

## NHS Shetland Board Action Tracker – April 2026

(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 PROCESS	PEH for AHPs has been unavailable for some time, without confirmation of her return. KC to pick up with Catherine Coutts.
2	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 PROCESS	
4	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
5	23/9/25	2025/26/42	Finance and Performance Committee Terms of Reference, and all other standing committee terms of reference to be amended to allow the Chair to nominate an alternative non-executive Board member to attend a committee when a member or their named substitute is unavailable.	CM	COMPLETE	Completed for: <ul style="list-style-type: none"> <li>• Audit &amp; Risk Committee</li> <li>• Finance &amp; Performance Committee</li> <li>• Remuneration Committee</li> <li>• Clinical Governance Committee</li> <li>• Staff Governance Committee</li> </ul>
6	28/4/26	2026/27/15	Appointments to the Finance and Performance Committee (substitute member) and the Board Vice Chair position would be brought back to a future meeting.	GR	IN PROCESS	

7	28/4/26	2026/27/21	The Draft Major Incident Plan to be published internally as a working document to support awareness and preparedness.	JMcC	COMPLETE	Draft plan distributed through internal corporate communications, and published on the staff intranet.
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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