

### Audit & Risk Management Committee Action

Item No	Action	Assigned to	Due Date	Status / Response
AR (12/18) 03	Data Quality Improvement Plan to be provided to February and April 2019 focusing on progress against kite marks and including data quality risk register items.	DB	February 2019	Verbal update
AR (12/18) 04	Review year-end timetable in more detail at February 2019 committee meeting.	DMc	February 2019	Verbal update
AR (05/18) 10	GDPR progress report to October committee meeting.	KD	<del>October 2018</del> 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	<del>October 2018</del> 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

Agenda Item	Action	Assigned to	Due Date	Status
3 (21/12/18)	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 (21/12/18)	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 Gardener	January 2019	Verbal update at the February meeting
3 (21/12/18)	Consider whether Mental Health Nurse Specialists and General Nurses can be swapped between the BCMHP and SWBH	Rachel Barlow	January 2019	Currently in email contact and this item was in progress.
7 (25/01/19)	Include any instances of patient enquiries on expected follow-ups on auto-close referrals in the Paper to be presented to the Committee.	Rachel Barlow	February 2019	Verbal update

## Estate Major Projects Authority Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status
EMPA (12/18) 004	Kevin Reynolds and Toby Lewis to go through the allocated figure for the car park and boundary fence separately in order to clarify the sums.	KR	Feb 19	Will be completed in budget setting
EMPA (12/18) 004	Midland Met Project Team to develop planned preventative maintenance proposition	KR	Feb 19	To return to next meeting
EMPA (12/18) 004	Kevin Reynolds and his team to identify a back up to the pressure systems	KR	Feb 19	Completed
EMPA (12/18) 004	Further information required on the retained estate and the BMS. List required of risks which are a legal requirement together with breakdown of timescales to fix if fell out. Scalding, Legionella and pressure systems.	KR	Feb 19	To return to next meeting
EMPA (12/18) 004	Kevin Reynolds to amend the risk register to show risks to be elemental.	KR	Feb 19	Completed
EMPA (10/18) 008	Red estate risks to be discussed in detail at the December EMPA meeting.	AK	Dec 18	Completed
EMPA (10/18) 006	Publish redacted OBC on Trust Public website 30 days after approval.	AK	Jan 19	Completed
EMPA (09/18) 006	A review of Project Team capacity and capability and the January EMPA meeting.	AK	Jan 19	To come to next EMPA

## Finance and Investment Committee Action Log

Item No.	Action	Assigned to:	Due Date:	Status / Response
(01/19) 002	A visualisation of the model hospital data CIP plan to be provided.	TL	May 2019	Not yet due
(01/19) 003	Investigate what can be done to get to optimisation of the Triangle Report in the front end of 19/20.	DMc	February 2019	Oral update
(10/18)004	Agree antenatal pathway deals with surrounding Trusts.	DMc	February 2019	To be reported orally at February FIC
(11/18)004	Ensure support is provided by oracle and 60 day non-NHS creditor payment position	DMc	December 2018	Ongoing
(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	Deferred to March 2019
(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	Deferred to March 2019
(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

Agenda Item	Action	Assigned to	Due Date	Status
(01/19) 003	Create turnaround milestone tracker for DMPA	MS	Feb 19	Completed
(01/19) 004	TL to brief DMPA on unity technical readiness by early Feb	TL	Jan 19	Completed
(01/19) 006	Training plan for IT staff to be completed in 2018/19	MS	April 19	HRBP assigned to lead in March 2019
(11/18) 4.3	Sql database recovery points and objective back up plans per contract.	MS	Dec 2018	Work in progress to be completed by May 2019
(10/18) 4.2	Critical Incident - Produce plan to resolve and implement improvements to include a monitoring regime	MS	<del>Dec 2018</del> Jan 2019	Ongoing. Daily monitoring undertaken. Monitoring tool in place and being refined.
(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 <sup>rd</sup> party contracts to supply early warning.
(11/18) 3	Traceability - a plan of action together with a full list is to be made available at the next meeting.	MS	<del>Dec 2018</del> Feb 2019	Ongoing. We are investigating gateway products as some systems are not able to log activity. Plan to purchase and install in Feb 2019.
(10/18) 4.1	Infrastructure - Specialist external audit to be commissioned in February / March 2019 to review risk	TL/MS	Mar 2019	On track. Scope agreed.
(10/18) 4.1	Infrastructure - Address issue of passwords	MS	Mar 2019	Ongoing. 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.
(08/18) 4	Create plan to transfer to Azure (cloud) system by end of December 2018.	MS	<del>Dec 2018</del> Jan 2019	Transfer to hosted solutions is being done as systems come for renewal. Alternatives to Azure are being considered.
(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
(10/18) 4.1	Infrastructure - Pipeline of work needed (MS)	MS	Mar 2019	High level tactical pipeline in place up until March 2019.
(11/18) 4.3	Competency list report of specialists on a monthly basis.	MS	Dec 2018	Duplicate (10/18) 4.1
(10/18) 4.5	Critical Incident - Consider outsourcing to achieve our aims	TL/MS	Feb 2019	Conversations are taking place with potential 3 <sup>rd</sup> parties. The cost also needs to be factored in.
(11/18) 4.2	Pathology system supplier business continuity assessment required.	RB	Jan 2019	<u>Outstanding</u>
(10/18) 4.1	Infrastructure - Specialist external audit to be commissioned in February / March 2019 to review risk	TL/MS	Mar 2019	Ongoing. Scope agreed.

## Public Health, Community Development & Equality Committee Action Log

Item Number	Action	Assigned to	Target Completion	Status
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
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

## People and OD Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status as at December 31st
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 March
POD (10/18) 3	Continue working on BAF 8, breaking it down into acute risks.	RG	December 2018	Being written up
POD (10/18) 5	Update on rostering compliance/practice to December 2018 Committee.	PG	December 2018	Inadequate progress, CEO and CN to remain involved
POD (10/18) 6	Aspiring to Excellence: <ul style="list-style-type: none"> <li>• Map talent management grid for level A</li> </ul>	RG	December 2018	tracker to be brought to February committee

To be added: Actions from February Board Workforce Standards Action Plan

## Charitable Funds Committee Action Log

Agenda Item No.	Action	Assigned to	Due Date	Status
<b>CFC 11/18 07</b>	<u>Charity Finance Report:</u> To request summary assessment on future exposure/risk to charity investment portfolio	Johnny Shah / Dinah McLannahan	February 2019	Ongoing
<b>CFC 11/18 07</b>	<u>Charity Finance Report:</u> To provide Charitable expenditure to end of year in terms of Budget and Actual year to date, plus budgeted charitable expenditure commitments to end of year and actual year to date.	Johnny Shah	December 2018	Completed
<b>CFC 11/18 06</b>	<u>Midland Met Fundraising Campaign:</u> To create an Arts Committee to discuss ideas regarding Art and Heritage in the new hospital	Ruth Wilkin	February 2019	Ongoing
<b>CFC 11/18 06</b>	<u>Midland Met Fundraising Campaign:</u> Charitable Funds Committee Chair to approach Paul Faulkner at GBCC regarding Your Trust Charity being recipient at one of the headline events	Waseem Zaffar	February 2019	Completed
<b>CFC 11/18 05</b>	<u>New Commission Funding Proposals:</u> Further summary proposals for patient hardship and staff hardship fund to be developed by Toby Lewis with Johnny Shah	Toby Lewis/Johnny Shah	February 2019	Completed