NHS BOARD: 30 June 2021

ACTION LOG FOR LANARKSHIRE NHS BOARD FROM JANUARY 2014

ACTIVE ITEMS LISTED IN SECTION 1 / COVID-19 RELATED PAUSED IN SECTION 2 / COMPLETED ITEMS IN SECTION 3

SECTION 1 - ACTIVE ITEMS

	MINUTE REF	<u>SUBJECT</u>	ACTION	LEAD PERSON	PROGRESS TO DATE
1.	2012/05/122	Risk	Consider aligning risk 1989 - Ability to Maintain a Workforce Commensurate with the Need to Suppress Covid, Deliver Vaccination Programme, Recover & Remobilise - with wider workforce risk		Ongoing
2.	2012/05/122	2 Site Model for OOH Service	Provide update in Redesign of Urgent Care update in August 2021	C Lauder	Complete On workplan for August 2021 Board
3.	2012/05/123	Outbreak Reports from other Boards	Update the Healthcare Quality Improvement and Assurance Committee when the review work concluded	•	Ongoing Date to be confirmed
4.	2012/05/121	Breakthrough Series Collaborative Launch,	Provide update to Infection Control Committee & Healthcare Quality Improvement and Assurance Committee.	E Docherty	Ongoing Date to be confirmed
5.	2021/04/97	Centre for Sustainable Delivery	Invite the Centre Clinical Director to attend a Board / PPRC meeting to update the NHS Board on the plans for the Centre.	H Knox	Ongoing Dates being canvassed
6.	2021/04/99	Workforce data	An update to be provided on how the improvement plan around inputting protected characteristic data by BAME staff at the September 2021 Board meeting	K Sandilands	Ongoing 29 September 2021

7.	2021/04/102	Interventional Radiology Service	Noted that a further update on the progress of resolving issues in relation to the West of Scotland Out of Hours Interventional Radiology Service would be brought back to the Board in May 2021.	J Park	Provide update to PPRC in September 2021
8.	2021/04/102	Capacity Plan	Capacity Plan being developed. To be shared with the Board in due course.	J Park	Ongoing To be discussed at Acute Governance in first instance
9.	2021/04/103	Resilience	Noted that regular updates on progress would be provided in relation to COP26 and UEFA Football Matches being held in Glasgow later in 2021.	G Docherty	June, August, September, and October updates to be provided
10.	2021/04/108	Audit of referrals	Stages of presentation audit being undertaken. To be reported back through the Healthcare Quality Assurance & Improvement Committee in the first instance.	J Burns	Target date November 2021
11.	2021/03/78	Whistleblowing	Provide quarterly report on cases and activity	K Sandilands	Ongoing Q1 (April – June) at August Board
12.	2021/02/37	Covid impact on Public Health functions	An overview of the impact of covid on the department should be provided to the NHS Board setting out which services had been stood down, which staff and been redeployed, and the additional staff recruited to covid facing services, in due course	G Docherty	Ongoing Paper drafted - requires further discussion at CMT
13.	2021/02/38	Staff Absence	In relation to stress related absence it was noted that an analysis was underway of comparisons pre and during Covid to establish if there were lessons to be drawn	K Sandilands	Complete On agenda for June Board meeting
14.	2021/02/47	Redesign of Urgent Care	Further updates would be provided to the Board at regular intervals	C Lauder	Ongoing Provide updates in May / August / November

15.	2021/02/49	Forensic Medical Services	The self-evaluation report would be updated and brought back to the Board once the regional model was up and running.	R McGuffie	Ongoing Provide 6-month update at October Board
16.	2021/01/16	Care Home Support	In response to a question from Dr Osborne, Mr Eddie Docherty agreed to provide an update to Board Members following the second round of Care Home Visits	E Docherty	Ongoing Second round completed in June – report to July Board
17.	2021/01/24	Mental Health Strategy	Dr Osborne asked if it was timely to review the Mental Health Strategy and Mr McGuffie undertook to provide an update / progress report in due course	R McGuffie	Complete May 2021
18.	2020/09/204	Innovation update	Update to be provided to the Board	C Lauder	Ongoing To be scheduled as a Board Seminar in August 2021
19.	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	Ongoing Discussed at Corporate Management Team – options still being explored by West of Scotland Planning partners. A verbal update will be provided at PPRC in June 2021
20.	2020/10/245	Global Citizenship Programme	Agreed to review this further in March 2021	J Logan	Ongoing To be added to Board work plan – target date August 2021
21	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	Ongoing Target date is August 2021

