

NHS BOARD: 25 November 2020

**ACTION LOG FOR LANARKSHIRE NHS BOARD FROM JANUARY 2014**

**ACTIVE ITEMS LISTED IN SECTION 1 / COVID-19 RELATED ON HOLD ITEMS IN SECTION 2**

**SECTION 1 - ACTIVE ITEMS**

	<b><u>MINUTE REF</u></b>	<b><u>SUBJECT</u></b>	<b><u>ACTION</u></b>	<b><u>LEAD PERSON</u></b>	<b><u>PROGRESS TO DATE</u></b>
1.	2020/10/234	Corporate Risk Register	Review overlapping Public Health risks	H Knox	<b><u>Complete</u></b>
2.	2020/10/234	Corporate Risk Register	In relation to risk 1669, which had been reduced from High to Medium, Mr Wilson agreed to share a copy of the dashboard that was being used to monitor compliance with GDPR and DPA legislation, as background information.	D Wilson	<b><u>Ongoing</u></b>
3.	2020/10/234	Corporate Risk Register	In relation to financial risks in Health & Social Care Partnership Risk Registers, Mr Yuille agreed to discuss how these are reflected in the Board Corporate Risk Register going forward.	D Yuille	<b><u>Ongoing</u></b>
4.	2020/10/234	Corporate Risk Register	In relation to risk CL/PHSC/18 (community and primary care services ability to stand up services under covid restrictions) it was noted that this was being reviewed and updated.	V de Souza	<b><u>Ongoing</u></b>

**ITEM 04**

5.	2020/10/235	COVID modelling	Mr Boyle asked if the collaboration on modelling work with Strathclyde University could be updated and shared with Non Executives. Mrs Mahal indicated that it was hoped to be able to set aside some time soon to go through the modelling work in some detail.	P Cannon	<b><u>Ongoing</u></b>  Date being secured
6.	2020/10/236	Flu vaccination uptake	Dr Burns referred to lessons being learned in other NHS Boards, and specifically in NHS Ayrshire & Arran, and it was agreed to explore with colleagues how uptake could be improved in NHS Lanarkshire.	K Sandilands	<b><u>Complete</u></b>  Update to be provided at November Board
7.	2020/10/237	Flu vaccination uptake	Despite these issues, it was reported that the plan was progressing well and it was hoped that the programme would be completed in November 2020 as planned. It was agreed to provide a further update at the November NHS Board meeting and include information on staff vaccination uptake	V de Souza	<b><u>Complete</u></b>  Update to be provided at November Board
8.	2020/10/243	Remobilisation Plan	Noted that the Remobilisation Plan will be considered by the Area Clinical Forum in November 2020;	C Lauder	<b><u>Complete</u></b>  Meeting took place on 19 November 2020
9.	2020/10/244	University Partnerships.	Noted that a regular report would be provided to the Board on the progress being made across all three University Partnerships with specific details about the Strathclyde partnership to be circulated to Board members	P Cannon	<b><u>Ongoing</u></b>
10.	2020/10/246	South Lanarkshire Integration Scheme	Noted that a more detailed review of the South Lanarkshire Integration Scheme be undertaken within 12 months (or sooner if the global pandemic allows for this to be prioritised).	V de Souza	<b><u>Complete</u></b>  To be added to Board workplan

**ITEM 04**

11	2020/10/245	Global Citizenship Programme	Agreed to review this further in January 2021.	J Logan	<b><u>Complete</u></b> To be added to Board workplan
12.	2020/09/204	Innovation update	Update to be provided to the Board.	C Lauder	<b><u>Ongoing</u></b> Report in January 2021
13.	2020/09/207	Risk Management	Benchmarking exercise to be undertaken in relation to risk appetite and profiles across other NHS Boards.	P Cannon	<b><u>Ongoing</u></b> Review underway and will be reported in the first instance to the Audit Committee in January 2021, and shared with Board Members thereafter
14.	2020/09/210	Black Asian Minority Ethnic Staff Engagement workshops	A formal Board report would be provided and presented to the Board in due course.	K Sandilands	<b><u>Ongoing</u></b> To be added to the Board workplan – date to be agreed
15.	2020/09/212	Interventional Radiology	It was noted that the issue was being discussed within the Acute Directorate Management Team and the risks and benefits in establishing a West of Scotland Service would be highlighted to the Board in due course.	J Park	<b><u>Ongoing</u></b> To be added to the Board workplan – date to be agreed
16.	2020/09/216	Out of Hours workforce	Population Health Committee	V de Souza	<b><u>Ongoing</u></b>
17.	2020/09/222	Primary Care Improvement Plan (v3)	It was agreed that the underpinning Risk Register be circulated to all Board Members for information and that the Population Health Governance Committee would have oversight of key milestones against progress of the plan.	V de Souza	<b><u>Ongoing</u></b> Will be circulated & discussed at next Population Health Committee
18.	2020/08/189	Finance	Board Members agreed to have dedicated time to discuss finance once Mrs Ace felt she had sufficient information to guide those discussions.	L Ace	<b><u>Ongoing</u></b> To be arranged
19.	2020/07/156	Governance Arrangements	Framework to be provided to Committee Chairs for review of Committee Terms of Reference	P Cannon	<b><u>Ongoing</u></b>

