

National Strategic Network for Long term effects of COVID-19 ACTION LOG

Date Added	ID	Theme	Action	Action Update	Responsible Person	Completion Date	Status	Potential Risks and Mitigation	Evidence	Date Cleared
04/05/2023	LE01	Lived experience stories captured (13)	Use lived experience videos available on NHS Inform for next set of Network meetings to avoid relying on this group to constantly share stories	04/09/23: ALLIANCE will provide the Network with LE stories. This action can be closed	IU/SR	Aug-Sep	Completed			Closed
04/09/2023	LE03	Lived experience stories captured (13)	Circulate the resources to the Long Covid generic email box	Emailled and received		May	Completed			Closed
04/09/2023	LE04	Lived experience stories captured (13)	CHS to present at next meeting (4 Sep) on the services they deliver and the impact they are having	04/09/23: CHS gave their presentation. This action can be closed.		Sep	Completed			Closed
04/05/2023	LE05	Sharing practice and outcomes in new and evolving area (35)	Covid Aid to present on their work at the 27 Nov meeting	Covid Aid is no longer engaged and may no longer exist. Please close action		Nov-23	Completed			Closed
04/09/2023	LE06	Lived experience stories captured (13)	IU to share Lived Experience Video with other groups	Alliance resurces have been shared. Please close action	IU	Dec-23	Completed			Closed
04/09/2023	LE10	Lived experience stories captured (13)	to provide a LE story for the next meeting via CHS5 network	Achieved - close action		Dec-23	Completed			Closed
04/09/2023	LE11	Sharing practice and outcomes in new and evolving area (35)	to provide a summary of the services they offer for the ministerial meeting later this month	Achieved - close action		Sep-23	Completed			Closed
04/09/2023	LE15	Lived experience stories captured (13)	Group will have further discussion about co-production for lived experience, factoring in capacity and challenges people with long covid are facing. Think about how new LEG members are invited in and used.	Recruitment to the group being encouraged with one new member attending. Please close	All	Dec-23	Completed			Closed
27/11/2023	LE18	Lived experience stories captured (13)	Create themes for each of the lived experience meetings. Decide how themes will be chosen - link with other workstreams/SOB/Alliance Network.	Note to: / Isaac, I am keen for the January agenda to have a focus on local lived experience groups being established and to map these out	All	Feb-24	Completed			Closed
04/09/2023	LE13	Support the design and delivery of services (14)	LEG to provide feedback on the GP Assessment. Tool once the draft has been finalised - an email will be sent to the group from Camille Milne (CM)	GP Assessment tool circulated: 10/01/24 for review by 19/01/24	/ All	Dec-23	Completed			Closed
04/09/2023	LE08	Support the design and delivery of services (14)	Camille to give (CHS) email address to healthboards for them to discuss services that they can offer	31.01.24: Camille Milne has supported this action & will speak to Chair of SPG (Nic Richardson) about CHS giving a short (10m) presentation on Long Covid Services		Dec-23	Completed			Closed
27/11/2023	LE17	Lived experience stories captured (13)	Capturing Lived Experience Patient Story: Start each meeting with a patient story. Possibly invite people along to each meeting who can share a story relevant to the specific topic	31.01.24: LEAG keen to change to a more thematic based meeting style, discussing two or three topics in-depth. Group agreed a video was not needed due to short length of meeting and representation of LE in the meeting. This action can be closed.		Feb-24	Completed			Closed
27/11/2023	LE20	Support the design and delivery of services (14)	Care Opinion / Disengagement Survey feedback needs to be used to help shape the delivery of services from the Long Covid Network - Engage with other workstreams - go along to the meetings to share findings or set up a stand alone meeting	31.01.24: Disengagement was LEG theme 2 and discussed & addressed during the meeting. This action can be closed.	/ IU	Feb-24	Completed			Closed
31/01/2024	LE24	Lived Experience Reference Group established (10)	Increase LEG membership (Theme 1): Dawie to increase representation. (CK rep) to discuss the rate and requirements	had joined but then had to step away. Helen Goss has now resigned on behalf of Long Covid Kids		Mar-24	Completed			Closed
31/01/2024	LE25	Lived Experience Reference Group established (10)	Increase LEG membership (Theme 1): Dawie to meet with new (CK rep) to discuss the rate and requirements		DM	Mar-24	Completed			Closed
