

Public Trust Board Action Log – as at 4th October 2018

Meeting Item Number	Action	Lead	Due	Status/Update
TB (10/18) 4	Provide GIRFT event dates to Non-Executive Directors.	DB	Dec 18	These will be circulated once available.
TB (10/18) 7.1	Financial Performance - delayed payments: 60 target for non-NHS payments to be separated and tracked in the next Financial Performance Report to the Trust Board.	DMc	Nov 18	This is included in the financial report and a timescale for remedying the problem will be advised orally.
TB (10/18) 8	Risk Register - risks not managed for previous 12 months to be reviewed by Risk Management Committee and findings reported to Groups at the Clinical Leadership Executive.	KD	Nov 18	This has been completed and is reflected in the Board's risk report.
TB (10/18) 11	Briefing on Non-Executive support role on new engagement approach.	TL	Nov 18	This will be discussed in CEO/NED session on 1/11.
TB (10/18) 12	Winter Plan B report for November Trust Board meeting.	RB	Nov 18	Report on Plan B arrangements provided to November Trust Board.
TB (10/18) 13	Next iteration of the sustainability report to the November Trust Board.	TL	Nov 18	This is covered under the localisation item at the November Board.
TB (09/18) 011	IT Resilience: future state model and budget review for November Trust Board Meeting.	TL	Nov 2018 Dec 2018	Work has commenced and is progressing well but will not be ready until the December 2018 Trust Board.
TB (10/18) 8	Risk Register - STP discussion required on CAMHS Tier 4 bed provision across the local health economy.	TL	Dec 18	I have (just) written to the relevant senior system colleagues and will report at the December Board.
TB (10/18) 8	Risk Register - Estate risks to be reviewed at Estate MPA in December 2018.	AK	Dec 18	Not yet due.

TB (08/18) 013	Consistency of Care - Medicine LIA events to take place to ensure a position of "Quite Good" is in place by December 2018.	KD	Dec 18	Work is ongoing with this in mind and the next event is planned for 5 Dec 2018.
TB (10/18) 14	The Board noted the intention to make a substantial investment to develop enlarged elective capacity for local residents in 2019-20.	DMc	Jan 19	The January timescale relates to embedding this into the draft budget.
TB (10/18) 9	<p>Progress well-led deliverables:</p> <ul style="list-style-type: none"> • W1 - Finalised succession plan for each director role • W2 - Continued delivery of quality, education and public health plans • W2 - Full delivery of Board's IT turnaround plan • W2 - ICS mobilisation plan delivered • W3 - Tracking high potential individual's PDP execution • W3 - Delivery of weconnect programme • W3 - Improvements in mental wellbeing of workforce • W4 - Comprehensive third party supplier management introduced • W5 - Refresh approach to PMO and improvement teams • W5 - Significant improvement in risk mitigation delivery • W6 - Data quality plan to be finalised and executed • W6 - Visible data at frontline level for safety and quality plans • W7 - Friends and family data volumes increased to West Midlands mean • W8 - Full QIHD accreditation achieved • W8 - welearn programme agreed at Board level 	<p>TL TL/DC</p> <p>MS TL RG TL RG DMc</p> <p>RB KD DB</p> <p>DC PG</p> <p>KD RG</p>	<p>Feb 19 Feb 19</p> <p>Jan 19 Mar 19 Mar 19 Feb 19 Mar 19 Feb 19</p> <p>Feb 19 Mar 19 Mar 19</p> <p>Mar 19 Feb 19</p> <p>Jan 19 Jan 19</p>	Not yet due

Audit & Risk Management Committee Action

Agenda Item	Action	Assigned to	Due Date	Status / Response
AR (07/18) 6	Approval of minor amendments to Standing Orders by Trust Board (July A&RMC meeting was not quorate).	MP/DMc	August 2018	Completed – reported and approved at August Trust Board Meeting
AR (07/18) 9	Interactive session (deep dive) on risk management and report to October committee meeting.	KD	October 2018	In-depth review report on risk management for discussion
AR (07/18) 5	Progress report on management of overseas debt to October committee meeting.	KD	October 2018	Progress on charges since Overseas Visitors Team are in place is reported/for discussion
AR (05/18) 10	GDPR progress report to October committee meeting.	KD	October 2018 December 2018	Not yet due
AR (07/18) 4	Completed Data Quality Improvement Plan to October committee meeting.	DB	October 2018	The improvement plan sets out the five areas for focus (discussion)
AR (07/18) 8	Declaration of Interest and Freedom to Speak up Policies – consultation and implementation progress report to October Audit and Risk Management committee meeting.	CD	October 2018	The consultation process, engagement questions and implementation of the policies is set out for discussion

