

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	Ongoing
AR (05/18) 10	GDPR progress report to October committee meeting.	KD	October 2018 December 2018	Going to May meeting
AR (07/18) 8	Declaration of Interest and Freedom to Speak up Policies – consultation and implementation.	CD	October 2018 December 2018	Policy going to May meeting
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	Ongoing

Quality and Safety Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status
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	8 th April meeting to consider

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	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 (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 provided
(10/18)004	Agree antenatal pathway deals with surrounding Trusts.	DMc	February 2019	One more contract to be agreed
(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 May 2019

Digital Major Projects Authority Committee Action Log

Agenda Item	Action	Assigned to	Due Date	Status
(01/19) 006	Training plan for IT staff to be completed in 2018/19	MS	April 19	To return to April committee
(11/18) 4.3	Sql database recovery points and objective back up plans per contract.	MS	Dec 2018	To be covered in back-ups report in April
(10/18) 4.2	Critical Incident - Produce plan to resolve and implement improvements to include a monitoring regime	MS	Dec 2018 Jan 2019	Will be completed with mid May implementation
(11/18) 3	Traceability - a plan of action together with a full list is to be made available at the next meeting.	MS	Dec 2018 Feb 2019	Decision to be made by April 10 th
(10/18) 4.1	Infrastructure - Address issue of passwords	MS	Mar 2019	Ongoing monitoring via cyber group
(08/18) 4	Create plan to transfer to Azure (cloud) system by end of December 2018.	MS	Dec 2018 Jan 2019	Replaced by Amazon proposal, pending
(10/18) 4.1	Infrastructure - Pipeline of work needed (MS)	MS	Mar 2019	19-20 workplan to come to next committee
(10/18) 4.5	Critical Incident - Consider outsourcing to achieve our aims	TL/MS	Feb 2019	To come to May committee
(11/18) 4.2	Pathology system supplier business continuity assessment required.	MS	Jan 2019	Mitigations in place to 2020
(10/18) 4.1	Infrastructure - Specialist external audit to be commissioned in February / March 2019 to review risk	TL/MS	Mar 2019	Ongoing

Public Health, Community Development & Equality Committee Action Log

Item Number	Action	Assigned to	Target Completion	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	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	More work to do on post 8pm release

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	All items to be covered in paper issue to members week beginning April 1 st
POD (10/18) 3	Continue working on BAF 8, breaking it down into acute risks.	RG	December 2018	
POD (10/18) 5	Update on rostering compliance/practice to December 2018 Committee.	PG	December 2018	
POD (10/18) 6	Aspiring to Excellence: <ul style="list-style-type: none"> • Map talent management grid for level A 	RG	December 2018	

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
CFC 11/18 07	<u>Charity Finance Report:</u> To request summary assessment on future exposure/risk to charity investment portfolio	Johnny Shah / Dinah McLannahan	February 2019	Ongoing
CFC 11/18 06	<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