SECTION 2 – COVID-19 RELATED ITEMS PAUSED – TO BE REVIEWED FOR AUGUST MEETING

	MINUTE REF	<u>SUBJECT</u>	ACTION	LEAD PERSON
1.	2020/07/165	Health Inequalities	The Board reaffirmed its commitment to taking forward reducing Health Inequalities as a key priority in the coming months	CH Knox / G Docherty
			A training session is to be arranged for Board Members on Equality & Diversity	K Sandilands
2.	2020/07/156	Governance Arrangements	Framework to be provided to Committee Chairs for review of Committee Terms of Reference	P Cannon
3.	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	C Lauder C Brown
4.	2019/10/151	UKAP guidance		
5.	2019/08/116	Stakeholder Engagement	Consider engagement event in place of Ministerial Review	N Mahal / P Cannon / C Brown
6.	2019/08/118	Spiritual Care & Wellbeing Centre	Arrange visit to University Hospital Wishaw for Board Members	P Cannon
7.	2019/08/122	Hospital At Home	Arrange visit	P Cannon
8.	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	G Docherty
9.	2020/08/184	Patient and Staff Stories	Reintroduce to the Board meeting – target date November 2020	J Burns

SECTION 2 – COMPLETE

	MINUTE REF	<u>SUBJECT</u>	ACTION	LEAD PERSON	PROGRESS TO DATE
1.	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		Complete Received an update at the Board as Committee stood down.
2.	2020/09/207	Risk Management	Benchmarking exercise to be undertaken in relation to risk appetite and profiles across other NHS Boards	P Cannon	Complete Presented results of benchmarking to Audit Committee 19 January 2021
3.	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	Complete On agenda 27 January 2021
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	Complete
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	P Cannon	Complete
6.	2020/11/264	Sustainability & Climate Change	Agreed that Mr Lauder should explore further opportunities with University partners	C Lauder	Complete
7.	2020/11/267	Mental Health Services	Provide a report to the January 2021 NHS Board on CAMHS and Psychological Therapies waiting times	R McGuffie	Complete On agenda 27 January 2021

8.	2020/11/271	Finance	It was agreed to hold a Finance seminar for more detailed discussion – timing to be confirmed by the Finance Director	L Ace	Complete Board Seminar held on 14 February 2020
9.	2020/11/273	AWI issues	Issues around Adults with Incapacity (AWI) were highlighted and Mrs de Souza agreed to circulate the SBAR on AWI issues to Board Members		Complete Included in Board Round Up
10.	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	Complete
11.	2020/11/263	Black, Asian and Minority Ethnic staff survey	Provide a report to the Board once feedback had been provided to participants and the action plan endorsed	K Sandilands	Complete On agenda 27 January 2021
12.	2020/11/261	Strathclyde University Honorary appointments	Board Chair to be provided with list to enable letter of congratulations to be sent	J Burns	Complete
13.	2020/11/261	Honorary Appointments process	Board to receive briefing note	J Burns	Complete
14.	2020/11/263	Register of Interests	Updated Register to be added to web site	P Cannon	Complete
15.	2020/11/263	HQAIC presentation on mortality case-note reviews	Circulate to Board members for information	P Cannon	Complete
16.	2020/06/154	Non Executive Board Member Leadership walk rounds	Separate protocol for visits out with Monday to Friday 9.00am to 5.00pm walk rounds for August Board, for approval	J Burns	Complete On agenda for August 2020 Board

17.	2020/07/170	Monklands Replacement Project	Briefing session for the Board to be identified for mid-August 2020	P Cannon	Complete Held 20 August 2020
18.	2020/07/156	Governance Arrangements	Share Project Initiation Document	P Cannon	Complete This will be shared once approved by the National Steering Group on Corporate Governance
19.	2020/07/153	Annual Review	Share the details of the meeting on 10 December 2020	P Cannon	Complete
20.	2020/07/170	Monklands Replacement Project	Briefing session for the Board to be identified for mid-August 2020	P Cannon	Complete Held 20 August 2020
21.	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	Complete Further paper on Monday to Friday 9.00am to 5.00pm visit protocol to be presented to August 2020 Board meeting
22.	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	Complete On agenda
23.	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	Complete
24.	2020/06/134	Covid-19 lessons learned	Provide update to NHS Board at July 2020 meeting	G Docherty	Complete On agenda
25.	2020/06/134	Covid -19 update epidemiology section	Data overview should specifically highlight the sad death of the member of staff	G Docherty	Complete

26.	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	Complete Update on agenda
27.	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	Complete
28.	2020/03/54	Mental Health Complex Care beds	Business Case to return to Board in due course	R McGuffie	Complete Added to Work plan for 2021
29.	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	Complete Update was provided (Healthcare Quality Assurance & Improvement Committee meeting in September 2020)
30.	2020/08/185	Flu Plan	Provide update for Board	G Docherty	Complete On agenda September 2020
31.	2020/07/153	Staff Awards	Work is underway on a virtual ceremony	K Sandilands	Complete Invitation has been circulated to Board Members (27th October)
32.	2019/01/006	Community IT Business Case	Provide further detail about the system (Cambric Morse) in due course.	D Wilson	Complete Rolled out in October 2020 and programme on track to compete in March 2021
33.	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	M Hayward	Complete On agenda for September 2020