Estate Major Projects Authority Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status
(09/18) 7	Hard FM affordability costs of suppliers to be reviewed with market testing / benchmarking analysis.	TL/DMc/AK	Oct 18	Paper provided to October EMPA
(09/18) 8	Trust Board delegation required on OBC submission.	TL	Oct 18	Completed – delegation approved by Trust Board
(09/18) 9	October Trust Board to receive a revised capacity and capability paper, replacement construction contractor paper and delegation proposal.	AK	Oct 18	Completed/paper provided to Trust Board
(09/18) 10	An updated methodology focussing on statutory requirements and other essential works to be provided to next EMPA meeting for approval.	AK	Oct 18	Paper provided to October EMPA
(09/18) 6	A review of Project Team capacity and capability and the January EMPA meeting.	AK	Jan 19	Not yet due

Finance and Investment Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status / Response
(09/18) 4	DMc & MP to agree future format of Finance report	DMc/MP	Oct 18	Draft shared with MP
(09/18) 4	DMc to confirm if High Cost Drugs are part of £273.8k	DMc	Oct 18	Confirmed. U/perf offset by N-pay U/spend
(09/18) 4	TL to work through Mitigation Plan with Liam Kennedy and report Board	TL/LK	Oct 18	Completed (reported to Board 4/10/18)
(09/18) 4	TL to advise on Births; source and origin forward look at Board on 04 October 2018	TL	Oct 18	Completed (reported to Board 4/10/18)
(09/18) 4	TL to table report on medical staffing/IT volume, money and mix to Board on 04 October 2018	TL	Oct 18	Completed (reported to Board 4/10/18)
(09/18) 4	Procurement work plan – updates to be provided	DMc	Oct 18	Work continues to confirm 18/19 value
(09/18) 4	Clear analysis for MMH capital impact re: estates, informatics and medical equipment	DMc	Oct 18	On agenda October meeting
(09/18) 4	DMc to liaise with Dave B linking GIRFT and Model Hospital	DMc	Oct 18	To pick up when MH updated for 1718 ref costs
(09/18) 4	Construct conversation with Group Directors in Private Board on 04 October 2018	DMc	Oct 18	Completed

Agenda Item	Action	Assigned to	Due Date	Status / Response
(06/18) 4	LTFM: A series of workshops will take place to scope various elements of the financial strategy and to bring this outline to FIC in October, with a view to completion by end 2018 calendar year.	DMc	Oct 18	Internal and external sessions planned. ICS discussions continue. Outline timetable to be discussed at Oct FIC
(06/18) 4	LTFM: Consider, in discussion with NHS Improvement, whether the best model for updating the strategy is the LTFM in its current form, or whether it would be better served developing a less complex higher level model.	DMc	Oct 18	New LTFM issued. Finance team constructing “bridge” between LTFM and organisational planning tool
(06/18) 4	LTFM: Review national guidance on changes to contractual relationships towards system based approach (ICS) including GE Healthcare work and in the context of the Midland Met likely delay.	DMc	Oct 2018	Review ongoing, consultation concludes 26 th October. Verbal update to be provided at Oct FIC

Digital Major Projects Authority Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status
MPA(08/18)6	Digital MPA and Estates MPA terms of reference to be taken to September 2018 Trust Board for approval/ratification.	CD	September 2018	Completed/actioned
MPA(08/18)4	Chief Executive to Chief Executive discussion with Logicalis on meeting timescales/demand and final assessment report.	TL	September 2018	On track – report to October DMPA meeting
MPA(08/18)4	Assurance processes to hold third party contractors/suppliers to account.	MS	October 2018	On track – report to October DMPA meeting
MPA(08/18)4	Progress update required on Wi-Fi resolution/connectivity completed.	MS	October 2018	On track – report to October DMPA meeting
MPA(08/18)4	Update position / assurance on improved N3 remedial works being undertaken by BT.	MS	October 2018	On track – report to October DMPA meeting
MPA(08/18)4	Infrastructure/Unit impact on financial budget required by October 2018 from Director of Finance.	TL	October 2018	On track – report to October DMPA meeting
MPA(08/18)5	Formal judgement at the October MPA committee will be made on confirming January 2019 go-live and communications to announce this.	RB	October 2018	On track – report to October DMPA meeting
MPA(08/18)4	Build plan for transfer to Azure (cloud) system by end of December 2018.	MS	December 2018	On track – report to December DMPA meeting

