NHS Shetland Board Action Tracker – April 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	COMPLETE	BC to ensure this was on the agenda for the next meeting of Risk Management Group (on 12 March 2025)
3	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	
4	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	ToRs coming to June Board 2526
5	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	
6	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	
7	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	Up for a comprehensive review this Q

| 8 | 11/2/25 | 2024/25/66 | Blueprint Improvement Action Plan Update: Corporate Services Manager to bring back to a Board Development Session in Oct to review progress and identify actions | CH | IN PROCESS | To come back to board dev session |
| | 29/4/25 | 2025/26/01 | 2025/26/15 - Health Board Collaboration and Leadership (Board Paper 2025/26/09) Board Development Session to take place once all three papers published | CH/MB | IN PROCESS | Several items coming to board development, Chair and Board Business Manager strategizing on this |

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