**ITEM 04**

20.	2020/07/162	Mental Health and Learning Disabilities	To be discussed in detail at the next Population Health, Primary Care and Community Services Governance Committee	R McGuffie	<b>Ongoing</b> Update went to IJB Sub Committee on 4th November and will go to the next Population Health Committee.
21.	2020/07/165	Health Inequalities	The Board reaffirmed its commitment to taking forward reducing Health Inequalities as a key priority in the coming months  A training session is to be arranged for Board Members on Equality & Diversity	H Knox / G Docherty  K Sandilands	<b>Ongoing</b> A seminar is being arranged. Date TBC  Date yet to be agreed
22.	2020/01/18	Non Executive Board Member portfolios	Review of Non Executive Board Member portfolios to be undertaken	Neena Mahal / Paul Cannon	<b>Ongoing</b>  Further review to take place in October / November 2020

**SECTION 2 – COMPLETE OR COVID-19 RELATED ITEMS ON HOLD**

	<u>MINUTE REF</u>	<u>SUBJECT</u>	<u>ACTION</u>	<u>LEAD PERSON</u>	<u>PROGRESS TO DATE</u>
1.	2020/06/154	Non Executive Board Member Leadership walkrounds	Separate protocol for visits outwith Monday to Friday 9.00am to 5.00pm walkrounds for August Board, for approval	J Burns	<b>Complete</b> On agenda for August 2020 Board
2.	2020/07/170	Monklands Replacement Project	Briefing session for the Board to be identified for mid-August 2020	P Cannon	<b>Complete</b> Held 20 August 2020
3.	2020/07/156	Governance Arrangements	Share Project Initiation Document	P Cannon	<b>Complete</b> This will be shared once approved by the National Steering Group on Corporate Governance

**ITEM 04**

4.	2020/07/153	Annual Review	Share the details of the meeting on 10 December 2020	P Cannon	<b><u>Complete</u></b>
5.	2020/07/170	Monklands Replacement Project	Briefing session for the Board to be identified for mid-August 2020	P Cannon	<b><u>Complete</u></b> Held 20 August 2020
6.	2020/06/130	Patient Safety Walk Rounds	Paper to be presented to the Board at the meeting to be held on 30 June 2020 for discussion	J Burns	<b><u>Complete</u></b>  Further paper on Monday to Friday 9.00am to 5.00pm visit protocol to be presented to August 2020 Board meeting
7.	2020/06/131	Black, Asian and Minority Ethnic staff	Report to be provided at the July meeting to update the Board on the impact of the guidance and how the Board was responding to this	K Sandilands	<b><u>Complete</u></b>  On agenda
9.	2020/06/132	Audit Reports	List of reports received from Internal Audit. Reports being redirected to appropriate Governance Committees (copied to Directors) for awareness	P Cannon	<b><u>Complete</u></b>
10.	2020/06/134	Covid-19 lessons learned	Provide update to NHS Board at July 2020 meeting	G Docherty	<b><u>Complete</u></b>  On agenda
11.	2020/06/134	Covid -19 update epidemiology section	Data overview should specifically highlight the sad death of the member of staff	G Docherty	<b><u>Complete</u></b>
12.	2020/06/139	Revised Governance Arrangements	Convene a meeting of all Governance Committee Chairs to determine a common framework to guide Governance Committees to begin meeting	P Cannon	<b><u>Complete</u></b>  Update on agenda
13.	2020/06/143	Monklands Replacement Project	Agreed to await a report from the Monklands Replacement Oversight Board, and to discuss this at the Special Board meeting on 30 June 2020	C Lauder	<b><u>Complete</u></b>

**ITEM 04**

14.	2020/03/54	Mental Health Complex Care beds	Business Case to return to Board in due course	Ross McGuffie	<b><u>Complete</u></b> <b><u>Added to Workplan for late 2020</u></b>
15.	2020/01/13	Whistleblowing Standards	Update NHS Board on arrangements to come into effect in July 2020	Kay Sandilands	<b><u>Paused due to Covid-19</u></b>
16.	2020/01/23	Car Parking Management Policy	Tests of change approved and updates to be provided.  Communications Plan should be shared with Board Members to keep them apprised	Colin Lauder  Calvin Brown	<b><u>Paused due to Covid-19</u></b>
17.	2019/10/151	UKAP guidance	Review UKAP guidance and provide a further report on the benefits and risks of developing an NHS Lanarkshire policy on mandatory testing	Gabe Docherty	<b><u>Paused due to Covid-19</u></b>
18.	2019/08/116	Stakeholder Engagement	Consider engagement event in place of Ministerial Review	Neena Mahal / Paul Cannon / Calvin Brown	<b><u>Paused due to Covid-19</u></b>
19.	2019/08/118	Spiritual Care & Wellbeing Centre	Arrange visit to University Hospital Wishaw for Board Members	Paul Cannon	<b><u>Paused due to Covid-19</u></b>
20.	2019/08/122	Hospital At Home	Arrange visit	Paul Cannon	<b><u>Paused due to Covid-19</u></b>
21.	2019/08/132	Population Health, Governance Committee	Requested that the Health Inequalities Statement be presented to the NHS Board in January 2020, for its approval	Gabe Docherty	<b><u>Paused due to Covid-19</u></b>
22.	2020/08/179	Governance Committee update – Suicide Reviews	Update on securing independent reviewers to be brought back to the Board via the Healthcare Quality Assurance & Improvement Committee	E Docherty	<b><u>Complete</u></b> Update to be provided after the Healthcare Quality Assurance & Improvement Committee meeting in September 2020
23.	2020/08/184	Patient and Staff Stories	Reintroduce to the Board meeting – target date November 2020	J Burns	<b><u>Complete</u></b> Topic identified for November 2020

