

SHSC BOARD OF DIRECTORS – ACTION LOG & BRING FORWARD

Post JULY Board

OPEN

Open BoD 13.09.17
Item 04

Minute Reference	Subject	Action Required	Lead	Date Due	Progress / Comment
11/1/2017	Arts and Health Project (Link NED Visits)	Wider discussion on NED/Board visibility visits/presentations etc	Jayne Brown, Chair and Margaret Saunders, Corp Governance (Board Secretary)	Schedule before December (Potentially October)	Chair to discuss with NED's their visibility and engagement. New scheduled being planned, feedback to Karen Jones (Noted SR 8/3/17) July 2017 Update – Agreed to ask Julie Edwards to do a presentation to Board on the whole range of Arts & Health Projects - MS.
12i/04/2017	Service Performance	Clarification on High Cluster allocation data	Phillip Easthope, Executive Director of Finance	October	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. Sept Update Narrative on Clustering Dashboard to be revised w.e.f. October Board meeting. Content of Clustering Dashboard to be refreshed for receipt at November Board meeting.
15/4/2017	Chair's update	Board session to discuss overheads and costs (noted from STP)	Margaret Saunders Director of Corp Governance (Board Secretary)		EDG Update (31.8.17) MS to follow up and determine whether this has been completed.

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		EDG Update (31.8.17) CC to follow up and determine whether this action has been completed.
13/5/17	Chair's update	Compassion Conference - Chair request to include presentation from Microsystems at a future Board Development session	Margaret Saunders Director of Corp Governance (Board Secretary)		EDG Update (31.8.17) MS to follow up.
13/5/17	Chair's update	Compassion Conference - Offer from facilitators(Performance Coaches) to work with the Board on a development session	Jayne Brown , Chair and Clive Clarke, Deputy Chief Executive		To be evaluated by the Chair and Mr Clarke, attending an event 23 June 2017 Leeds. EDG Update (31.8.17) CC to follow up.
5i/617	Service Performance	IAPT access decreased, rationale for decrease to be investigated and included in future report	Phillip Easthope, Director of Finance	August-September	Noted no Board in August deferred to September EDG Update (31.8.17) CC to follow up.
5iii/6/17	Workforce : Effective Staffing, Recruitment and Retention Report	Request by the Chair to share the presentation with Council of Governors	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards and Dean Wilson, HR Director		EDG Update (31.8.17) MS to follow up.
9/6/17	Quality Improvement and Assurance Strategy - Safety Plan 201-18	Request by the Chair for all Exec Leads of CQC domains to schedule an update on progress to the Board (Well Led KT, Responsive CC, Effective LL, Caring DW)	Kevan Taylor, Clive Clarke, Liz Lightbown, Dean Wilson	Commence November	EDG Update (31.8.17) Agreed to commence from November's Board meeting. Well-Led to be first domain – request to GH to prepare briefing. MS to follow up.
NEW ACTIONS JULY					
5/7/17	Integrated IAPT Developments	Schedule presentation for Council of Governors	MS to liaise with Toni Mank		EDG Update (31.8.17) MS to follow up.

08i/7/17	Performance Report – Finance Dashboard	Assurance to be provided to Finance & Investment Committee re governance process for Energy Centre business case.	Phillip Easthope Executive Director of Finance		Sept 2017 Update Confirmation received that business case and tender for Energy Centre were conducted in line with Trust Governance processes. Complete
08i/7/17	Performance Report – START	Query re performance against Public Health Outcomes Framework Indicator 2.15i (reporting a position of 4.2% against a target of 6.6%).	Phillip Easthope Executive Director of Finance		Sept 2017 Update The service recognizes performance against national benchmark and continues to improve against its baseline position, set in the context of the national benchmark reducing. Complete
08i/7/17	Performance Report – Dashboard	Dashboard to include an overarching statement to the effect that means and control limits are statistical measures that need to be interpreted in the light of qualitative narrative.	Phillip Easthope Executive Director of Finance		Complete Narrative now included in Performance Report summary.
08iii/7/17	Clover Group Briefing	Consider inclusion of performance dashboard of performance against Primary Care targets.	Phillip Easthope Executive Director of Finance		Sept Update Clover performance dashboard/report in development. Consideration for incorporating into wider dashboard will be undertaken once the dashboard is routinely available at an operational level.
13/7/17	Chair's Update – ACS/ACP Update	Consideration to a wider presentation to Board on the work being undertaken under the umbrella of ACS/ACP esp workforce transformation and corporate services)	Kevan Taylor, Chief Executive		EDG Update (31.8.17) Wider discussion at October Board meeting as a result of receipt of ACP MoU for discussion and approval.
16ii/7/17	Associate Mental Health Act Managers Q4 Report	Letter of appreciation to be sent to Associate Mental Health Act Managers	Jayne Brown Chair		EDG Update (31.8.17) MS to follow up.