

Audit & Risk Management Committee Action

Agenda Item	Action	Assigned to	Due Date	Status as at December 31 st
AR (10/18) 4	Data Quality plan progress report to December Audit and Risk management Committee meeting.	DB	December 2018	Progress report provided for December 2018 committee meeting and 50 days allocated in 2019-20 audit plan
AR (10/18) 5	Reduce amount of internal audit reviews planned for January 2019 (confirm which can be brought forward)	KD	December 2018	Completed
AR (10/18) 10	Validation processes to challenge potential dishonesty when questioned about eligibility for NHS care.	KD	December 2018	Completed
AR (05/18) 10	GDPR progress report to October committee meeting.	KD	October 2018 December 2018	Verbal update to December 2018 committee meeting. Further updates to be provided.
AR (07/18) 8	Declaration of Interest and Freedom to Speak up Policies – consultation and implementation.	CD	October 2018 December 2018	Goes to PAG in February 2019.
AR (10/18) 12	Update on policies which are lapsed review date to be provided to the next Audit and Risk Management Committee to ensure these are in-date by end of March 2019.	CD	December 2018	Report (plan) provided for December 2018 committee meeting.

Quality and Safety Committee Action Log

Item No	Action	Assigned to	Due Date	Status
3	Carry out a review of the clinical decision to discharge in the case of unplanned re-attendances to A&E	Rachel Barlow	January 2019	Verbal update at the February meeting
3	Modelling of the now and post-April 2019 look at Pressure Ulcer reporting to be presented at the next meeting to understand the impact.	Paula Gardner	January 2019	Trajectories to March meeting
3.	Consider whether Mental Health Nurse Specialists and General Nurses can be swapped between the BCMHP and SWBH	Rachel Barlow	January 2019	Confirm 2019-20 plan at March meeting

Estate Major Projects Authority Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status as at December 31 st
EMPA (10/18) 8	Red estate risks to be discussed in detail at the December EMPA meeting.	AK	Dec 18	Completed
EMPA (10/18) 6	Publish redacted OBC on Trust Public website 30 days after approval.	AK	Jan 19	To complete in February
EMPA (09/18) 6	A review of Project Team capacity and capability and the next EMPA meeting.	AK	Jan 19	Due at February meeting

Finance and Investment Committee Action Log

Action		Assigned to	Due Date	Status
(10/18)004	In setting 2019/20 budgets the budgeted vacancy levels to be clear (agreed by service area).	DMc/RG	On-going	Agreed as 2% Trust-wide with any exceptions to be explicitly signed off by the CEO before 1 st April 2019
(10/18)004	Agree antenatal pathway deals with surrounding Trusts.	DMc	December 2018	To be concluded by February FIC
(11/18)004	Ensure support is provided by oracle and 60 day non-NHS creditor payment position	DMc	December 2018	Completed
(11/18)004	Make a financial appraisal of how the procurement vehicle is operating after 4-5 months and bring that into the FIC	DMc	February 2019	Not yet due
(11/18)005	Build a bridge between this year's production plan, the waiting list numbers and next year's production plans	RB	February 2019	Completed
(11/18)006	To look into pre-cleansing data no later than Q1 2019-20	DMc	March 2019	On-track

Digital Major Projects Authority Committee Action Log

ALL ACTIONS BELOW WERE REVIEWED AT JANUARY MEETING AND ARE BEING UPDATED

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	
DMPA (10/18) 4.1	Infrastructure - Need process for IT to follow and level of support needed.	MS	Nov 2018	
DMPA (10/18) 5	UNITY - Executive responsibility need to be determined and resources identified	RB	Nov 2018	
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	
DMPA (10/18) 5	UNITY - Recruitment requirements to be addressed	RB	Nov 2018	
DMPA (10/18) 4.6	Funding - Investigate if any national development funding is available.	MS	Dec 2018	
DMPA (08/18) 4	Assurance processes to hold third party contractors/suppliers to account.	MS	Oct 2018 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	
DMPA (10/18) 4.2	Critical Incident - Produce plan to resolve and implement improvements to include a monitoring regime	MS	Dec 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	
DMPA (08/18) 4	Create plan to transfer to Azure (cloud) system by end of December 2018.	MS	Dec 2018 Jan 2019	
DMPA (10/18) 4.1	Infrastructure - Need people plan and performance indicators	MS	Jan 2019	
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	

Agenda Item	Action	Assigned to	Due Date	Status
DMPA (10/18) 4.5	Critical Incident - As part of strategic plan ensure that system is capable of issuing early warnings	MS	Jan 2019	
DMPA (10/18) 4.5	Critical Incident - Consider outsourcing to achieve our aims	TL/MS	Feb 2019	
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	
DMPA (10/18) 4.1	Infrastructure - Compile list of systems which do not allow traceability	MS	Feb 2019	
DMPA (10/18) 4.1	Infrastructure - Address issue of passwords	MS	Mar 2019	
DMPA (10/18) 4.1	Infrastructure - Specialist external audit to be commissioned in February / March 2019 to review risk	TL/MS	Mar 2019	
DMPA (10/18) 4.1	Infrastructure - Pipeline of work needed (MS)	MS	Mar 2019	

Public Health, Community Development & Equality Committee Action Log

Item Number	Action	Assigned to	Due Date	Status as at December 31 st
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	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	Nov 2018	Communications to be issued in February 2019
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	Detail to be provided to March Trust Board

People and OD Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status as at December 31st
POD(06/18) 4	Generate a flow diagram of PDR moderation outcomes.	RG	September 2018 December 2018	Completed
POD(06/18) 7	Develop an approach to workforce planning agreed between Chief Executive and rest of the executive	TL/RG	December 2018	To be main item in February
POD (10/18) 3	Send comms video regarding PDR moderations to HK	RG	December 2018	Completed
POD (10/18) 3	Find out percentage of our EU workers. Continue working on BAF 8, breaking it down into acute risks.	RG RG	December 2018 December 2018	Completed Being written up
POD (10/18) 5	Update on rostering compliance/practice to December 2018 Committee.	PG	December 2018	Progress report to February committee
POD (10/18) 6	Aspiring to Excellence: <ul style="list-style-type: none"> • Draft write-up for Nursing Times & HSJ • Map onto talent management grid 	PG/RG RG	December 2018 December 2018	Specific 4 rated employee tracker to be brought to February committee

Charitable Funds Committee Action Log

Agenda Item No.	Action	Assigned to	Due Date	Status as at December 31 st
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	Completed
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 to next 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	To report to CEO corporate review in Feb