

## OPEN

Minute Reference	Subject	Action Required	Lead	Date Due	Progress / Comment
09/10/2016 and 7/3/17	Board Risk Profile	Primary Care Sheffield - update on contract transition	Phillip Easthope, Executive Director of Finance	Post JEB May June/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
9ii/11/16	Staffing Capacity and Capability Report	Join together to produce a report on staffing capacity and capability across the Trust Medical, Nursing and professions.	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards Mike Hunter, Medical Director	Jul-17	LL and MH Meeting to agree timescales

<b>07/01/2017</b>	Service Performance	Alcohol and SEAP	Clive Clarke, Deputy Chief Executive & Phillip Easthope, Director of Finance	June 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) (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 June Board
<b>10/01/2017</b>	Annual Review Emergency Preparedness , Resilience and Recovery	More information shared with NED's on learning from exercises	Clive Clarke, Deputy Chief Executive		Exercise being planned for mid March 2017. Deferred rescheduled for 9th May 2017
<b>11/01/2017</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 scheduled being planned, feedback to Karen Jones (Noted SR 8/3/17)
<b>04i/02/17</b>	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)
<b>04i/02/17</b>	Service Performance Report	Drugs Data - SR query comparative target relates to 2014.	Phillip Easthope, Executive Director of Finance		
<b>04ii/2/2017</b>	Staffing Capacity and Capability Report	Review of the narrative in the reports - intelligence, and ensure assurance can be given to the Board	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards		Additional narrative added to reports (LL) Complete for Board Action Log

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 May or June Board to be agreed.	External facilitator being explored. (CC noted 8/3/17) <u>update April BoD</u> - Session can be planned for after Bod Meeting in May or June (2 hour slot) Further dates to be explored
05/02/2017	Board Risk Profile	Concerns relating to Clover Group - review and report back to Board as a substantive item	Clive Clarke, Deputy Chief Executive Phillip Easthope, Executive Director of Finance	<del>March</del> 2017 Board See comments	Deferred to April/May final CQC report delayed - <b>NB Links to 09/10/2016 and 7/3/17</b>
10/02/2017	CEO update	Query raised by MT re minimum wage and sleep in premiums.	Phillip Easthope, Executive Director of Finance		DW Requested a legal view on recent decision and potential affect on sleep in premiums (Noted PE and DW 8/3/17)
04/03/2017	Matters Arising 8/2/17 Chair Update Board to Board with SYHA	Explore progress of Board to Board with SYHA	Clive Clarke, Deputy Chief Executive obo Chair		Dates being explored
05/03/2017	Service User Engagement Strategy Implementation Plan	Share the plan with Council of Governors prior to them receiving routine updates	Dr Mike Hunter, Medical Director		
07/03/2017	Board Risk Profile	To include a risk on Corporate Risk Register (12 rating)	Clive Clarke, Deputy Chief Executive		
<b>April Actions</b>					
05/04/2017	CQC Provider Report and High Level Action Plan	List of Accuracy discrepancies to be shared with Board	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards		
05/04/2017	CQC Provider Report and High Level Action Plan	Regulatory Breaches - share information with Board	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards		

05/04/2017	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, Medical Director	June	
05/04/2017	CQC Provider Report and High Level Action Plan	Board Session to explore next steps, aims for achieving outstanding rating	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards		
07/04/2017	Governance for the Policy Approval Process	Review Scheme of Delegation in relation to EDG approving all policies, assurance strategic relating policies are presented to Board.	Margaret Saunders Director of Corp Governance (Board Secretary)		
07/04/2017	Governance for the Policy Approval Process	Amendment to the Terms of Reference for the Policy Governance Group	Margaret Saunders Director of Corp Governance (Board Secretary)		
08/04/2017	Staff Survey	Focus on less positive responses, report to Board with and action plan. Report progress through WODC	Dean Wilson HR Director	June	
09/04/2017	Draft Annual Report	Further comments to Jane Harris, Communications Manager	Margaret Saunders Director of Corp Governance (Board Secretary)	19th April	
09/04/2017	Draft Annual Report	Reference to Compulsory Redundancies in the report. Share details with WODC	Dean Wilson HR Director		
09/04/2017	Draft Annual Report	Chair to liaise with Jane Harris, Comms Manager re: factual accuracy	Jayne Brown, Chair & Margaret Saunders Director of Corp Governance (Board Secretary)		
12i/04/2017	Service Performance	Clarification on High Cluster allocation	Phillip Easthope, Director of Finance		

12ii/4/17	Staffing Capacity and Capability Report	Assurance to the Board in relation to E - rostering recording calculations	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards	August	
13/4/17	Board Risk Profile	Inclusion of narrative in the report when a risk is closed - governance audit trail	Margaret Saunders Director of Corp Governance (Board Secretary)		
15/4/17	Chair's update	Board session to discuss overheads and costs (noted from STP)	Margaret Saunders Director of Corp Governance (Board Secretary)		
15/4/17	Chair's update	CQC Summit presentation to be shared with Governors	Jayne Brown, Chair Kevan Taylor, Chief Executive		
16/04/2017	Governor and Membership Matters	Assurance all questions to the Board have been responded to.	All	May	
17/04/2017	Chief Executive Update	STP Memorandum of Understanding to be shared with Board for approval	Kevan Taylor, Chief Executive	May	MOU unavailable for May
17/4/107	Chief Executive Update	Review of Committee Structures alignment to support facilitation	Margaret Saunders Director of Corp Governance (Board Secretary) & Phillip Easthope, Executive Director of Finance		