

Public Trust Board Action Log – as at 1st November 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 have been circulated.
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 January 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	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	Discussion will take place at Estate MPA planned for 7 December 2018.
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 February 2019 because of Group leadership changes.
TB (11/18) 6	R&D report/presentation to December 2018 Private Board Meeting	DC	Dec 18	Paper and presentation will be provided at December Private Trust Board.
TB (11/18) 7	Diagnostics Improvement Plan to be provided to December Trust Board Meeting.	RB	Dec 18	As left
TB (11/18) 7	Specialist expertise (from NHS England) offer to review early morning discharge data.	RB	Dec 18	This has occurred and is complete
Tb (11/18) 11	November ED and ward performance to be reviewed at December Trust Board meeting.	RB	Dec 18	As left

TB (11/18)	Mr Lewis to circulate additional reconfiguration working papers to Trust Board members.	TL	Dec 18	To be undertaken during December
TB (11/18) 15	Provide Non-Executive Directors with a weconnect briefing note from the Chief Executive.	TL	Dec 18	To be undertaken during December after Pioneer teams selected
TB (11/18) 15	Provide a Well-led action plan to Directors to ensure these are progressed.	KD	Dec 18	Covered at EG on December 4 th
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 18	Not yet due
TB (11/18) 10	Freedom to Speak Up self-assessment data to be provided to January 2019 Trust Board meeting.	KD	Jan 18	Not yet due
TB (11/18) 6	Brexit – recruitment plans for specialist expertise.	RB	Jan 18	Not yet due
TB (11/18) 6	Brexit – ensure this issue is included on the Strategic Board Assurance Framework	KD	Jan 18	Not yet due
TB (11/18) 6	Future R&D board development session proposed with primary care colleagues (led by Prof Lattison)	TL	Jan 19	Not yet due
TB (10/18) 9	Well Led: W2 - Full delivery of Board's IT turnaround plan	MS	Jan 19	Not yet due
TB (10/18) 9	Well Led: W3 - Improvements in mental wellbeing of workforce	RG	Jan 19	Not yet due
TB (10/18) 9	Well Led: W8 - Full QIHD accreditation achieved	KD	Jan 19	Not yet due
TB (10/18) 9	Well Led: W8 - welearn programme agreed at Board level	RG	Jan 19	Not yet due
TB (11/18) 12	Include questions on undertaking and participating in team meetings in the 2019/20 PDR paperwork.	RG	Feb 19	Not yet due
TB (10/18) 9	Well Led: W1 - Finalised succession plan for each director role	TL	Feb 19	Not yet due
TB (10/18) 9	Well Led: W2 - Continued delivery of quality, education and public health plans	TL/DC	Feb 19	Not yet due

TB (10/18) 9	Well Led: W7 - Friends and family data volumes increased to West Midlands mean	PG	Feb 19	Not yet due
TB (10/18) 9	Well Led: W3 - Tracking high potential individual's PDP execution	RG	Feb 19	Not yet due
TB (10/18) 9	Well Led: W3 - Delivery of weconnect programme	TL	Feb 19	Not yet due
TB (10/18) 9	Well Led: W4 - Comprehensive third party supplier management introduced	DMc	Feb 19	Not yet due
TB (10/18) 9	Well Led: W5 - Refresh approach to PMO and improvement teams	RB	Feb 19	Not yet due
TB (10/18) 9	Well Led: W2 - ICS mobilisation plan delivered	TL	Mar 19	Not yet due
TB (10/18) 9	Well Led: W5 - Significant improvement in risk mitigation delivery	KD	Mar 19	Not yet due
TB (10/18) 9	Well Led: W6 - Data quality plan to be finalised and executed	DB	Mar 19	Not yet due
TB (10/18) 9	Well Led: W6 - Visible data at frontline level for safety and quality plans	DC	Mar 19	Not yet due

