

Action Points - Board of Directors in PUBLIC

Key:

Blue	Completed and will be removed from chart for next iteration - presented to meeting prior to removal
Green	Status updated and on track within the timescale.
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Minute Reference	Agenda item	Action	Accountable Officer	Target Completion Date	Status Update/Date of completion	RAG
05-May-22						
P29/22	Leadership Development Pathway	Director of Human Resources & Organisational Development to consider how Non-Executives could be included/participate in the planned leadership sessions.	Kate Read	Dec-22	<p>Update June 2022: Arrangements underway to invite NEDs to attend a session mid-way through the programme.</p> <p>2/9/22: Working with the King's Fund to identify an appropriate additional session with Executives and representatives from Cohorts 1 and 2. Diary invite to follow once module 3 for Cohort 1 completed.</p> <p>09/11/22: It was agreed that once up and running NEDs, as well as Execs would be invited to our Leadership Alumni events where all leaders in all of the programmes would be invited to attend and talk about their experiences and learning from the cohorts. These would be run following every 3 completed cohorts. Dates will follow.</p>	B
08-Sep-22						
P60/22	Chief Executive Report	ICB to be included on the Trust's agenda – to be considered at the upcoming Board Development day 20 September 2022.	Steve Parsons	Dec-22	<p>26/10/22: Considered at the development day. Work is continuing with an update to be providing to the 1 December Board meeting</p> <p>25/11/22: Written ICS update not yet available. Chief Executive provided verbal update to 1/12/22 meeting</p>	G
03-Nov-22						
P80/22	Patient Experience	Thanks to be passed to the patient	Giles Thorpe	Nov-22	<p>Completed 16/11/22</p> <p>20/12/22: Thanks have been offered.</p>	B
P83/22	Key Issues report - Quality and Patient Safety Committee	Report regarding number of assaults on staff to be provided to the People and Organisational Development Committee.	Giles Thorpe	Feb23	Deep dive added to QPS work programme for consideration at February 2023 meeting	G
P83/22	Key Issues report - Quality and Patient Safety Committee	Further detail of two hour review in Colchester ED to be provided to Eddie Bloomfield for additional assurance.	Giles Thorpe	Nov-22	Update 20/12/22: Action completed and update provided	B
P85/22	Initial Response to the East Kent Maternity Report	Service visits programme to be re-started, having considered risk assessments prior to visits; next three Boards to focus on maternity patient experience	Giles Thorpe	Nov-22	23/12/22: Maternity stories being developed and first presented to Board in December, second due for 12 January meeting. Service visits have restarted with programme for early 2023 circulated. Further work required on Board visits programme and how this links with 15 steps to ensure coverage Trust-wide	G
P87/22	Nursing and Midwifery Skill Mix Review/Acuity	Consider future presentation to the Quality and Patient Safety rather than People and Organisational Development Committee due to the impact on quality of care and report to Performance Assurance Committee.	Ann Filby	Nov-22	24/11/22: Discussed at POD and Chief Nurse advised that it should remain with this Committee.	B

P88/22	Strategic Plan monitoring - Q2 report	Non-Executive Director sub group to be convened towards the end of November to consider Ipswich CDC hybrid OBC/FBC	Ann Filby	Nov-22	Considered by the Board on 1/12/22 120123 Item 1.4 Trust Board - Public	B
P89/22	West Suffolk NHS Foundation Trust and ESNEFT Collaboration Report	Vision, principles and ways of working agreed with details of collaborative oversight mechanism proposal to follow	Shane Gordon	Mar-23		G
P95/22	Flu Prevention self-assessment	Peer vaccination to be reviewed to make best use of staff to increase vaccination rates	Giles Thorpe	Dec-22	20/12/22: Action completed – peer vaccinators available, as required. Services can be booked and flu clinics running for all staff	B
P98/22	Board Assurance Framework	Approved revised BAF as a starting point for presentation three times a year, oversight by Audit and Risk Committee, risk 9 to be retained by the Board, Quality and Patient Safety Committee oversight of the digital programme and preparation of an organogram.	Steve Parsons	Mar-23	Work continuing on development of BAF and update considered at Audit and Risk Committee 14 December; organogram in draft with further work required, for consideration at next Committee meeting in March	G
P99/22	Calendar of meetings 2023	Noted as work in progress with frequency of meetings for assurance committees to be considered following outcome of Deloitte's review; consider against system/alliance meetings prior to confirmation	Steve Parsons Nick Hulme	Dec-22	23/12/22: All dates for 2023 added to diaries to enable effective planning, pending discussion of Deloitte recommendations at 2 February Seminar. Any changes and further action would be included in the improvement plan required in response to the Well-led review	B
P100/22	Emergency Preparedness, Resilient and Response Core Standards Return	Thanks to be passed to the Associate Director of EPRR for his work in this area	Paul Fenton	Dec-22	Actioned immediately after the meeting	B