Public Health, Community Development & Equality Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status
PH(05/17)7	Public Health Plan 2017-2020: Mr. Samuda to contact colleagues at Deutsche Bank to discuss managing work place stress.	RS	February 2018	Completed
PH(01/17)2	Equality Plan: Ethnicity coding data for outpatients to continue to be improved during 2017/18.	RG	February 2018	To be discussed at November committee meeting
PH(02/18)3	Action Plan for Eastern and Central European Communities: Mrs Wilkin to champion an Executive Sponsor for the newly formed Staff Network Group.	RW	May 2018	To be discussed at November committee meeting
PH(06/18)5.	Smoke-free sites proposal to be provided to Trust Board and further options/comms/monitoring to take place through this committee.	RW	September 2018	Completed
PH(06/18)6.	Circulate the 2018/19 committee workplan prior to September committee.	CD	September 2018	Completed
PH(06/18)3.2	Further staff communication to be provided on awareness of the Early Release Policy and inclusion in future patient welcome/comfort packs.	PG	November 2018	Not yet due

People and OD Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status
POD(06/18)3	Refresh BAF items for discussion with the Director of Governance and Chair of the Audit Committee.	RG	August 2018	Completed
POD(06/18)4	Generate a flow diagram of PDR moderation outcomes.	RG	September 2018	Will be provided to September committee meeting
POD(06/18)4	Generate support and communications for line managers in how to deliver PDR moderation outcome messages.	RG	September 2018	Will be provided to September committee meeting
POD(06/18)5	Engagement - ensure that importance is given to group led interventions and update committee on where Wroughtington, Wigan and Leigh sit in rank order	TL	September 2018	Completed
POD(06/18)6	Nurse Career Escalator - Programme update to be provided to September committee meeting	PG	September 2018	Will be provided to September committee meeting
POD(06/18)7	Develop an approach to workforce planning agreed between Chief Executive and rest of the executive	TL	November 2018	Provided to November committee meeting

Charitable Funds Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status
CF(05/18)4	Annual Report - Audit findings report to be submitted by 7 th June and charity annual report presented to Trust AGM on 21 st June.	TW/RW	June 2018	Completed
CF(05/18)5.1	Head of Trust Charity Report - The team to advise on the outcome of the SSP application for the IDVA project and the BCF application for the Sapphire project.	JS	September 2018	Completed
CF(05/18)6	New Fund Proposals - The team to advise on the outcome of the match funded approach to University of Birmingham for leukaemia research, and the approach to the Pears Foundation for BMEC young volunteers hub.	JS	September 2018	Completed
CF(05/18)8	Midland Met Fundraising Campaign - To trial contactless payments.	JS	September 2018	Completed
CF(05/18)8	Midland Met Fundraising Campaign - delegate creative approval for branding to a small group of committee members (including campaign representatives), and agree to the continued development of the campaign concept(s).	RW	September 2018	Completed
CF(05/18)9	Charity Finance Report - the charity finance team to meet with Mr Waite to develop the charity finance report.	TW	September 2018	Completed
CF(05/18)12	Any Other Business - another Non-Executive or Executive Director to join the committee.	RW	September 2018	Completed

Trust Board Attendance Register 2018/19

TB (10/18) 022c

Trust Board Members		05-Apr-18	03-May-18	07-Jun-18	05-Jul-18	02-Aug-18	06-Sep-18	04-Oct-18	01-Nov-18	06-Dec-18	03-Jan-19	07-Feb-19	07-Mar-19
Mr R Samuda	Chairman	Y	Y	Y	N	Y	Y	Y					
Mrs O Dutton	Non-Executive Director	Y	Y	N	Y	Y	Y	N					
Ms M Perry	Non-Executive Director	Y	Y	Y	Y	N	Y	Y					
Prof K Thomas	Non-Executive Director	N	Y	N	Y	Y	Y	Y					
Mr H Kang	Non-Executive Director	Y	Y	Y	Y	Y	Y	Y					
Mr W Zaffar	Non-Executive Director	Y	N	Y	Y	Y	N	Y					
Mr M Hoare	Non-Executive Director	N	Y	Y	N	Y	Y	Y					
Mr T Lewis	Chief Executive	Y	Y	Y	Y	Y	N	Y					
Mr T Waite	Director of Finance	Y	Y	Y									
Ms D McLannahan	Acting Director of Finance				Y	N	Y	Y					
Ms R Barlow	Chief Operating Officer	Y	Y	Y	Y	Y	Y	N					
Prof D Carruthers	Medical Director	Y	Y	Y	Y	Y	Y	Y					
Mrs P Gardner	Chief Nurse		Y	Y	Y	Y	Y	Y					
Mrs R Goodby	Director of People and OD	Y	Y	Y	Y	Y	Y	Y					
Miss K Dhami	Director of Governance	Y	Y	Y	Y	Y	Y	Y					