Audit & Risk Management Committee Action

Agenda Item	Action	Assigned to	Due Date	Status
AR (07/18) 6	Approval of minor amendments to Standing Orders by Trust Board (July A&RMC meeting was not quorate).	MP/DMc	Aug 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	Oct 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	Oct 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 Dec 2018	Not yet due
AR (07/18) 4	Completed Data Quality Improvement Plan to October committee meeting.	DB	Oct 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	Oct 2018	The consultation process, engagement questions and implementation of the policies is set out for discussion

Quality and Safety Committee Action Log

Item No	Action	Assigned to	Due Date	Status
QS (10/18) 002	Catheter Wire: Provide further update at next meeting	DC	Nov 2018	Verbal update to Nov 2018 meeting.
QS (10/18) 002	Ophthalmology Procedure: Invite Siten Roy to next week's Board meeting Log 'never event' but await further information before	DC DC	Nov 2018 Nov 2018	Complete. Complete.
QS (10/18) 006	Stroke Bed 4 hour Target: Provide information requested at next meeting	RB	Nov 2018	Information provided for Nov 2018 Q&S meeting.
QS (10/18) 007	Purple Point: Thank you from Ms Dutton to the 14 staff /teams complimented in Q2.	OD / KD	Nov 2018	OD to confirm at Nov Q&S meeting.
QS(10/18) 011	Inpatient Survey: Share 'Good Attitude' DVD (potential staff learning tool) Follow the standards set by other hospitals - Warwick Hospital pro-actively contacts patients: - Pro-actively call patients when wards are closed - Reinforce the message to patients when communicating that the patient is/will be going home.	PG PG	Nov 2018 Dec 2018	Update at Nov Q&S meeting. Not yet due.
QS (10/18) 007	Mortality & Learning from Deaths: Provide report on the learnings from the Review	DC	Dec 2018	Not yet due.

Estate Major Projects Authority Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status
EMPA (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
EMPA (09/18) 8	Trust Board delegation required on OBC submission.	TL	Oct 18	Completed – delegation approved by Trust Board
EMPA (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
EMPA (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
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

Action		Assigned to	Due Date	Status
FIC (09/18)4	Procurement work plan – updates to be provided	DMc	Oct 18 Nov 18	Work continues to confirm 2018/19 value.
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 Nov 18	Stakeholder event is planned within the next 2 months.
FIC (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 18 Nov 18	As above.
FIC (10/18)	BSOL ED Ophthalmology challenges – more detail required for the next meeting	DMC	Nov 18	Verbal update.
FIC (10/18)4	Show forecast and budget on overall plan table (including month by month figures) in the next financial performance report to FIC.	DMc	Nov 18	Completed (provided in the paper).
FIC (10/18)4	Ensure to only pay locum and agency staff once safety forms have been completed.	RG	Nov 18	Update to November FIC meeting.
FIC (10/18)4	Other contract lines to be clearer (more granular) in future financial performance reports.	DMc	Nov 18	Completed (provided in the paper).
FIC (10/18)4	In setting 2019/20 budgets the budgeted vacancy levels to be clear (agreed by service area)	DMc/RG	Dec 18	Not yet due.
FIC (10/18)4	Agree antenatal pathway deals with surrounding Trusts.	DMc	Dec 18	Not yet due.

Digital Major Projects Authority Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status
DMPA (10/18) 4.1	Infrastructure - Review of permissions to enable system changes and ensure traceability.	MS	Nov 2018	Complete permissions for major network systems have been reviewed and removed. Same for Active Directory.
DMPA (10/18) 4.1	Infrastructure - Need process for IT to follow and level of support needed.	MS	Nov 2018	Complete - A change management process is now established and documented. We are reviewing support hours and will be introducing support rotas in 2019.
DMPA (10/18) 5	UNITY - Executive responsibility need to be determined and resources identified	RB	Nov 2018	Complete
DMPA (10/18) 5	UNITY - Meeting to take place with Cerner on 30 th October 2018 to discuss back office proposition (TL/MS)	TL/MS	Nov 2018	Complete
DMPA (10/18) 5	UNITY - Recruitment requirements to be addressed	RB	Nov 2018	Complete
DMPA (10/18) 4.6	Funding - Investigate if any national development funding is available.	MS	Dec 2018	MS is currently liaising with NHS Digital.
DMPA (08/18) 4	Assurance processes to hold third party contractors/suppliers to account.	MS	Oct 2018 Dec 2018	Delayed to Dec 2018.
DMPA (08/18) 4	Infrastructure/Unity impact on financial budget required by October 2018 from Director of Finance.	DMc/TL	Oct 2018 Dec 2018	Deferred to Dec 2018 meeting by CEO.
DMPA (10/18) 4.2	Critical Incident - Produce plan to resolve and implement improvements to include a monitoring regime	MS	Dec 2018	Currently building a monitoring tool. This will be trailed in December 2018.
DMPA (10/18) 4.5	Critical Incident - New plan to be communicated to IT team during next week to review with Mr Lewis in 2 months and work towards stable model in 6 months	TL/MS	Dec 2018	Propose new architecture to be presented to TL.
DMPA (08/18) 4	Create plan to transfer to Azure (cloud) system by end of December 2018.	MS	Dec 2018 Jan 2019	Delayed to January 2019.

