

**OPEN BOARD OF DIRECTORS
11th JANUARY 2017**

TITLE OF PAPER	Board of Directors' Meeting – Action Log
TO BE PRESENTED BY	Clive Clarke, Deputy Chief Executive, Director of Operations
ACTION REQUIRED	Information and Discussion

OUTCOME	Review action taken as a result of agreements reached at the last meeting of the Board of Directors
TIMETABLE FOR DECISION	January 2017 Board of Directors meeting
LINKS TO OTHER KEY REPORTS / DECISIONS	Assurance Review
LINKS TO OTHER RELEVANT FRAMEWORKS BAF, RISK, OUTCOMES ETC	Board Assurance Framework NHS Constitution: Patients <input type="checkbox"/> Public <input type="checkbox"/> Staff <input type="checkbox"/> HSE <input type="checkbox"/> MH Act <input type="checkbox"/> Equality Act 2010 <input type="checkbox"/>
IMPLICATIONS FOR SERVICE DELIVERY AND FINANCIAL IMPACT	
CONSIDERATION OF LEGAL ISSUES	

Author of Report	Clive Clarke
Designation	Deputy Chief Executive, Director of Operations
Date of Report	January 2017

SHSC BOARD OF DIRECTORS – ACTION LOG & BRING FORWARD

OPEN

Minute Reference	Subject	Action Required	Lead	Date Due	Progress / Comment
05/07/16	Service User Engagement Strategy 2016/2021	Agreed the need to look as an Executive at communication with Governors/service users etc.	Dr Mike Hunter, Medical Director		Clear objective. Links to wider Comms strategy Board in December 2016
09i/08/16	Service Performance Dashboard	Progress on introduction of QlikView	Phillip Easthope Executive Director of Finance	Oct or Nov December 2016 Board January 2017 Board	Update expected at Business Planning Group (BPG) 4 th October 2016. To be shared with Board members following receipt by BPG. Phillip update as part of wider review of the PMO function COMPLETE - January 2017 BoD Agenda
21ii/08/16	Workforce & OD Committee	Update on developments regarding sickness absence management.	Dean Wilson Director of HR	February 2017	Report to January 2017 WODC and then February Board meeting.
9/10/16	Board Risk Profile	Primary Care Sheffield - update on contract transition	Phillip Easthope Executive Director of Finance	December 2016 Board January 2017 Board	Narrative to be included PE To be updated following PCS/SHSC Joint Exec Board (JEB) on 9 th January 2017
9i/11/16	Service Performance	Items from report: 1 Northern Alliance Update share with Board	Mike Hunter, Medical Director	December 2016 Board January 2017 Board	Item deferred by Dr Hunter 8 th December 2016, Deferred from Board of Directors January 17
		3 Early Intervention Service (costs additional to target and over national target)	Phillip Easthope Executive Director of Finance	December 2016 Board January 2017 Board	Contractual response more information shared January – COMPLETE Jan 2017 BoD Agenda verbal update
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, care Standards and Mike Hunter, Medical Director2017	
7i/12/16	Service Update – Wainwright Crescent	Report to the Board revised service model based on reduction of 30% funding.	Clive Clarke, Deputy Chief Executive	February 2017 Board	

7i/12/16	Service Update – Longley Meadows Respite Services	Obtain assurance from Local Authority that all services users have been assessed and provision made for their care post Longley Meadows	Clive Clarke, Deputy Chief Executive		COMPLETE CC received assurance
7iii/12/16	Service Update – Hurlfield View Services	Obtain assurance from Local Authority that all services users have been assessed and provision made for their care post Hurlfield View	Clive Clarke, Deputy Chief Executive		Continued monitoring until 31 st March 2017
81/12/16	Service Performance – Waiting Times Porterbrook	Suggestion to present update on the service to Quality Assurance Committee. QAC Chair agreed.	Dr Mike Hunter, Medical Director		COMPLETE To be managed through Quality Assurance Committee
8i/12/16	Service Performance – Substance Misuse Targets	Some targets now RED, assurance to BoD no concerns and period of embedding	Phillip Easthope Director of Finance	January 2017 Board	COMPLETE Incorporated into Performance Report - January 2017
8ii/12/16	Staffing Capacity and Capability	Agency Staff review of arrangements in relation to staff DNA's when booked as agency staff. Suggestion for WODC to review. WODC Chair agreed	Dean Wilson, HR Director		COMPLETE To be managed through Workforce and OD Committee
09/12/16	Board Risk Profile 2196 Section 75	Include narrative on governance	Clive Clarke, Deputy Chief Executive		COMPLETE CC updated
10/12/16	SYorks and Bassetlaw STP and Sheffield Plan	STP - Communication back to STP. BoD note vision, ambition and process , sharing openly at Bod Meetings. Sheffield Plan – noted the plan, supporting vision and ambition work with partners, caveats on service transformation and budgetary changes	Kevan Taylor, Chief Executive		COMPLETE
11/12/16	Chair's Update – BME Event	Circulation of information from the event	Jayne Brown, Chair		
12/12/16	Governor's & Membership Matters	Ensure any outstanding governor questions are answered	EDG – relevant Exec		COMPLETE CC
13/12/16	Chief Executive Verbal Update – CQC Visit	Response to CQC "Letter of Urgent Concern" Board delegated rights to Chair and Chief Executive to sign off a response in relation to environmental issues on ligatures points	Jayne Brown, Chair and Kevan Taylor, Chief Executive		COMPLETE Review of acute wards and provision made to ensure limited ligature points in 3 rooms on each ward.