

## SHSC BOARD OF DIRECTORS – ACTION LOG &amp; BRING FORWARD

For June Board

OPEN

| Minute Reference             | Subject                                 | Action Required  | Lead  | Date Due                         | Progress / Comment   |
|------------------------------|---|--|---|----------------------------------|--|
| <b>09/10/2016 and 7/3/17</b> | Board Risk Profile                      | Primary Care Sheffield - update on contract transition   | Phillip Easthope, Executive Director of Finance | Post JEB July Board See Comments | Narrative to be included PE Minor update Feb 2017, thorough review of risk post next JEB. (JEB cancelled to be rearranged) . Report back to Board in May. <u>Update April BoD</u> - PE discussion with the Chair to defer a report, in line with planned discussion with PCS, CCG and the Trust. Root Cause and Action Plan to share with Board. Also links to outstanding Governor question |
| <b>9ii/11/16</b>             | Staffing Capacity and Capability Report | Join together to produce a report on staffing capacity and capability across the Trust Medical, Nursing and professions. | Mike Hunter, Medical Director                   | Jul-17                           | Liz Lightbown, Executive Director, Nursing, Professions & Care Standards met with MH. MH to provide narrative in respect of medics for report to July 2017 Board   |

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| <b>07/1/2017</b> | Service Performance                       | Alcohol and SEAP  | Clive Clarke, Deputy Chief Executive & Phillip Easthope, Director of Finance           | July BoD | CC to action quality/finance performance against target, Under performance against contract to be reviewed by CC and PE. Specific update on the contract. (PE 8/3/17)<br>(Update PE 19-4-17) Contract Review output due to BPG 16th May, and subject to it being received through relevant governance processes will be presented to July G35Board 2017. |
| <b>11/1/2017</b> | Arts and Health Project (Link NED Visits) | Wider discussion on NED/Board visibility visits/presentations etc | Jayne Brown, Chair and Margaret Saunders Director of Corp Governance (Board Secretary) |          | Chair to discuss with NED's their visibility and engagement. New schedule being planned, feedback to Karen Jones (Noted SR 8/3/17)   |

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| 04i/02/17    | Service Performance Report  | Early Intervention Service - SR/LB request for more narrative in report in relation to the impact on the contract. | Phillip Easthope, Executive Director of Finance   | See comments                                     | Negotiations continuing for baseline year end agreement on upturn of levels of activity. (PE 8/3/17)<br>PE April 17 - Whilst the EIS activity impacted on over performance and was specifically a significant contributor to over performance in cluster 10 of £100k, other significant underperformance in cluster days resulted in a net loss on community cluster days. The overall net loss on community cluster days was offset by a gain on community assessments.<br><b>Complete BoD Action Log June</b> |
| 04iii/2/2017 | Benchmarking of MH Services | Presentation to the Board at a Development Session - in depth review, potential external facilitator               | Clive Clarke, Deputy Chief Executive  | After <del>May or June Board to be agreed.</del> | External facilitator being explored. (CC noted 8/3/17)<br>update April BoD - Session can be planned for after Bod Meeting in May or June (2 hour slot)<br>Further dates to be explored  |
| 05/2/2017    | Board Risk Profile          | Concerns relating to Clover Group - review and report back to Board as a substantive item                          | Clive Clarke, Deputy Chief Executive<br>Phillip Easthope, Executive Director of Finance | <del>March 2017 Board - See comments</del>       | Deferred to April/May final CQC report delayed -<br><b>NB Links to 09/10/2016 and 7/3/17</b>  |