Agenda Item	Action	Assigned to	Due Date	Status
DMPA (10/18) 4.1	Infrastructure - Need people plan and performance indicators	MS	Jan 2019	A skills and training matrix will be complete in December and technical skills will be developed in 2019 and performance monitoring will improve in December 2018
DMPA (10/18) 4.1	Infrastructure - Process in place stating what external support contracts are in existence for all systems, warranties etc	MS	Jan 2019	To be complete in January 2019.
DMPA (10/18) 4.5	Critical Incident - As part of strategic plan ensure that system is capable of issuing early warnings	MS	Jan 2019	This will be using the monitoring tool and enhancing some 3 rd party contracts to supply early warning.
DMPA (10/18) 4.5	Critical Incident - Consider outsourcing to achieve our aims	TL/MS	Feb 2019	Conversations are taking place with potential 3 rd parties. The cost also needs to be factored in.
DMPA (10/18) 4.6	Funding - Submit plan to resolve the cash and capital element of the long term financial model in February 2019	MS	Feb 2019	MS to prepare.
DMPA (10/18) 4.1	Infrastructure - Compile list of systems which do not allow traceability	MS	Feb 2019	We are compiling this list. We are devising an appropriate approach to turning traceability on.
DMPA (10/18) 4.1	Infrastructure - Address issue of passwords	MS	Mar 2019	We have checked that NHS mail insist on a 90 day password change. We are reviewing alternatives for all other systems to reduce the number of different passwords in the various systems.
DMPA (10/18) 4.1	Infrastructure - Specialist external audit to be commissioned in February / March 2019 to review risk	TL/MS	Mar 2019	Proposed audit scope to be prepared by December 2019.
DMPA (10/18) 4.1	Infrastructure - Pipeline of work needed (MS)	MS	Mar 2019	High level tactical pipeline in place up until March 2019.

Public Health, Community Development & Equality Committee Action Log

Item Number	Action	Assigned to	Due Date	Status
PH (09/18) 6	To bring data to the next meeting to demonstrate the number of recruitment interviews that have happened and are representative and set up a focus group about how the BME staff felt they were included and their experience.	RG	Nov 2018	Paper provided to November committee meeting
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	Nov 2018	Paper provided to 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	Sep 2018	Ongoing

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	Aug 2018	Completed.
POD(06/18)4	Generate a flow diagram of PDR moderation outcomes.	RG	Oct 2018	Provided to October committee meeting.
POD(06/18)4	Generate support and communications for line managers in how to deliver PDR moderation outcome messages.	RG	Oct 2018	Provided to October 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	Oct 2018	Completed.
POD(06/18)6	Nurse Career Escalator - Programme update to be provided to September committee meeting	PG	Oct 2018	Provided to October committee meeting.
POD(06/18)7	Develop an approach to workforce planning agreed between Chief Executive and rest of the executive	TL	Dec 2018	To be provided to December committee meeting.