04/09/2023	LE07	Programme management and governance (29)	Group to think about a slight name change from lived experience 'overnight' group to lived experience 'assurance' group	Changed to Lived Experience Engagement Group	All	Dec-23	Completed			Closed
23/05/2024	#REF!	Sharing practice and outcomes in new and evolving area (35)	Circulate care opinion postcard to LE group	Sent from mailbox at 10:16am on 24/05/2024		Jul-24	Completed			Closed
23/05/2024	#REF!	Sharing practice and outcomes in new and evolving area (35)	Recirculate ALLIANCE report	Sent from mailbox at 10:16am on 24/05/2024		Jul-24	Completed			Closed
23/05/2024	#REF!	Support the design and delivery of services (14)	Send sustainability timeline to LE group members	Sent from mailbox at 10:16am on 24/05/2024		Jul-24	Completed			Closed
23/05/2024	#REF!	Lived Experience Reference Group established (10)	Organise a meeting with interested members to collate feedback	Meeting set for 12th June 1:30-2:30pm		Jul-24	Completed			Closed
23/05/2024	#REF!	Support the design and delivery of services (14)	To initiate the mapping of Lived Experience (LE) Groups within regional Health Boards. To do this, we need to develop a set of questions to gather the necessary information from these boards.	Add the crafting of questions as an agenda item on the next LE agenda		Jul-24	Completed			Closed
31/07/2024	LE37	Sharing practice and outcomes in new and evolving area (35)	Dawie to reach out to find out the name and contact details of Healthcare Improvement Scotland community engagement lead so we can gain direct information about active lived experience feedback groups	Clare Morrison - clare.morrison3@nhs.scot Dawie to start drafting email next week		Jul-24	Completed			Closed
31/07/2024	LE38	Sharing practice and outcomes in new and evolving area (35)	Email to be sent to Healthcare Improvement Scotland community engagement lead, after it has been drafted and approved	This is set to be approved by group at sub-meeting on 12/08/2024- To be discussed on 30/10		Sep-24	Completed			Closed
31/07/2024	LE39	Sharing practice and outcomes in new and evolving area (35)	Sub-group to meet to discuss and create questions to be sent to Health Boards. This is a gap analysis to see which HBs are offering lived experience feedback	Meeting set for 12/08/2024		Sep-24	Completed			Closed
31/07/2024	LE40	Support the design and delivery of services (14)	First draft of HB questions to be sent out to workstream for approval.	To be discussed on 30/10		Sep-24	Completed			Closed
31/07/2024	LE41	Programme management and governance (29)	Confidentiality clause to be removed from LE ToR.	Removed 02/08/2024		Sep-24	Completed			Closed
31/07/2024	LE42	Programme management and governance (29)	to send out last call for comments on ToR after confidentiality clause removed	Distributed to Network from mailbox on 02/08/2024		Sep-24	Completed			Closed
04/05/2023	LE02	Support the design and delivery of services (14)	Identify which paediatric resources available in NHS England could be used in NHS Scotland and available through NHS Inform. Resources within LCK Support Guide would also be requested to be available through NHS Inform		IU/SR	Jun-Jul 23	Completed			Closed
04/09/2023	LE09	Sharing practice and outcomes in new and evolving area (35)	Digital Support PGOG in Lothian. Still to be rolled out to all GP practices across Lothian. Feedback / Evaluation has not taken place but Claire Bennett will share feedback once the evaluation has been completed			NA	Completed			Closed
04/09/2023	LE12	Lived experience stories captured (13)	Group to propose a name of someone from the LEG who can join the Vocational Rehab Group	Ongoing action when group is back up and running	All	Dec-23	Completed			Closed
04/09/2023	LE14	Support the design and delivery of services (14)	LEG to start thinking about why people are disengaging from long covid pathways and how LE can contribute to this piece of work	Alliance progressing with a survey and focus group. 31/01/24: Disengagement was LEG theme 2 and discussed & addressed during the meeting. This action can be closed.	All	Dec-23	Completed			Closed
04/09/2023	LE16	Lived Experience Reference Group established	LEG to review TOR and open group up to new members. Add someone with lived experience to join the group as co-chair	On hold until Steering Group / SOB ToR's are updated	All	Dec-23	Completed			Closed
27/11/2023	LE19	Support the design and delivery of services (14)	LEG to connect more with groups in the rest of the network to enhance the flow of information back and forth.	31.01.24: LEAG represented at the Joint Network Session, further action required.	All	Feb-24	Completed			Closed
27/11/2023	LE21	Support the design and delivery of services (14)	to send information about the disengagement survey to LE Group Chair, DM.			Feb-24	Completed			Closed