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| 10/2/2017            | CEO update  | Query raised by MT re minimum wage and sleep in premiums.  | Phillip Easthope,<br>Executive Director<br>of Finance                             |              | DW Requested a legal view on recent decision and potential affect on sleep in premiums (Noted PE and DW 8/3/17)<br>PE April 2017 - Reviewed and monitored on Finance Directorate risk register and escalated as appropriate.<br><b>Complete BoD Action Log June</b> |
| 04/3/2017            | Matters Arising 8/2/17<br>Chair Update Board to Board with SYHA | Explore progress of Board to Board with SYHA   | Clive Clarke, Deputy<br>Chief Executive obo<br>Chair                              |              | S+G47cheduled for Wed 13 September 2017.  |
| <b>APRIL ACTIONS</b> |   |  |   |              |   |
| 07/3/2017            | Board Risk Profile  | To include a risk on Corporate Risk Register (12 rating)   | Clive Clarke, Deputy<br>Chief Executive   |              | Complete  |
| 05/4/2017            | CQC Provider Report and High Level Action Plan                  | Focus on Safety domain - report to Quality Assurance Committee in May. Share work programme with Board in June     | Dr Mike Hunter,<br>Medical Director   | June         | Scheduled for June Board  |
| 05/4/2017            | CQC Provider Report and High Level Action Plan                  | Board Assurance relating to specific areas raised: EMSA, Ligature, blanket restrictions, share learning with Board | Dr Mike Hunter,<br>Medical Director   |              |   |
| 05/4/2017            | CQC Provider Report and High Level Action Plan                  | Board Session to explore next steps, aims for achieving outstanding rating   | Liz Lightbown,<br>Executive Director,<br>Nursing, Professions<br>& Care Standards | Oct/Nov 2017 | BAF risk 1.1. Proposal to EDG by September 2017.G8  |
| 07/4/2017            | Governance for the Policy Approval Process                      | Amendment to the Terms of Reference for the Policy Governance Group  | Margaret Saunders<br>Director of Corp<br>Governance (Board<br>Secretary)          | Aug-17       | For ratification at PGG 2 August 2017.  |

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| <b>08/4/2017</b>   | Staff Survey                            | Focus on less positive responses, report to Board with and action plan. Report progress through WODC | Dean Wilson<br>HR Director  | Sept                         | Report to WODC in July  |
| <b>09/4/2017</b>   | Draft Annual Report                     | Reference to Compulsory Redundancies in the report. Share details with WODC                          | Dean Wilson<br>HR Director  |                              | WODC report April 2017 complete for Aciton Log June   |
| <b>12i/04/2017</b> | Service Performance                     | Clarification on High Cluster allocation data  | Phillip Easthope,<br>Director of Finance  |                              | PE April 2017 - Requested cluster dashboard to be reviewed, assessment days vary significantly per care pathway and service. Target data will be added where possible - date to be confirmed. |
| <b>12ii/4/17</b>   | Staffing Capacity and Capability Report | Assurance to the Board in relation to E - rostering recording calculations                           | Liz Lightbown,<br>Executive Director,<br>Nursing, Professions<br>& Care Standards | Sep-17                       | Update to May Board New reporting from July 2017, report in Sept 2017   |
| <b>13/4/2017</b>   | Board Risk Profile                      | Inclusion of narrative in the report when a risk is closed - governance audit trail                  | Margaret Saunders<br>Director of Corp<br>Governance (Board<br>Secretary)          | Jun-17                       | Complete BoD Action Log June  |
| <b>15/4/2017</b>   | Chair's update                          | Board session to discuss overheads and costs (noted from STP)  | Margaret Saunders<br>Director of Corp<br>Governance (Board<br>Secretary)          | Scheduled for<br>7 July 2017 | Complete BoD Action Log June  |
| <b>15/4/2017</b>   | Chair's update                          | CQC Summit presentation to be shared with Governors  | Jayne Brown, Chair<br>Kevan Taylor, Chief<br>Executive                            |                              |   |
| <b>17/4/2017</b>   | Chief Executive Update                  | STP Memorandum of Understanding to be shared with Board for approval                                 | Kevan Taylor,<br>Chief Executive  | <del>May</del>               | Update Bod May an MOU unavailable differed - Purdah   |

