

Public Trust Board Action Log – 6th September 2018

Action	Assigned to	Due Date	Status / Response
From Meeting held on 2nd August 2018			
Healthwatch – check-in arrangements at Rowley Regis Hospital. Patient/visitor experience to be reviewed with Operations Team	RB	Sept 2018	To be confirmed via Board walkabout
Whistleblowing – the Policy will be rename to the Whistleblowing/Speak Up Policy and re-launched in September 2018. Assurance to be provided to October Audit and Risk Management Committee.	KD	Oct 2018	Not yet due
Consistency of Care - Medicine LIA events to take place to ensure a position of “Quite Good” is in place by December 2018	KD	Dec 2018	Not yet due
Living Wage Implementation – Trust position/action to be confirmed	RG	Sept 2018	Applied and achieved
Clear Air Zone proposal (BCC) – Trust submission to consultation by the deadline (17/8/18)	TL	Sept 2018	Not submitted, will issue support letter
Reducing Sickness & Improving Well-being – Kate Thomas to produce a short film to support staff to speak up on mental health issues/conditions	RG	Sept 2018	N/A
Reducing Sickness & Improving Well-being – actions set out in paper to August Board to be reviewed/revisited to confirm success/further work required	RG	Nov 2018	Not yet due
Strategic BAF – refreshed SBAF to September Trust Board with committees in August 2018 to scrutinise the updated SBAF (outcome from challenge meetings) to provide assurance on accurate levels of reporting	KD	Sept 2018	On September Trust Board agenda
Midland Met – provide a paper on capacity/capability in terms of Trust reconfiguration required/business as usual/progression of construction of Midland Met	TL	Oct 2018	To be scrutinised at September MPA

Action		Assigned to	Due Date	Status / Response
	Black Country Pathology – Recommended options to proceed delegated to CEO and COO. Update on progress/position to be provided to Trust Board	TL	Sept 2018	Covered in CFO report
	Attendance Register – remove Ms Dutton to be removed from MPA attendance (as not a member)	CD	Sept 2018	Completed
	Any Other Business - Mr Kang confirmed he has joined the University of Birmingham at a Council member and his declaration of interest should be updated accordingly	CD	Sept 2018	Completed
From Meeting held on 5th July 2018				
3	Progress report on ‘smoke free’ arrangements to be presented at a future Board meeting.	RW	Sept 2018	
5	CQC Well-Led self-assessment to be discussed and challenged at the August Board Development session, with sign-off at the September Board.	KD	Oct 2018	To be circulated by mid-month
From Meeting held on 7th June 2018				
1	Analysis of Mortality: Dr Carruthers to provide an update on the analysis of mortality data to the September Board.	DC	Sept 2018	Completed via Board paper
2	Patient Handover / Staff Exit SOP & Implementation: Internal Audit to review in Quarter 3 to provide assurance of systems and processes.	RB	Oct 2018	Not yet due
From Meeting held on 3rd May 2018				
1	Patient Story: Mr Lewis to provide an update to the July Trust Board on alcohol provisions to support staff and licencing arrangements.	TL	Oct 2018	Further update at October Board