27/11/2023	LE23	Lived Experience Reference Group established (10)	Begin Transition Planning for DM as Chair - Add a lived experience co-chair, sharing with an NHS staff member or another person with lived experience. - Some concerns raised around the additional workload for someone with LE (e.g. governance, delivery lead etc.) - Who else could chair if not someone with LE	Awaiting refresh of SOB / Steering Group TOR.		Feb-24	Completed			Closed
31/01/2024	LE26	Lived Experience Reference Group established (10)	Increase LEG membership (Theme 1): Review potential ALLIANCE membership and create a small recommendation list. Reach out to My Self Management Scotland			Mar-24	Completed			Closed
31/01/2024	#REF!	Lived experience stories captured (13)	to send information about the disengagement survey to LE Group Chair, DM.			Mar-24	Completed			Closed
31/01/2024	#REF!	Support the design and delivery of services (14)	Why are LE disengaging? (Theme 2): Once the disengagement report has been shared and next steps agreed, share action plan and next steps with LEG			Mar-24	Completed			Closed
31/01/2024	#REF!	Support the design and delivery of services (14)	How to choose themes in future (Theme 3): Group to email suggestions to the LEG Programme Team at the time		All	Mar-24	Completed			Closed
31/07/2024	#REF!	Programme management and governance (29)	to send out Network Structure and Governance to LE members	to send out alongside Action Log		Sep-24	Completed			Closed
30/10/2024	LE46	Support the design and delivery of services (14)	Contact non-attendees to give them a deadline for a response otherwise they will be removed as members from the group.	All highlighted members contacted for a response.	IU	Dec-24	Completed			Closed
30/10/2024	LE47	Support the design and delivery of services (14)	encouraged members to read the Alliance Report on Lived Experience Services.	will send out again to members along with action log	IU	Dec-24	Completed			Closed
30/10/2024	LE48	Programme management and governance (29)	Letter to Boards from Lived Experience Group to be circulated to Steering Group, Oversight Board and NSD Management Group for ratification before being issued to Boards.		IU	Dec-24	Completed			Closed
30/10/2024	LE49	Support the design and delivery of services (14)	LEG to participate in the development of plans for engagement event before end of financial year.		IU	Dec-24	Completed			Closed
30/10/2024	LE50	Support the design and delivery of services (14)	Add Improvement of Public Health messaging about the link between Covid infections and developing long Covid to SP&SE agenda.	Added to SP&SE Agenda for 21/11/2024		Dec-24	Completed			Closed
27/11/2023	LE22	Lived Experience Reference Group established (10)	Increase the membership of the lived experience group	See LE38	All	Feb-24	Completed			Closed
30/10/2024	LE44	Support the design and delivery of services (14)	Consider how we can share more information about services available for Long Covid, e.g. as public health message, wider publication of the Annual Report and Sustainability report on the website. This also relates to LE43 above.	Added to LE Agenda Q1 2025	ALL	Dec-24	Completed			Closed
29/01/2025	LE55	Support the design and delivery of services (14)	to get in touch with ALLIANCE to collaborate on extending the invitation to the LE webinars to those who had shown interest in the long COVID research symposium, to help reach a wider audience.	This is against Information Governance so this action will be closed.		Mar-25	Completed			Closed
29/01/2025	LE51	Support the design and delivery of services (14)	The Lived Experience Engagement Group is to make a recommendation to the Steering Group that the Network reviews its Equality Impact Assessment (EQA), updates it in line with current legislation, and then seeks to communicate the need for, and the collations of, equality impact assessments from health boards.	All Boards have their own EQAs and there was an ask of the SP&SE to make sure these were in place in Boards.		Mar-25	Completed			Closed
29/01/2025	LE52	Support the design and delivery of services (14)	Health Board text around reconnecting with the Community Engagement Arm of Healthcare Improvement Scotland to be shared with Scottish Government representatives.	ScotGov in contact directly with SM	Network	Mar-25	Completed			Closed
29/01/2025	LE56	Programme management and governance (29)	Employer Pack documents produced by the Vocational Rehab group to be distributed to the LE group for their feedback once notified by the VR group.	Sent out for consultation 1-15th April to Network.		Mar-25	Completed			Closed
