

OPEN

Minute Reference	Subject	Action Required	Lead	Date Due	Progress / Comment
05/07/2016	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	February 2017 Board	Clear objective. Links to wider Comms strategy Board in December 2016.
21ii/08/16	Workforce & OD Committee	Update on developments regarding sickness absence management.	Dean Wilson	Feb-17	Report to January 2017 WODC and then February Board meeting. WODC SIG?
09/10/2016	Board Risk Profile	Primary Care Sheffield - update on contract transition	Phillip Easthope	December 2016 Board	Narrative to be included PE
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 and Care Standards Mike Hunter, Medical Director	Jul-17	LL and MH Meeting to agree timescales
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	Clive Clarke, Deputy Chief Executive		Continued monitoring until 31 st March 2017
07/01/2017	Service Performance	Alcohol and SEAP	Clive Clarke, Deputy Chief Executive & Phillip Easthope, Director of Finance		CC to action quality/finance performance against target

7ii/1/17	Staffing Capacity and Capability Report	Review of Learning Disabilities fill rate	Liz Lightbown, Executive Director, Nursing, Professions and Care Standards	February 2017 Board	To be incorporated in Staffing Capacity and Capability Report LL Complete
7ii/1/17	Staffing Capacity and Capability Report	Presentation to NED's on the ward based e systems being used in the Trust	Liz Lightbown, Executive Director, Nursing, Professions and Care Standards	TBC	Managed outside of Board meetings Complete
08/01/2017	Board Risk Profile	Further work to develop the Profile for Audit Committee end January 2017	Margaret Saunders, Director of Corp Governance		PE feedback to MS
09/01/2017	NHS Improvement - Reduction in agency spending self certification	WODC to monitor and exception reporting of any concerns to Board	Dean Wilson, HR Director (Exec Lead WODC)		Managed through WODC
10/01/2017	Annual Review Emergency Preparedness , Resilience and Recovery	More information shared with NED's on learning from exercises	Clive Clarke, Deputy Chief Executive		
11/01/2017	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		

12/01/2017	Succession Planning NED's	Feedback on paper, job description and person specification to JB and MS before RNC	Jayne Brown, Chair and Margaret Saunders Director of Corp Governance	RNC planned for 27th January
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