Y	Attended meeting
N	Apologies were provided

Audit & Risk Management Committee	04-May-18	23-May-18	18-Jul-18	17-Oct-18															
Ms M Perry	Y	Y	Y	Y															
Mrs O Dutton	Y	N	N	N															
Mr H Kang	Y	Y	N	Y															
Mr W Zaffar	N	N	N	Y															
Charitable Funds Committee	17-May-18	13-Sep-18																	
Mr W Zaffar	Y	Y																	
Mr R Samuda	Y	Y																	
Mr T Lewis	N	N																	
Mr T Walte	Y																		
Ms D McLannahan		N																	
Mrs P Gardner	N	N																	
Mrs R Wilkin	Y	Y																	
Finance & Investment Committee	27-Apr-18	25-May-18	29-Jun-18	27-Jul-18	31-Aug-18	28-Sep-18	26-Oct-18												
Mr M Hoare	Y	Y	Y	Y	Y	N	Y												
Mr R Samuda	Y	Y	N	Y	Y	Y	Y												
Mr H Kang	Y	Y	Y	Y	Y	Y	Y												
Mrs M Perry	Y	Y	Y	N	N	Y	Y												
Mr T Walte	Y	Y																	
Ms R Barlow	Y	Y	Y	Y	Y	N	Y												
Mrs R Goodby	Y	Y	N	Y	Y	Y	Y												
Ms D McLannahan			Y	N	Y	Y	Y												
Major Projects Authority	20-Apr-18	18-May-08	15-Jun-18	20-Jul-18	24-Aug-18														
Mr R Samuda	N	Y	Y	Y	Y														
Mr M Hoare	Y	N	Y	N	Y														
Mr T Lewis	Y	N	Y	Y	Y														
Mr T Walte	Y	Y	Y																
Mr A Kenny	Y	Y	Y	Y	N														
Mr M Reynolds	Y	Y	Y	Y	Y														
Ms R Barlow	Y	N	Y	Y	Y														
Mrs R Goodby	N	Y	Y	Y	Y														
Ms D McLannahan				Y	N														
Estate Major Projects Authority	21-Sep-18	26-Oct-18																	
Mr R Samuda	Y	Y																	
Mr H Kang	Y	Y																	
Mr T Lewis	Y	Y																	
Ms D McLannahan	Y	Y																	
Digital Major Projects Authority	26-Oct-18																		
Mrs M Perry	Y																		
Mr M Hoare	Y																		
Mr T Lewis	Y																		
Ms R Barlow	Y																		
Mrs R Goodby	Y																		
Ms K Dhami	Y																		
Mr S Roy	Y																		
Mrs A Geary	N																		
Mrs N Taylor	Y																		
People & OD Committee	25-Jun-18	2-Oct-18																	
Mr R Samuda	Y	N																	
Mr H Kang	Y	Y																	
Mr T Lewis	N	N																	
Mr R Goodby	Y	Y																	
Mrs R Barlow	Y	N																	
Mrs P Gardner	Y	Y																	
Public Health Committee	1-Jun-18	13-Sep-18																	
Mr S Samuda	Y	Y																	
Prof K Thomas	Y	N																	
Mr W Zaffar	Y	Y																	
Mr T Lewis	Y	N																	
Mrs P Gardner	Y	N																	
Mrs R Goodby	N	Y																	
Prof D Carruthers	N	Y																	
Mrs R Wilkin	N	Y																	
Quality & Safety Committee	27-Apr-18	25-May-18	29-Jun-18	27-Jul-18	31-Aug-18	28-Sep-18	26-Oct-18												
Ms O Dutton	Y	Y	Y	Y	Y	Y	Y												
Mr R Samuda	N	Y	N	Y	Y	Y	Y												
Mrs M Perry	Y	Y	Y	N	Y	N	Y												
Miss K Dhami	Y	Y	Y	Y	N	Y	Y												
Mrs R Barlow	Y	Y	Y	Y	Y	N	Y												
Mr D Baker	Y	Y	Y	Y	Y	Y	Y												
Mrs P Gardner	Y	Y	Y	Y	Y	Y	Y												
Prof D Carruthers	Y	Y	N	Y	Y	N	Y												

Y	Attended Meeting
N	Apologies were provided