29/01/2025	LE59	Support the design and delivery of services (14)	The LEG are in favour of a range of communication modes (including a newsletter) being considered by the steering group, in addition to the website, in order to fully exploit the ongoing work of the Network.	Closed		Mar-25	In Progress			Closed

National Strategic Network for Long term effects of COVID-19 LEG ACTION LOG-LEEG

Date Added	ID	Business Case Theme/deliverable	Action	Action Update	Responsible	Completion Date	Status	Potential Risks and Mitigation	Evidence	Date Cleared
31/01/2024	LE45174	Lived Experience Reference Group established (10)	Increase LEG membership (Theme 1): Scope out lived experience local groups and invite them to join the network. Ask SPG if they have a LC Lived Experience Group on their network, being mindful wording is understanding of the fact that some health boards may not have, or be aware of, LC LE Groups in their board		█ / Programme Team	Mar-24	In Progress			Open
30/10/2024	LE43	Support the design and delivery of services (14)	█ suggests Network could put together a HB Pathway guide from Boards to see what's available. Having a breakdown of what people can access in the boards can be really helpful. This idea is to be added to the SP&SE agenda to discuss.	Added to SP&SE Agenda for 21/11/2024	█	Nov-24	Completed			
30/10/2024	LE45	Support the design and delivery of services (14)	█ suggested approaching other groups that we maybe haven't gone through to seek further contacts. █ suggested a few). Workstream members are to put forward suggestions of any other groups we should consider contacting.		ALL	Dec-24	Completed			Closed
29/01/2025	LE53	Support the design and delivery of services (14)	Lived Experience workstream to (re)engage with Senior Advisor of HIS to discuss initial findings, group aspirations, and to seek guidance as to how to engage with the Community engagement leads across the health boards to make a real difference in terms of provision by territorial boards.	On hold	Chairs	Mar-25	In Progress			Open
29/01/2025	LE54	Support the design and delivery of services (14)	DM to create a recommendation to go before the Steering Group about the reintroduction of a Public Health Campaign, or Public Health Messaging, the need to signpost to services, and for NHS inform to include information relating to Children and Young People, and not just adults. This should be in line with the UN Convention in the Rights of Children.	Each board to comply with this policy	DM	Mar-25	Completed			Closed
29/01/2025	LE57	Support the design and delivery of services (14)	Lived Experience workstream to put an ask in to Boards with active long COVID websites if they can include information on Lived Experience and how constituents can get involved in peer groups or giving feedback to Boards to influence future service delivery.	This will be added to SP&SE agenda for 13/02/2025	█	Mar-25	Completed			Closed
29/01/2025	LE58	Programme management and governance (29)	LEEG to examine ways in which they can increase the membership of the lived experience engagement group, particularly involving those people with long COVID.	On hold	ALL	Mar-25	In Progress			Open
09/05/2025	LE60	Support the design and delivery of services (14)	█ is looking for feedback from the SO&PB about their role in providing signposting for long COVID and long COVID services, and what they can do to further promote this.		Network Team	Jul-25	Completed			Closed
09/05/2025	LE61	Support the design and delivery of services (14)	Group members to email █ at ScotGov if they have any additional questions about 2025/26 funding, the extra £4.5M, or future long-term conditions strategy.		ALL	Jul-25	Completed			Closed
09/05/2025	LE62	Programme management and governance (29)	█ to look to approach potential candidates for co-chair position and update us at the next meeting.		█	Jul-25	Completed			Closed
09/05/2025	LE63	Programme management and governance (29)	A one hour meeting is to be arranged for the LEEG to talk through benefits of the programme and lessons learned and these to be added to the programme documents.	Scheduled for 06/06 1-2pm	█	Jul-25	Completed			Closed
14/8/2025	LE64	Support the design and delivery of services (14)	IU to share the network delivery plan with this group for information		IU		In Progress			Open
14/08/2025	LE65	Programme management and governance (29)	All to provide a feedback on Lessons Learned and Benefits survey		ALL	Oct-25	In Progress			Open
14/08/2025	LE66	Support the design and delivery of services (14)	IU to check what information can be shared with the LEEG around allocating long term conditions funding to NHS Boards.		IU	Oct-25	In Progress			Open