## ITEM 04

24.	2020/08/185	Flu Plan	Provide update for Board	G Docherty	<b><u>Complete</u></b> On agenda September 2020
25.	2020/07/153	Staff Awards	Work is underway on a virtual ceremony	K Sandilands	<b><u>Complete</u></b> Invitation has been circulated to Board Members (27 <sup>th</sup> October)
26.	2019/01/006	Community IT Business Case	Provide further detail about the system (Cambric Morse) in due course.	Donald Wilson	<b><u>Complete</u></b>  <b><u>To be rolled out in October 2020</u></b>
27.	2020/01/25	Urgent Care Out of Hours - Workforce Model	Future reporting should come to HQAIC and to the NHS Board and should include milestones for progress	Marianne Hayward	<b><u>Paused due to Covid-19</u></b>  On agenda for September 2020
28.	2020/09/204	Staff Wellbeing & Resilience	Revised and updated paper would be presented to the NHS Board meeting in October 2020.	K Sandilands	<b><u>Complete</u></b> On agenda (28 October 2020)
29.	2020/09/204	Hand hygiene	A new approach was being discussed at the Healthcare Quality Assurance and Improvement Committee meeting in June 2021.	E Docherty	<b><u>Ongoing</u></b> Report in June 2021
30.	2020/09/205	Staff Awards	Ensure that the recording is streamed on appropriate social media channels.	C Brown	<b><u>Complete</u></b>
31.	2020/09/206	South Lanarkshire IJB Integration Scheme	Comments to be sought from Board and CMT Members and Light Touch approach to be considered by NHS Board in October 2020	P Cannon	<b><u>Complete</u></b> On agenda (28 October 2020)
32.	2020/09/206	National Modelling Work	Further information to be provided to Board Members in relation to the updated modelling work for information.	G Docherty	<b><u>Complete</u></b> Latest position shared with Board Members - 23 October 2020  <b><u>Ongoing</u></b> Presentation and discussion to be arranged in November 2020

**ITEM 04**

33.	2020/09/207	Risk Management	Noted that a number of risks were due to be reviewed, and that as new risks had emerged as very high risks from divisional risk registers, mitigating actions needed to be made clearer in future reporting to the Board.	P Cannon	<b><u>Complete</u></b> Comments noted and future reports will reflect this
34.	2020/09/207	Risk Management Monklands Business Continuity Risk Register	It was suggested that it would be useful for the Board to undertake a further review again over the coming months to look at the current risks and mitigation in place.	C Lauder	<b><u>Complete</u></b> This is included in the schedule of topics to be covered in Board briefing sessions on the Monklands Replacement Project over the coming weeks
35.	2020/09/208	Covid updates	Agreed that Board Members should continue to receive an epidemiology report as part of their weekly briefings.	P Cannon	<b><u>Complete</u></b> System in place and will continue
36.	2020/09/209	Test and Protect	Staff testing data to be included in the wider reports  Lessons learned from the buddying work to be reported at next meeting.	K Sandilands	<b><u>Complete</u></b>  <b><u>Ongoing</u></b> Verbal update to be provided at October Board meeting
37.	2020/09/207	Flu vaccination update	Asked for future reports to identify how risks and challenges were being addressed.	V de Souza	<b><u>Complete</u></b> Future reports will reflect this requirement
38.	2020/09/215	Performance Reports	Capture other key services, such as CAMHS and other AHP services, or others by exceptions, where performance was below trajectory, or giving rise to concerns.	V de Souza / R McGuffie / J Park	<b><u>Complete</u></b> Future presentations will include this requirement
39.	2020/09/216	Out of Hours workforce	Requested that future reports should contain clear milestones, measures for success and how risks were being addressed	V de Souza	<b><u>Complete</u></b> Future reports will reflect this requirement



**ITEM 04**

40.	2020/08/185	Staff Wellbeing & Resilience	Provide update for Board	K Sandilands	<b><u>Complete</u></b> On agenda October 2020
41.	2020/07/152	Forensic Medical Services	Provide an update to the Board in August 2020	R McGuffie	<b><u>Complete</u></b> On agenda (October 2020)
42.	2020/08/192	Information Governance	Information governance committee / reporting structure being reviewed to ensure that it continued to provide a high level of assurance to the Board.	D Wilson	<b><u>Complete</u></b> Rory McKenzie identified as Information Governance lead for Group

19 November 2020