

## NHS Shetland Board Action Tracker – September 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	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	COMPLETE	CExec has confirmed that the action is being progressed through the Staff Governance Action Plan
3	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	COMPLETE	ToRs came to June Board 25/26
4	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	COMPLETE	Board development meeting undertaken in May 2025 - Follow up: To review in Jan 26
5	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	COMPLETE	
6	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 quarter

7	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
8	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, MB Millie Boulton RMG Risk Management Group