Action Reference	Meeting Date	Agenda Item	Action Description	Owner	Status	Update	Completion Date
VTF2024-02	31/07/2024	2	Formation of a subgroup to develop MDM rota for Highland patients	MS	COMPLETE	Closed action - this action has been superseded by future actions	29/10/2024
VTF2024-03	31/07/2024	7	To use the data to inform the target operating model	MS/ ▇ MA	COMPLETE	Data presented by GH at meeting 2/9/24 - all to review and comment by next meeting	29/10/2024
VTF2024-04	31/07/2024	7	To clarify the definition of 'emergency' and 'urgent' cases.	MS/ MA/ ▇	COMPLETE	Discussed at meeting on 2/9/24	29/10/2024
VTF2024-05	31/07/2024	7	To produce a short-term Plan to support the immediate challenges within Highland by September for EH to share with the Highland team.	MS/ MA/ ▇ EH	COMPLETE	PB to write to EH	29/10/2024
VTF2024-06	31/07/2024	7	To agree training numbers required for a sustainable service.	All	Ongoing	Discussed at meeting on 2/9/24 however no conclusion noted	29/10/2024
VTF2024-07	02/09/2024	6	To add a 'workforce' column to the dashboard.	▇	COMPLETE	Complete - dashboard ready for use	29/10/2024
VTF2024-08	02/09/2024	6	To validate the data with each centre then update and share with all T&F Group members prior to the next meeting on 29th October 2024.	▇	COMPLETE	Complete - dashboard ready for use	29/10/2024
VTF2024-09	02/09/2024	6	To review the data and work with the surgeons and radiologists to produce a list of their Health Board priorities.	PB	COMPLETE	Complete - dashboard ready for use	29/10/2024
VTF2024-10	02/09/2024	6	To provide data on how much room time is required from IR colleagues.	All	COMPLETE	Complete - dashboard ready for use	29/10/2024
VTF2024-11	02/09/2024	6	All Clinical Leads to engage with IR colleagues to seek their input and involvement in the process.	All Clinical Leads	Ongoing	Ongoing - responsibility of Clinical Leads	29/10/2024
VTF2024-12	02/09/2024	6	To approach Boards individually and provide a written recommendation to MS around the way forward to support Highland in the immediate term based on Board priorities and the data information provided. PB to obtain virtual agreement prior to the next meeting.	PB	Pending close	Pending close - to be discussed on 29/10 agenda	29/10/2024