

Public Board of Directors

Report Title:	Trust Board Action Chart
Executive/NED Lead:	Neill Moloney, Acting Chief Executive
Report author(s):	Denver Greenhalgh, Director of Governance
Previously considered by:	Board of Directors at each meeting.

Approval
 Discussion
 Information
 Assurance

Executive Summary

The Trust Board action chart collates all actions arising from meetings and enables monitoring to point of closure. Action chart summary:

Number of actions	12	
Status	Blue	10
	Green	2
	Amber	0
	Red	0

The Board is asked to note that the Blue RAG items will not feature on future iterations of this report.

Action Required of the Board of Directors

The Trust Board is asked to note the Trust Board action tracker status

Link to Strategic Objectives (SO)		Please tick
SO1	Keep people in control of their health	<input type="checkbox"/>
SO2	Lead the integration of care	<input type="checkbox"/>
SO3	Develop our centres of excellence	<input type="checkbox"/>
SO4	Support and develop our staff	<input type="checkbox"/>
SO5	Drive technology enabled care	<input type="checkbox"/>
Risk Implications for the Trust <i>(including any clinical and financial consequences)</i>		If action is not taken and evidenced on board decisions, the board will not be assured that it has taken place.
Trust Risk Appetite		Compliance/Regulatory: The board has a minimal risk appetite when it comes to compliance with regulatory issues. It will meet laws, regulations and standards unless there is strong evidence or argument to challenge them
Legal and regulatory implications <i>(including links to CQC outcomes, Monitor, inspections, audits, etc.)</i>		Failure to have robust governance in place may lead to regulator sanctions.
Financial Implications		There are no financial implications associated with this paper.
Equality and Diversity		There are no equality, diversity of inclusion implications associated with this paper.

REPORT TO THE BOARD MEETING IN PUBLIC – Action Chart

Blue	Completed and will be removed from chart for next iteration.
Green	Status updated and on track within the timescale.
Amber	Status not updated/completed and the deadline passed.
Red	Status not updated/completed and deadline passed by more than one month.

Minute Reference	Item	Agreed action	Responsibility	Deadline for completion of action	Item for future Board meeting	Action status	RAG
30 January 2020							
P11/20	Nursing and Midwifery Workforce update	Update on the workforce to be brought to the Board in 6 months with an annual comprehensive review report.	MD GT	Apr '21	September 2020 / Annual report May '21 September 2024 Oct '21	Will be updated via IAC CKI Feb '21 Update - Acuity review was undertaken in November '20 with minimal changes noted. Following discussion held with workforce, finance leads, and senior clinical teams it was concluded that due to rapid changes to ward reconfigurations, acuity and patient populations, it was not feasible to undertake an acuity review on the wards until the ward configuration returns to its usual patient groupings. At this stage an acuity review will be undertaken, in line with national best practice standards, and presented to the Board. It is expected that this will occur in April, and submitted to the public board in May. May '21 Update – Update to be presented in September. August '21 Update – Paper deferred to October '21 Board meeting and then in line with requirements at the Public Board in Nov '21. November '21 Update – Action taken and paper provided to the Board as required by NHSQB requirements.	B

8 July 2021							
P28/21	Every Baby Every Day	Update report to be brought to the Board quarterly to maintain oversight.	GT	Oct '21 and then quarterly afterwards.	Oct '21	August '21 Update – First report to be provided at the October '21 Board meeting. An update on establishing the work programme is included in the Part 2 of the Board for the August '21 meeting. November '21 Update - Update Report provided to September Board meeting.	B
P36/21	Board Assurance Framework (BAF)	Separate risk to be raised for maternity given the significance of the issues raised during the Board meeting.	GT	Aug '21		August '21 Update - Draft risk submitted to Trust risk team for initial review in readiness for inclusion into the Board Assurance Framework November '21 Update – Risk approved at Quality and Patient Safety Committee on 28 October 2021.	B
9 September 2021							
P44/21	Patient Story	Board's thanks to be passed on to AT for allowing her story to be shared for important learning.	GT	20 Sept. '21		November '21 Update – action completed	B
P45/21	QPS CKI	Board Seminar to be scheduled regarding PSIRF Plan.	GT	30 Nov '21		November '21 Update – to be discussed with DG to confirm date – noted at QPSC national requirements for PSS update to also be provided.	G
P47/21	Infection Prevention and Control Annual Report	Letter from Chair on behalf of Board to be sent to IPC team to acknowledge their exemplary work over the past 18 months.	HT	30 Sept. '21		November '21 Update – Letter sent.	B
P48/21	Performance Assurance Committee CKI	Escalations to POD from Performance Committee CKI to be considered by POD.	KR / POD	30 Sept. '21		November '21 Update – Items handed over to POD through the CKI feedback from the Board.	B
P48/21	Performance Assurance Committee CKI	Chair and CEO meeting with NSFT to be scheduled.	DG/ NH	30 Nov '21		November '21 Update – meeting being scheduled with new Chair.	G
P49/21	POD Committee	Terms of Reference - Discussion to be held regarding membership and attendees.	RS/ KR / DG	30 Sept. '21		November '21 Update – Terms of reference were ratified by the Board at its September '21 meeting.	B
P52/21	Disciplinary Policy	Policy wording to be reviewed/ amended as per discussion held.	KR	30 Sept. '21		November '21 Update - Wording amended and approved through SPF. Policy now published	B
P53/21	Risk Management Policy	Non-Executive Director to be invited to attend the Executive Risk Oversight Committee.	DG	30 Sept. '21		November '21 Update – action complete.	B
P56/21	Public Questions	AMM – Date to be scheduled. Work to be continued with infection prevention control team regarding face to face/ virtual meeting.	HT/ DG	30 Oct. '21		November '21 Update – Annual Members Meeting now scheduled for 10 Nov '21 – following IPC guidance this will be held virtually for this year.	B