

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.
Amber	Status updated and the deadline passed.
Red	Status not updated and deadline passed by more than one month.

Minute Reference	Agenda item	Action	Accountable Officer	Target Completion Date	Status Update/Date of completion	RAG
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> <p>12/1/23: Report provided for Board on ICP meeting held on 9 December 2022</p> <p>20/2/23: Trust prepared reports continue to be presented and included in work programme prior to a formal update being available from the ICB/ICP.</p>	B
03-Nov-22						
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	<p>Deep dive added to QPS work programme for consideration at February 2023 meeting</p> <p>15/2/23: Deep dive undertaken and new Violence and Aggression Reduction Group in place, chaired and led by Chief Nurse. Impact on staff wellbeing to be considered by People and Organisational Development Committee</p>	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	<p>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</p> <p>12/1/23: Maternity patient experience story presented.</p> <p>20/2/23: Third maternity patient experience to be presented to meeting on 2 March</p>	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	20/1/23: Proposal drafted for presentation to both Boards and once agreed will be sufficient to close	G
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 on 16 March	G
12-Jan-23						

P10/23	Care Quality Commission: response to inspection letter 2022	Reflect on management of staffing and how previous shifts are considered to provide assurance to the People and Organisational Development Committee on learning and action for those areas that are regularly challenged; final CQC report to be presented to Board in public	Giles Thorpe	Mar-23	20/2/23: Final report scheduled for 2 March 2023. Item 1.4 Trust Board - Public Board. 23/2/23: Previous shift fill rates are analysed as part of regular staffing reviews; however, given the extreme nature of the challenges faced during the period of inspection it is not possible to forecast future events such as this. However, 3 x daily touchpoints are in place to ensure any short staffed ward areas are discussed with site operations teams to ensure that staffing is appropriately distributed across the Trust appropriate to acuity. Historical fill rates are also reviewed as part of Divisional modelling to identify when and how additional capacity is required. A meeting is being held with the chair of POD to discuss this in further detail on 07/03/23	B
P12/23	CNST (Clinical Negligence Scheme for Trusts) Maternity Incentive Scheme safety standards	Approved submission of non-compliance and mitigating action; delegated to Chief Executive to discuss with ICS AO and sign/submit by 2 February; consider wider learning from issues that led to non-compliance on safety action 1	Nick Hulme	02/02/23	23/2/23: An update against Action 1 has been discussed in detail at Every Birth Every Day Programme Board through Governance work stream and assurance provided independently by review of Director of Governance that new process has sufficient backstop to prevent a similar issue occurring again.	B
P15/23	ESNEFT as an Anchor Organisation	Areas for development to include working with the armed forces, commissioning from local voluntary groups, relationships with community groups, future recruitment of young people and the addition of diversity, for inclusion in a future report.	Adrian Marr		24/2/23: Additional identified areas will be included, where possible, in a future report.	B
P23/23	Any Other Urgent Business	Briefing to be provided to the Council of Governors on current operational pressures/support to staff prior to the industrial action to enable sharing with their communities	Rebecca Driver Ann Filby		Briefing provided by email on 17 January 2023	B