

Public Trust Board Action Log – as at 6th December 2018

| Meeting Item Number | Action | Lead | Due | Status/Update |
|---------------------|--|------|--|--|
| TB (11/18) 15 | Mr Lewis to circulate additional reconfiguration working papers to Trust Board members. | TL | Dec 2018 | Issued 02/01/2019 |
| TB (11/18) 15 | Provide Non-Executive Directors with a weconnect briefing note from the Chief Executive. | TL | Dec 2018 | Issued 02/01/2019 |
| TB (12/18) 3 | Provide a response about when the booking-in screens will be fixed at Rowley Regis Hospital. | RB | Jan 2019 | Verbal update to provided |
| TB (12/18) 3 | Update on return of chemotherapy services to Sandwell General Hospital to be provided. | TL | Jan 2019 | Verbal update under CEO Report |
| TB (12/18) 5d | Neonatal plan to January 2019 Quality and Safety Committee | PG | Jan 2019 | On Q&SC agenda for 25/01/19 |
| TB (12/18) 5d | Coroner report on neglect (devices issue in collaboration with GP partners) to January 2019 Quality and Safety Committee | KD | Jan 2019 | On Q&SC agenda for 25/01/19 |
| TB (12/18) 6 | Vacancy hotspots forward trajectory/progress update to January Trust Board meeting. | RG | Feb 2019 | To be covered under relevant paper |
| TB (12/18) 7 | Stroke symposium to take place and an update on this to January Quality and Safety Committee | RB | Jan 2019 | On Q&SC agenda for 25/01/19 |
| TB (12/18) 11 | Number of substantive nurses registered with agencies. | RG | Jan 2019 | To be covered under relevant paper |
| TB (09/18) 11 | IT Resilience: future state model and budget review for November Trust Board Meeting. | TL | Nov 2018 Dec 2018 Jan 2019 | To be discussed in private Board item. |

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| TB (11/18) 7 | In January 2019 we need to know how many staff are 100% compliant with mandatory training and how many are not. | RG | Jan 2019 | Verbal update under CEO Report |
| TB (11/18) 10 | Freedom to Speak Up self-assessment data to be provided to January 2019 Trust Board meeting. | KD | Jan 2019 Feb 2019 | Guardians' and Board's self-review yet to be considered. Deferred to Feb Board |
| TB (11/18) 6 | Brexit – ensure this issue is included on the Strategic Board Assurance Framework | KD | Jan 2019 | To be considered as part of the annual SBAF refresh |
| TB (11/18) 6 | Future R&D board development session proposed with primary care colleagues (led by Prof Lasserson) | TL | Jan 2019 | Scheduled for Quarter 1, 2019/20 |
| TB (10/18) 9 | Well Led: W2 - Full delivery of Board's IT turnaround plan | MS | Jan 2019 | Update note on the agenda |
| TB (10/18) 9 | Well Led: W3 - Improvements in mental wellbeing of workforce | RG | Jan 2019 | Update note on the agenda |
| TB (10/18) 9 | Well Led: W8 - Full QIHD accreditation achieved | KD | Jan 2019 | Update note on the agenda |
| TB (10/18) 9 | Well Led: W8 - w elearn programme agreed at Board level | KD | Jan 2019 | Presentation to the private Board |
| TB (12/18) 9 | Next mortality improvement report to include intervention details and timelines. | DC | Feb 2019 | Not yet due |
| TB (12/18) 11 | Directorate budgets to be provided to February 2019 Trust Board. | DMc | Feb 2019 | Not yet due |
| TB (08/18) 13 | 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 Feb 2019 | Work is ongoing with this in mind and the next event is planned for February 2019 because of Group leadership changes. |
| TB (11/18) 12 | Include questions on undertaking and participating in team meetings in the 2019/20 PDR paperwork. | RG | Feb 2019 | Not yet due |
| TB (10/18) 9 | Well Led: W1 - Finalised succession plan for each director role | TL | Feb 2019 | Not yet due |

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| TB (10/18) 9 | Well Led: W2 - Continued delivery of quality, education and public health plans | TL/DC | Feb 2019 | Not yet due |
| TB (10/18) 9 | Well Led: W7 - Friends and family data volumes increased to West Midlands mean | PG | Feb 2019 | Not yet due |
| TB (10/18) 9 | Well Led: W3 - Tracking high potential individual's PDP execution | RG | Feb 2019 | Not yet due |
| TB (10/18) 9 | Well Led: W3 - Delivery of weconnect programme | TL | Feb 2019 | Not yet due |
| TB (10/18) 9 | Well Led: W4 - Comprehensive third party supplier management introduced | DMc | Feb 2019 | Not yet due |
| TB (10/18) 9 | Well Led: W5 - Refresh approach to PMO and improvement teams | RB | Feb 2019 | Not yet due |
| TB (12/18) 12 | Implement the HSE Conversation tool (mental wellbeing) and provide future progress reports to the People and OD Committee and Trust Board. | RG | Mar 2019 | Not yet due |
| TB (10/18) 9 | Well Led: W2 - ICS mobilisation plan delivered | TL | Mar 2019 | Not yet due |
| TB (10/18) 9 | Well Led: W5 - Significant improvement in risk mitigation delivery | KD | Mar 2019 | Not yet due |
| TB (10/18) 9 | Well Led: W6 - Data quality plan to be finalised and executed | DB | Mar 2019 | Not yet due |
| TB (10/18) 9 | Well Led: W6 - Visible data at frontline level for safety and quality plans | DC | Mar 2019 | Not yet due |

Note: Owing to absences in the Corporate Governance team the Board Committee action logs will be updated for the February Board