34.	2020/09/204	Staff Wellbeing & Resilience	Revised and updated paper would be presented to the NHS Board meeting in October 2020	K Sandilands	Complete On agenda (28 October 2020)
35.	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	Complete Report in June 2021
36.	2020/09/205	Staff Awards	Ensure that the recording is streamed on appropriate social media channels	C Brown	Complete
37.	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	Complete On agenda (28 October 2020)
38.	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	Complete Latest position shared with Board Members - 23 October 2020 Complete Presentation and discussion held in in November 2020
39.	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	Complete Comments noted and future reports will reflect this

40.	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	Complete This is included in the schedule of topics to be covered in Board briefing sessions on the Monklands Replacement Project over the coming weeks
41.	2020/09/208	Covid updates	Agreed that Board Members should continue to receive an epidemiology report as part of their weekly briefings	P Cannon	Complete System in place and will continue
42.	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	<u>Complete</u> <u>Complete</u>
43.	2020/09/207	Flu vaccination update	Asked for future reports to identify how risks and challenges were being addressed	V de Souza	Complete Future reports will reflect this requirement
44.	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		Complete Future presentations will include this requirement
45.	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	Complete Future reports will reflect this requirement
46.	2020/08/185	Staff Wellbeing & Resilience	Provide update for Board	K Sandilands	Complete On agenda October 2020

47.	2020/07/152	Forensic Medical Services	Provide an update to the Board in August 2020	R McGuffie	<u>Complete</u>
					On agenda (October 2020)
48.	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	Complete Rory McKenzie identified as Information Governance lead for Group
49.	2020/10/234	Corporate Risk Register	Review overlapping Public Health risks	H Knox	Complete
50.	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	Complete
51.	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	Complete Update provided at November _Board
52.	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	Complete Update provided at November Board
53.	2020/10/243	Remobilisation Plan	Noted that the Remobilisation Plan will be considered by the Area Clinical Forum in November 2020	C Lauder	Complete Meeting took place on 19 November 2020

54.	2021/02/35	Board Non Executive recruitment	Board Members would be provided with notification of each round of recruitment	P Cannon	Non Executives (2 posts) - Complete Board Chair - Complete Digital vacancy - Complete
55.	2021/02/38	Remobilisation Plan	In relation to the draft Remobilisation Plan it was agreed to share this with the Board in early March 2021	C Lauder	Complete Discussed at a Board Briefing session on 17 March 2021
56.	2021/02/44	Infection Control	Agreed that a more detailed report on Hand Hygiene should be discussed at the next Healthcare Quality Assurance & Improvement Committee in mid-March and an update provided at the March Board meeting	E Docherty	Complete Discussed at Healthcare Quality Assurance & Improvement Committee on 11 March 2021 On agenda for 31 March 2021 NHS Board meeting
57.	2021/02/45	Active Governance	It was noted that an action plan had been drafted following the session on 3 February 2021 and it was agreed to update the action plan and bring this to the NHS Board in March 2021	C Lauder	Complete On agenda for March 2021 NHS Board meeting
58.	2021/02/49	Forensic Medical Services	In relation to funding from April 2021, Dr Osborne was advised that the Health Board would have to absorb £191,000 in additional costs, and it was agreed to consider if this should be added as a risk, to the Corporate Risk Register	R McGuffie	Complete Following discussion, it was not added to the Corporate Risk Register, as it was assessed as a significant financial risk. It has however been incorporated within the North Lanarkshire Integration Joint Board's 2021/22 Financial Strategy.
59.	2021/02/50	Monklands Replacement Project - oversight	It was noted that revised governance arrangements for the oversight of the Project were required and that these would be discussed at the NHS Board meeting on 31 March 2021	C Lauder	Complete On agenda for April 2021 NHS Board meeting
60.	2021/01/06	Whistleblowing Arrangements post 1 April 2021	Further report to be provided to the Board in March 2021 on how these arrangements would be rolled out in NHS Lanarkshire	K Sandilands	Complete On agenda for March 2021 NHS Board meeting

