	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	<p><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.</p> <p>Further assurances sought at March HQAIC, clinical governance model to be brought back to May HQAIC / report to May Board. No report to May HQIAC.</p> <p>Paper being presented to special meeting of HQIAC on 12 June 2018.</p>
2.	29 / 11/ 17	Governance Progress with implementation of Review	<p>Phase I - Provide final comments on the governance review.</p> <p>Phase II - Administrative arrangements and templates</p>	All	<p><u>Complete</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.</p> <p><u>Ongoing</u> Outstanding actions around administrative arrangements / templates and standards to be taken forward in light of the National review of the Code of Corporate Governance – March 2019.</p>