

OPEN

Minute Reference	Subject	Action Required	Lead	Date Due	Progress / Comment
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 - Complete Feb BoD
09/10/2016 and 7/3/17	Board Risk Profile	Primary Care Sheffield - update on contract transition	Phillip Easthope, Director of Finance	Post JEB May Board	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
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
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 continuity of care post Hurlfield View closure.	Clive Clarke, Deputy Chief Executive		Continued monitoring until 31 st March 2017. Service Users and staff being supported. Comms being managed.
07/01/2017	Service Performance	Alcohol and SEAP	Clive Clarke, Deputy Chief Executive & Phillip Easthope, Director of Finance	DATE TBC	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)

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	DATE TBC	To be managed outside of the Board meetings. Invitation of date sent to Chair and NED's (noted LL 8/3/17) COMPLETE for Board Action Log
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		Exercise being planned for mid March 2017. The Excercise has been moved to May 2017
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		Chair to discuss with NED's their visibility and engagement. New scheduled being planned, feedback to Karen Jones (Noted SR 8/3/17)
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. Revised JD and PS to be shared at COG in February 2017. Copied to the NED's. COMPLETE for Board Action Log
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, Director of Finance	See comments	Negotiations conintuing for baseline year end agreement on upturn of levels of activity. (PE 8/3/17)
04i/02/17	Service Performance Report	Seclusion data - SR requested length of seclusion to be included in the report	Phillip Easthope, Director of Finance		Noted on Minutes under Matters Arising 8/3/17 COMPLETE for Board Action Log
04i/02/17	Service Performance Report	PDR - SR request compliance low in LDS rationale for this	Phillip Easthope, Director of Finance		Noted on Minutes under Matters Arising 8/3/17 COMPLETE for Board Action Log
04i/02/17	Service Performance Report	Drugs Data - SR query comparative target relates to 2014.	Phillip Easthope, Director of Finance		
04ii/2/2017	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		

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 ?? Margaret Saunders Director of Corp Governance??		External facilitator being explored. (CC noted 8/3/17)
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, Director of Finance	March– 2017 Board See comments	Deferred to April/May final CQC report delayed
08/02/2017	Chair's update	Explore Board to Board with SYHA following meeting with their Chair and CEO			
10/02/2017	CEO update	Share with Board the letter from NHSI's quarterly meeting with the Trust	Clive Clarke, Deputy Chief Executive		COMPLETE for Board Action Log
10/02/2017	CEO update	Query raised by MT re minimum wage and sleep in premiums.	Phillip Easthope, 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)
MARCH Actions					
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		
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		