61.	2021/01/06	QI Projects	It was agreed to circulate further information to Board Members on the range of projects undertaken across all three Acute Hospitals	K Cormack	Complete
62.	2021/01/08	Wishaw Cleaning issue	It was noted that Mr Lauder had provided the Healthcare Quality Assurance & Improvement Committee with a presentation on the background to the issue, which it was agreed would be useful to provide to the Area Partnership Forum in due course	C Lauder	Complete Discussed at Area Partnership Forum meeting on 11th March 2021
63	2021/01/09	Corporate Risk Register	It was agreed that the oversight for the risks that have the Planning, Performance and Resource Committee, Acute Governance Committee and the Population Health, Primary Care & Community Services Governance Committee identified as the assurance Committee be reviewed to ensure that these were adequately addressed	P Cannon	Complete Additional information provided within the February NHS Board report
64.	2021/01/24	Mental Health Services - Deep Dive	The action plan that supported the deep dive was being updated and would be shared with Board Members in due course	R McGuffie	Complete
65.	2020/11/263	Whistleblowing	Provide a report to the Board in early 2021 on the progress being made and the plans for the full roll out in April 2021	K Sandilands	Complete On Board agenda March 2021
66.	2021/03/83	Redesign of Urgent Care	Mr Boyle asked if the information on the Board's website could be reviewed as it was not as clear as it might be about what patients should do before self-presenting	C Brown	The site has been reviewed and changes are being made that will make it clear that patients should call 111 first.
67.	2020/09/216	Out of Hours workforce	Population Health Committee	V de Souza	Complete Population Health, Primary Care & Community Services Committee meeting on 6 May 2021

68.	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	Complete Population Health, Primary Care & Community Services Committee meeting on 6 May 2021
69.	2020/01/18	Non Executive Board Member portfolios	Review of Non Executive Board Member portfolios to be undertaken	N Mahal / P Cannon	Complete On agenda April 2021
70.	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	Complete April Board meeting
71.	2021/04/98	Board Strategy	Board Briefing to be arranged in June	H Knox	Complete Date set for 3 June 2021
72.	2021/04/98	Health Foundation Innovation Hub	Update Board on grant application	J Burns	Complete
73.	2021/04/100	Place Based Initiative	Provide update at PPRC in May 2021	C Lauder	Complete 26 May 2021
74.	2021/04/100	Monklands Replacement Project	Noted that there will be a Development Session after the April Board meeting on the development of the Outline Business Case;	C Lauder	Complete Held on 28 April 2021
75.	2021/04/101	Engagement	Noted that an assessment of the full impact of the guidance on "Planning with People" being undertaken, and a report will be brought to the Board in May 2021.	C Brown	Complete On agenda 26 May 2021

76.	2021/04/101	Non Executive Portfolios	Approved the changes set out in the Appendices to be implemented with immediate effect.	P Cannon	Complete Disseminated
77.	2021/04/102	Governance arrangements	Noted that a paper on Governance arrangements would be brought back to the Board in May 2021 in view of the Population Health, Primary Care & Community Services Committee standing back up.	P Cannon	Complete On agenda 26 May 2021
78.	2021/04/102	Recovery, Remobilisation & Redesign Co-ordinating Group	Noted that the Board will be provided with regular updates on the progress of the Recovery, Remobilisation & Redesign Co-ordinating Group.	C Lauder	Complete On agenda 26 May 2021
79.	2021/04/103	Staff Testing	Noted that an improvement plan was being rolled out to encourage staff to record results in the national database and it was agreed to share the improvement plan and early progress with the Board in May 2021.	K Sandilands	Complete An update to be provided at the 26 May 2021 meeting
80.	2021/04/105	Test & Protect	Noted that an update on measures to supress the virus would be provided in the May update.	G Docherty	Complete On agenda 26 May 2021
81.	2021/04/106	Care Homes Updates	Agreed to consider the frequency of updates in light of a Governance Update for the Board in May 2021.	E Docherty	Complete Updates to Board Meetings bi monthly
82.	2021/04/108	Unscheduled Care	Noted that the Unscheduled Care Improvement Plan would be discussed in detail at the Acute Governance Committee, and as part of a wider update to the May Board on the Redesign of Urgent Care.	C Lauder	Complete On agenda 26 May 2021
83.	2021/04/108	Mental Health Services	Noted that an update on the additional Scottish Government funding being allocated to Mental Health Services would be provided to the Board in May 2021.	R McGuffie	Complete On agenda 26 May 2021

84.	2021/04/109	Strategic Academic Links	Asked that this work be celebrated and communicated widely.	C Brown	CompleteWorkingwithpartnercommunicationcolleagueson anongoingbasisto identifyopportunities to publicise this work
85.	2021/03/67	SALUS PiP Contract	Provide update on contract and lease arrangements	Kay Sandilands / Colin Lauder	Complete On agenda Private Board agenda May 2021
86.	2021/03/76	Infection Control Report	Include data on infection rates in under 16's in the next update	E Docherty	Complete Included in May 2021 Board report
87.	2021/03/86	Biodiversity	Asked for clarity on the governance reporting of this work and that it be added to the workplan of the Board/Performance Planning and Resources Committee. Update will be retitled "Environmental Sustainability and Limiting Climate Change Strategy"	C Lauder	Complete Governance route through PPRC Added to PPRC Workplan for an update in August 2020

June 2021