

NHS Shetland Board Action Tracker – February 2025

(completed actions reported to the Board as complete or those delegated to standing committees have been removed)

	Date	Reference in Minutes	Action	Exec Lead	Status	Progress (RAG)
1	30/4/24	2024/25/07	Incorporate feedback into a future Quality Report from radiographers and other AHPs who came to Shetland to have learning placements	KC	IN PROGRESS	PEH for AHPs has been unavailable for some time, without confirmation of her return. KC to pick up with Catherine Coutts.
2	30/4/24	2024/25/10	Strategic Risk Register: Additional wording to be added to the descriptor for Cyber risk to include the potential for compromising patient confidential information risk	RMG	IN PROGRESS	BC to ensure this was on the agenda for the next meeting of Risk Management Group (on 12 March 2025)
3	30/4/24	2024/25/12	Strategic Delivery Plan: - Strengthen the narrative around Early Years and LF to liaise with Professor Carolan around the scope of particular programmes - Highlight the increased national focus on Value Based Health and Care	LF	COMPLETE	These have been incorporated into delivery programme, with all workstreams outlined and progressing to different degrees. Next steps are looking at structure for monitoring progress (in progress).
4	19/11/24	2024/25/78	Annual appraisal compliance targets for directorates: CExec to progress the introduction of a system of performance measurement to be taken forward for consideration.	BC	IN PROGRESS	

5	19/11/24	2024/25/78	Lucy Flaws to explore the potential to deliver in-person Mental Health First Aid training for NHS staff.	LF	COMPLETE	(Update from Health Improvement colleagues) we're no longer delivering the SMHFA (Scottish Mental Health First Aid) course locally, instead there's a suite of training we're preparing to roll out. There's some info here on TURAS Mental health improvement, and prevention of self-harm and suicide Turas Learn The team would like to see informed level completed on TURAS by all staff. Health Improvement team have been completing training to deliver skilled level training, and are currently revising resources for local use. HI team have also participated in external review of facilitator resources, as this suite of training is in development - results of evaluation expected in next few months.
6	19/11/24	2024/25/79	Standing Committee membership: Committee Chairs and Exec Leads to review ToR before submission to Board for formal approval	GR/CH	IN PROGRESS	
7	19/11/24	2024/25/79	Information sharing mechanism between standing committees: time should be dedicated at a Board Development Session before the end of March to discuss best practice and agree a reporting mechanism beyond Decision Notes.	GR/CH	IN PROGRESS	
8	19/11/24	2024/25/81	Completion of mandatory Child Protection Training by NHS staff: CExec to follow up with the Staff Development team.	BC	IN PROGRESS	
9	10/12/24	2024/25/94	Disparity in risk scores for SR06 Information Governance Training for NHS Staff and SR11 Information Governance Training Non NHS Staff - Ms Watson to review to identify any trend	EMW	IN PROGRESS	

Key: Red: The action has not yet commenced / there may be an issue beyond the control of the owner
Amber: The action is in progress /action may need to be taken to resolve an issue
Green: The action is progressing as planned (no risk)
Blue: Complete – to be removed from tracker

Action owners: GR Gary Robinson, KC Kathleen Carolan, CM Colin Marsland, LH Lorraine Hall, SL Susan Laidlaw, BC Brian Chittick, KB Kirsty Brightwell, JR Jo Robinson, LF Lucy Flaws, CC Craig Chapman, DW David Wagstaff, EMW Edna Mary Watson, LW Lisa Watt, CH Carolyn Hand, LA Lorraine Allinson, RMG Risk Management Group