Action Points - Board of Directors in PUBLIC 2022/23 - Completed

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03 March 2022						
P13/22	Public Questions Anchor Programme	Presentation on the Anchor Programme to be scheduled for future Board meeting in Public.	Helen Taylor Rebecca Driver		<p>Update: Presentation scheduled for July Board.</p> <p>Update June 2022: In discussion to find appropriate date.</p> <p>15/8/22: Included on 8 September agenda in public</p>	B
05-May-22						
P18/22	Chief Executive Report	Chair and Chief Executive of ICS to be invited to attend an ESNEFT Board meeting in public to provide update.	Helen Taylor Rebecca Driver		<p>Update June 2022: In discussion to find appropriate date for all parties.</p> <p>2/9/22: Date has not yet been confirmed. Any additional update to be provided at the meeting</p> <p>26/10/22: Chair and Chief Executive agreed not to progress at this time. Completed</p>	B
P28/22	Workforce and Organisational Development section of the Integrated Performance Report	Progress of the work being undertaken on quality and quantity of appraisals to be reported back to the Board in July.	Kate-Read Debbie O'Hara	Oct-22	<p>Update June 2022: As per discussion at Trust Board meeting, the deadline for all Band 8a+ to complete appraisals was extended to 31 July. These will then be audited over the summer and a report will be submitted to POD in September and Board in October. The action is on track, but the deadline for completion was incorrect.</p> <p>28/10/22: Update included within workforce report. Completed</p>	B
P19/22 -	Patient Story – Car parking	Numbers of penalty notices issued and the number rescinded to be shared with Board members after the meeting.	Paul Fenton		<p>Update received from Paul Fenton July 2022: The total number of PCNs issued by ESNEFT across all sites for 2022 and to date is 8077 with 2789 rescinded after or before appeal (c35%). In 2020/21 over 50% of PCNs have been rescinded but, due to Covid, this is not seen to be a 'realistic figure'. It should be noted the Trust retains full control over the cancelling of PCNs.</p>	B
P27/22	Time Matters Board Programmes and Strategic Plan	Review of clinical strategy to be added to the Plan to provide greater visibility and the time scale for the work.	Shane Gordon		<p>Update July 2022: In hand and will be included in the next quarterly report. Advised action complete – the clinical strategy now included in the strategic plan.</p>	B
07-Jul-22						
P37/22	Patient Story	Board thanks to be passed to Mrs G for sharing learning	Emma Sweeney		Thanks provided the following day	B
08-Sep-22						
P58/22	Patient Experience Story	Board's thanks to be conveyed to LK for sharing her experience and to the PALS team.	Giles Thorpe	Nov-22	3/11/22: Completed. Discussion undertaken with patient on 18 October	B
P71/22	Board Committee Terms of Reference	Reallocation of BAF risks from Innovation Committee and Well Led Review. To be discussed at the Board Development Day on the 20 September 2022.	Steve Parsons	20-Sep-22	26/10/22: Considered at the development day and fully reviewed by Executive Directors. Revised BAF circulated and included on agenda for 3/11/22 meeting. Complete	B
P73/22	Trust Risk Appetite Statement	Wording of the value for money narrative to be revised outside of the meeting to add a statement to clarify this.	Steve Parsons/ Adrian Marr		Completed during September	B
