

NHS BOARD: 31 March 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

	<u>MINUTE REF</u>	<u>SUBJECT</u>	<u>ACTION</u>	<u>LEAD PERSON</u>	<u>PROGRESS TO DATE</u>
1.	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) - <b>Complete</b> Board Chair - <b>Complete</b> Digital vacancy - <b>Complete</b>
2.	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	<b>Ongoing</b> Provide update at May Board
3.	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	<b>Complete</b> Discussed at a Board Briefing session on 17 March 2021
4.	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	<b>Ongoing</b> Provide update at April Board
5.	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	<b>Complete</b> Discussed at Healthcare Quality Assurance & Improvement Committee on 11 March 2021 On agenda for 31 March 2021 NHS Board meeting

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6.	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	<b><u>Complete</u></b> On agenda for March 2021 NHS Board meeting
7.	2021/02/47	Redesign of Urgent Care	Further updates would be provided to the Board at regular intervals	C Lauder	<b><u>Ongoing</u></b> Provide updates in May / August / November
8.	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	<b><u>Ongoing</u></b> Provide 6-month update at October Board
9.	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	<b><u>Complete</u></b> 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.
10.	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	<b><u>Complete</u></b> On agenda for March 2021 NHS Board meeting
11.	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	<b><u>Complete</u></b> On agenda for March 2021 NHS Board meeting
12.	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	<b><u>Complete</u></b>

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13.	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	<b><u>Complete</u></b>  Discussed at Area Partnership Forum meeting on 11th March 2021
14.	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	<b><u>Complete</u></b>  Additional information provided within the February NHS Board report
15.	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	<b><u>Ongoing</u></b>  First round completed February 2021, date being identified for completion of second round
16.	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	<b><u>Complete</u></b>
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	<b><u>Ongoing</u></b>  May 2021
18.	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	<b><u>Complete</u></b>  On Board agenda March 2021
19.	2020/09/204	Innovation update	Update to be provided to the Board	C Lauder	<b><u>Ongoing</u></b>  To be scheduled as a Board Seminar

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20.	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>  Discussed at Corporate Management Team – options still being explored. To be added to the Board work plan – April 2020
21.	2020/09/216	Out of Hours workforce	Population Health Committee	V de Souza	<b><u>Ongoing</u></b>  Until the Governance Committee is stood back up the Board will receive reports on progress and add to Board work plan
22.	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>  Until the Governance Committee is stood back up the Board will receive reports on progress and add to Board work plan
23.	2020/10/245	Global Citizenship Programme	Agreed to review this further in March 2021	J Logan	<b><u>Ongoing</u></b>  To be added to Board work plan – target date May 2021 – dependent on Covid pressures on Public Health staff
24.	2020/01/18	Non Executive Board Member portfolios	Review of Non Executive Board Member portfolios to be undertaken	N Mahal / P Cannon	<b><u>Ongoing</u></b>  Non Executive appraisals are complete and a further report will be made to the Board in April 2021
25.	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>  On work plan for May 2020 as combined Annual Report

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26.	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> Target date is August 2021
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**SECTION 2 – COVID-19 RELATED ITEMS PAUSED**

	<u>MINUTE REF</u>	<u>SUBJECT</u>	<u>ACTION</u>	<u>LEAD PERSON</u>	<u>PROGRESS TO DATE</u>
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  A training session is to be arranged for Board Members on Equality & Diversity	H Knox / G Docherty  K Sandilands	<b><u>Paused due to Covid-19</u></b> A seminar is being arranged. Date TBC  Date yet to be agreed
2.	2020/07/156	Governance Arrangements	Framework to be provided to Committee Chairs for review of Committee Terms of Reference	P Cannon	<b><u>Paused due to Covid-19</u></b>
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	<b><u>Paused due to Covid-19</u></b>
4.	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	G Docherty	<b><u>Paused due to Covid-19</u></b>
5.	2019/08/116	Stakeholder Engagement	Consider engagement event in place of Ministerial Review	N Mahal / P Cannon / C Brown	<b><u>Paused due to Covid-19</u></b>
6.	2019/08/118	Spiritual Care & Wellbeing Centre	Arrange visit to University Hospital Wishaw for Board Members	P Cannon	<b><u>Paused due to Covid-19</u></b>
7.	2019/08/122	Hospital At Home	Arrange visit	P Cannon	<b><u>Paused due to Covid-19</u></b>
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	<b><u>Paused due to Covid-19</u></b>

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9.	2020/08/184	Patient and Staff Stories	Reintroduce to the Board meeting – target date November 2020	J Burns	<b><u>Paused due to Covid-19</u></b>
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**SECTION 2 – COMPLETE**

	<u>MINUTE REF</u>	<u>SUBJECT</u>	<u>ACTION</u>	<u>LEAD PERSON</u>	<u>PROGRESS TO DATE</u>
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	R McGuffie	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>
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	<b><u>Complete</u></b>
6.	2020/11/264	Sustainability & Climate Change	Agreed that Mr Lauder should explore further opportunities with University partners	C Lauder	<b><u>Complete</u></b>
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	<b><u>Complete</u></b>  On agenda 27 January 2021



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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	<b><u>Complete</u></b>  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		<b><u>Complete</u></b>  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	<b><u>Complete</u></b>
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	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>
13.	2020/11/261	Honorary Appointments process	Board to receive briefing note	J Burns	<b><u>Complete</u></b>
14.	2020/11/263	Register of Interests	Updated Register to be added to web site	P Cannon	<b><u>Complete</u></b>
15.	2020/11/263	HQAIC presentation on mortality case-note reviews	Circulate to Board members for information	P Cannon	<b><u>Complete</u></b>
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	<b><u>Complete</u></b>  On agenda for August 2020 Board

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17.	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
18.	2020/07/156	Governance Arrangements	Share Project Initiation Document	P Cannon	<b><u>Complete</u></b> 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	<b><u>Complete</u></b>
20.	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
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	<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
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	<b><u>Complete</u></b> 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	<b><u>Complete</u></b>
24.	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
25.	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>

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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	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>
28.	2020/03/54	Mental Health Complex Care beds	Business Case to return to Board in due course	R McGuffie	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>  Update was provided (Healthcare Quality Assurance & Improvement Committee meeting in September 2020)
30.	2020/08/185	Flu Plan	Provide update for Board	G Docherty	<b><u>Complete</u></b>  On agenda September 2020
31.	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)
32.	2019/01/006	Community IT Business Case	Provide further detail about the system (Cambric Morse) in due course.	D Wilson	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>  On agenda for September 2020

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34.	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)
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	<b><u>Complete</u></b>  Report in June 2021
36.	2020/09/205	Staff Awards	Ensure that the recording is streamed on appropriate social media channels	C Brown	<b><u>Complete</u></b>
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	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>  Latest position shared with Board Members - 23 October 2020  <b><u>Complete</u></b>  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	<b><u>Complete</u></b>  Comments noted and future reports will reflect this

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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	<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
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	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>  <b><u>Complete</u></b>
43.	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
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	V de Souza / R McGuffie / J Park	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>  Future reports will reflect this requirement
46.	2020/08/185	Staff Wellbeing & Resilience	Provide update for Board	K Sandilands	<b><u>Complete</u></b>  On agenda October 2020

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47.	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)
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	<b><u>Complete</u></b>  Rory McKenzie identified as Information Governance lead for Group
49.	2020/10/234	Corporate Risk Register	Review overlapping Public Health risks	H Knox	<b><u>Complete</u></b>
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	<b><u>Complete</u></b>
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	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>  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	<b><u>Complete</u></b>  Meeting took place on 19 November 2020

March 2021