Charitable Funds Committee Action Log

Agenda Item No.	Action	Assigned to	Due Date	Status
CFC(09/18) 6	<u>New Fund Proposals:</u> 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	Nov 2018	Update provided to November committee meeting
CFC(09/18) 8	<u>Midland Met Fundraising Campaign:</u> To 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	Nov 2018	Update provided to November committee meeting
CFC (09/18) 9	<u>Charity Finance Report:</u> The charity finance team to meet with Finance to develop the charity finance report	DMc	Dec 2018	Not yet due

Trust Board Attendance Register 2018/19

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	Y				
Mrs O Dutton	Non-Executive Director	Y	Y	N	Y	Y	Y	N	Y				
Ms M Perry	Non-Executive Director	Y	Y	Y	Y	N	Y	Y	N				
Prof K Thomas	Non-Executive Director	N	Y	N	Y	Y	Y	Y	Y				
Mr H Kang	Non-Executive Director	Y	Y	Y	Y	Y	Y	Y	N				
Mr W Zaffar	Non-Executive Director	Y	N	Y	Y	Y	N	Y	Y				
Mr M Hoare	Non-Executive Director	N	Y	Y	N	Y	Y	Y	Y				
Mr T Lewis	Chief Executive	Y	Y	Y	Y	Y	N	Y	Y				
Mr T Waite	Director of Finance	Y	Y	Y									
Ms D McLannahan	Acting Director of Finance				Y	N	Y	Y	Y				
Ms R Barlow	Chief Operating Officer	Y	Y	Y	Y	Y	Y	N	Y				
Prof D Carruthers	Medical Director	Y	Y	Y	Y	Y	Y	Y	Y				
Mrs P Gardner	Chief Nurse		Y	Y	Y	Y	Y	Y	Y				
Mrs R Goodby	Director of People and OD	Y	Y	Y	Y	Y	Y	Y	N				
Miss K Dhami	Director of Governance	Y	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	15-Nov-18										
Mr W Zaffar	Y	Y	Y										
Mr R Samuda	Y	Y	N										
Mr T Lewis	N	N	Y										
Mr T Waite	Y												
Ms D McLannahan		N	Y										
Mrs P Gardner	N	N	Y										
Mrs R Wilkin	Y	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	30-Nov-18					
Mr M Hoare	Y	Y	Y	Y	Y	N	Y	Y					
Mr R Samuda	Y	Y	N	Y	Y	Y	Y	Y					
Mr H Kang	Y	Y	Y	Y	Y	Y	Y	Y					
Mrs M Perry	Y	Y	Y	N	N	Y	Y	Y					
Mr T Waite	Y	Y											
Ms R Barlow	Y	Y	Y	Y	Y	N	Y	Y					
Mrs R Goodby	Y	Y	N	Y	Y	Y	Y	Y					
Ms D McLannahan			Y	N	Y	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 Waite	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	23-Nov-18											
Mrs M Perry	Y	Y											
Mr M Hoare	Y	Y											
Mr T Lewis	Y	Y											
Ms R Barlow	Y	Y											
Mrs R Goodby	Y	Y											
Ms K Dhami	Y	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	15-Nov-18										
Mr S Samuda	Y	Y	N										
Prof K Thomas	Y	N	N										
Mr W Zaffar	Y	Y	Y										
Mr T Lewis	Y	N	Y										
Mrs P Gardner	Y	N	Y										
Mrs R Goodby	N	Y	Y										
Prof D Carruthers	N	Y	Y										
Mrs R Wilkin	N	Y	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	30-Nov-18					
Ms O Dutton	Y	Y	Y	Y	Y	Y	Y	Y					
Mr R Samuda	N	Y	N	Y	Y	Y	Y	Y					
Mrs M Perry	Y	Y	Y	N	N	Y	Y	Y					
Miss K Dhami	Y	Y	Y	Y	N	Y	Y	Y					
Mrs R Barlow	Y	Y	Y	Y	Y	N	Y	Y					
Mr D Baker	Y	Y	Y	Y	Y	Y	Y	Y					
Mrs P Gardner	Y	Y	Y	Y	Y	Y	Y	Y					
Prof D Carruthers	Y	Y	N	Y	Y	N	Y	Y					

Y	Attended Meeting
N	Apologies were provided