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| 17/4/107 | Chief Executive Update | Review of Committee Structures alignment to support facilitation | Margaret Saunders<br>Director of Corp Governance (Board Secretary) & Phillip Easthope, Executive Director of Finance |  | Commence in July 2017 |
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### MAY ACTIONS

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| 05/05/2017 | Trust Strategy and Strategic Planning Framework | Request by the Chair to share the Strategy and Framework with Council of Governors   | Clive Clarke, Deputy Chief Executive   |          | Complete BoD Action Log June  |
| 6i/05/17   | Service Performance Dashboard                   | Reference to Recruitment and Retention for nursing staff. Explore why staff had not taken up the Trust's offer of employment (write to them) | Dean Wilson<br>HR Director   |          | . Written to candidates who declined offer of employment to ascertain the reasons |
| 6ii/5/17   | Safer Staffing                                  | Safety concerns for staffing levels, Chair requested assurance to the Board  | Liz Lightbown,<br>Executive Director,<br>Nursing, Professions & Care Standards | June     | <a href="#">Links to 12ii/4/17</a>  |
| 06/05/2017 | Service Performance                             | Social Care Assessments Section 117 aftercare data query (Cumulative)?   | Phillip Easthope,<br>Director of Finance                                       |          |   |
| 08/05/2017 | Safer Staffing                                  | Update to Board on recruitment initiatives - Rotation Programme Preceptor ship Nursing   | Liz Lightbown,<br>Executive Director,<br>Nursing, Professions & Care Standards | June BoD | Complete June Agenda  |
| 05/05/2017 | Board Risk Profile                              | Risk 3718 Pension Liability - update from meeting with SCC to be included in narrative   | Clive Clarke, Deputy Chief Executive   | June Bod | Complete BoD Action Log June  |
| 05/05/2017 | Board Risk Profile                              | Risk 2175 CIP Improvement add FIC to the risk as a control measure for assurance   | Phillip Easthope,<br>Director of Finance                                       | June BoD | Complete BoD Action Log June  |

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| <b>05/05/2017</b> | Board Risk Profile  | Risk 3439 - Clover new initiatives being implemented. Update to be included in Clover Briefing                        | Phillip Easthope,<br>Director of Finance   | July BoD                     |                              |
| <b>09/05/2017</b> | Mortality Review  | Clarification of data used (National?) request by Sue Rogers  | Mike Hunter Medical<br>Director  |                              |                              |
| <b>09/05/2017</b> | Mortality Review  | Mortality Group recommendation for a Non Executive Director on the Group  | Mike Hunter Medical<br>Director and Jayne<br>Brown, Chair  |                              |                              |
| <b>10/05/2017</b> | CQC Comprehensive Inspection Nov 2016 : Trust wide Action Plan (May 2016) | Detailed Action plan available to Board, a hard copy available in the Chair's office.                                 | Liz Lightbown,<br>Executive Director,<br>Nursing, Professions<br>& Care Standards                                |                              | Complete BoD Action Log June |
| <b>12/05/2017</b> | Sustaining Transformation Plans (STP) Memorandum of Understanding         | Board Development Session to discuss Accountable Care Systems   | Kevan Taylor, Chief<br>Executive Margaret<br>Saunders Director of<br>Corp Governance<br>(Board Secretary)        | Scheduled for<br>7 July 2017 | Complete BoD Action Log June |
| <b>13/5/17</b>    | Chair's update  | Compassion Conference - Chair request to include presentation from Microsystems at a future Board Development session | Margaret Saunders<br>Director of Corp<br>Governance (Board<br>Secretary)   |                              |                              |
| <b>13/5/17</b>    | Chair's update  | Compassion Conference - Offer from facilitators(Performance Coaches) to work with the Board on a development session  | Kevan Taylor, Chief<br>Executive and<br>Margaret Saunders<br>Director of Corp<br>Governance (Board<br>Secretary) |                              |                              |