

Trust Board Action Log
 26 September 2013
 Part 1

Action	Who?	By When?	Update
1. Patient's Story a. Arrangements to be made for the patient to work with the clinical team to feedback their experience and help improve things for future patients b. Consideration to be given to recording patient's experience for use as a training tool more widely, with patient's consent	Jackie Ardley Jackie Ardley	Ongoing Ongoing	Patient has agreed to be part of the wider work programme with the Patients Association and recently attended the workshop Part of Patient Associate work
2. Non Executive Director Mandatory Training a. Problems with remote access to be resolved to enable NEDs to undertake required training	Mark Vaughan	30 September	All remote access passwords re-set.
3. Action Log a. Paper to come to November Board on safeguarding following initial work being undertaken to put in place appropriate governance arrangements	Jackie Ardley	November Board	On agenda
4. Risk Summit Response Plan a. Next iteration of plan to be more explicit about achievement of targets	Samantha Jones		Included in November report

<ul style="list-style-type: none"> b. Cost impacts of delivering changes required within the action plans to be identified and discussed as part of the transformation programme that will be implemented c. Further discussions to take place at the Risk Summit Response Committee on transformation costs and how these can be properly RAG rated d. Risk Summit Response Committee to discuss the wider risk implications for the Trust looking forward and any specific risks associated with specific elements of the programme e. Opportunity to be identified for Board members to have a detailed discussion on the risk summit work programme 	<p style="text-align: center;">Samantha Jones</p> <p style="text-align: center;">Samantha Jones</p> <p style="text-align: center;">Samantha Jones</p> <p style="text-align: center;">Samantha Jones</p>		<p style="text-align: center;">The transformation is being developed</p> <p style="text-align: center;">As above</p> <p style="text-align: center;">The programme risk and issues log is discussed at each meeting of the committee</p> <p style="text-align: center;">In view of changes at Board level specific time has not been identified. This will be progressed in February</p>
<p>5. Infection, Prevention And Control</p> <ul style="list-style-type: none"> a. Date to be included on monthly dashboard b. Future action plans to be more up to date when presented to the Board in line with changes to internal reporting processes and changes to Board 	<p style="text-align: center;">Jackie Ardley</p>	<p style="text-align: center;">From November report</p> <p style="text-align: center;">For November</p>	<p style="text-align: center;">Complete</p> <p style="text-align: center;">This will be enhanced further when the Board moves to</p>

<p>meetings</p> <p>c. More detail to be provided giving greater levels of assurance that all actions are being implemented in all areas</p> <p>d. Reference in dashboard to “not applicable” to be changed to “ not available”</p>	<p>Jackie Ardley</p> <p>Jackie Ardley</p> <p>Jackie Ardley</p>	<p>report</p> <p>For November report</p> <p>From November report</p>	<p>monthly meetings</p> <p>There are still areas of improvement needing to be addressed in relation to Board assurance and will be addressed when the newly appointed Assistant Director of Infection Prevention and Control takes up post in January</p> <p>Complete</p>
<p>6. Hearing The Voice Of People Who Use Our Service</p> <p>a. NEDs to advise CEO when they are visiting an area of the Trust in order that they can be briefed about any particular relevant issue</p>	<p>All NEDs</p>	<p>Ongoing</p>	<p>Ongoing</p>
<p>7. Performance Report</p> <p>a. Paper for next Board meeting on referral to treatment time capacity and demand</p>	<p>Bernie Bluhm</p>	<p>November Board</p>	<p>On agenda</p>
<p>8. Finance Report</p> <p>a. Future reports to include details of committed and contracted work and accrued values</p> <p>b. Year end out turn position to be presented at next Board meeting following discussions with Trust</p>	<p>Patrick Butterworth</p>	<p>From November report</p>	<p>In light of changes of Finance Director and the review of finances these items will be picked up in future Board reports</p>

<p>Development Agency and Clinical Commissioning Group on year end support</p> <p>c. Executive team to consider future long term financial model that includes flexibility of having a forward look in relation to pressures and risk and then identifying levels of exposure/uncertainty faced by the Trust on these pressures and risks</p>	<p>Patrick Butterworth</p> <p>Patrick Butterworth</p>	<p>November Board</p>	
<p>9. Organisational Development Strategy</p> <p>a. Further work to be undertaken on planning, delivery and timing with involvement of Board members before full business case comes back to the Board</p>	<p>Louise Gaffney</p>		<p>Non Executives will be provided with opportunities over the next few months to be fully involved, before the Board is asked to approve the final case</p>
<p>10. Question From The Public</p> <p>a. Summary of key points from the meeting to be provided to assist partners in feeding back to organisations</p>	<p>Mark Jarvis</p>	<p>30 September</p>	<p>Complete</p>