

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 <u>May BoD</u> - Draft report received CC/PE/MJ Scheduled for July BoD
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 Scheduled for July BoD report includes Medical staffing narrative Complete for BoD Action Log (July 2017)

07/1/2017	Service Performance	Alcohol and SEAP	Clive Clarke, Deputy Chief Executive & Phillip Easthope, Director of Finance	July 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 Board
11/1/2017	Arts and Health Project (Link NED Visits)	Wider discussion on NED/Board visibility visits/presentations etc	Jayne Brown, Chair and Margaret 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)
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) update April BoD - Session can be planned for after Bod Meeting in May or June (2 hour slot) Further dates to be explored. Scheduled session after July BoD
05/2/2017	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	March 2017 Board - See comments	Deferred to April/May final CQC report delayed - NB Links to 09/10/2016 and 7/3/17 May BoD - Draft report received CC/PE/MJ Scheduled for July BoD

04/3/2017	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 June Update - Session scheduled for September - diary invites cascaded. Action Complete for Bod Action Log (July 2017)
05/4/2017	CQC Provider Report and High Level Action Plan	Board Assurance relating to specific areas raised: EMSA, Ligature, blanket restrictions, share learning with Board	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards		
05/4/2017	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		
07/4/2017	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)		Revised Terms of Reference shared with PGG 5-7-17
08/4/2017	Staff Survey	Focus on less positive responses, report to Board with and action plan. Report progress through WODC	Dean Wilson HR Director	June	Progress Reporting through WODC Action Complete for BOD Action Log (July 2017)
09/4/2017	Draft Annual Report	Reference to Compulsory Redundancies in the report. Share details with WODC	Dean Wilson HR Director		Information to be shared with WODC Action Complete for BOD Action Log (July 2017)
12i/04/2017	Service Performance	Clarification on High Cluster allocation data	Phillip Easthope, Director of Finance	September	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.

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 now September	Update to May Board New reporting from July 2017 Back to Board in August. To note no BoD in August defer to September
13/4/2017	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)		
15/4/2017	Chair's update	Board session to discuss overheads and costs (noted from STP)	Margaret Saunders Director of Corp Governance (Board Secretary)		
15/4/2017	Chair's update	CQC Summit presentation to be shared with Governors	Jayne Brown, Chair & Kevan Taylor, Chief Executive		
17/4/2017	Chief Executive Update	STP Memorandum of Understanding to be shared with Board for approval	Kevan Taylor, Chief Executive	May ——— July	Update Bod May an MOU unavailable Differed - Purdah Scheduled for July BOD
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		
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		

6i/05/17	Service Performance Dashboard	Reference to Recruitment and Retention for nursing staff. Explore why staff had not taken up the Trust's offer of employment (write to them)	Dean Wilson HR Director		Response is that most were recipients of multiple job offers and chose alternative employer. Exactly the same issue was reported on the most recent STP Working Together conference call by most other Trusts.
6ii/5/17	Safer Staffing	Safety concerns for staffing levels, Chair requested assurance to the Board	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards	August Now September	Links to 12ii/4/17 To note no BoD in August defer to September
06/05/2017	Service Performance	Social Care Assessments Section 117 aftercare data query (Cumulative data)?	Phillip Easthope, Director of Finance		the data represents the total number in a given period, the subsequent period will be impacted by new cases and those discharged from 117.
08/05/2017	Safer Staffing	Update to Board on recruitment initiatives - Rotation Programme Preceptor ship Nursing	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards	June BoD	Presentation to Board in June. Action Complete for BOD Action Log (July 2017)
08/05/2017	Safer Staffing	Detailed report on staffing to Board	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards	July or Aug BoD	Presentation to Board in June. Action Complete for BOD Action Log (July 2017)
05/05/2017	Board Risk Profile	Risk 3718 Pension Liability - update from meeting with SCC to be included in narrative	Clive Clarke, Deputy Chief Executive	June Bod	
05/05/2017	Board Risk Profile	Risk 2175 CIP Improvement add FIC to the risk as a control measure for assurance	Phillip Easthope, Director of Finance	June BoD	Complete
05/05/2017	Board Risk Profile	Risk 3439 - Clover new initiatives being implemented. Update to be included in Clover Briefing	Phillip Easthope, Director of Finance	June/July BoD	Date to be agreed in line with 09/10/2016 and 7/3/17 Scheduled for July BoD ⁵

09/05/2017	Mortality Review	Clarification of Mazar data used (National?) request by Sue Rogers	Mike Hunter Medical Director		Action Complete for BOD Action Log (July 2017)
09/05/2017	Mortality Review	Mortality Group recommendation for a Non Executive Director on the Group	Mike Hunter Medical Director and Jayne Brown, Chair		Non Executive Director identified Action Complete for BOD Action Log (July 2017)
10/05/2017	CQC Comprehensive Inspection Nov 2016 : Trust wide Action Plan (May 2016)	Detailed Action plan available to Board, a hard copy available in the Chair's office.	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards		Action Complete for BOD Action Log (July 2017)
12/05/2017	Sustaining Transformation Plans (STP) Memorandum of Understanding	Board Development Session to discuss Accountable Care Systems	Kevan Taylor, Chief Executive Margaret Saunders Director Corp Governance (Board Secretary)		
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)		
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	July Feedback	To be evaluated by the Chair and Mr Clarke, attending an event 23 June 2017 Leeds,
NEW ACTIONS JUNE					
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
5i/617	Service Performance	Higher control limits for missing persons - narrative to be added explanation of the formula (Open document)	Dr Mike Hunter, Medical Director	August –September	Noted no Board in August deferred to September
5iii/6/17	Workforce : Effective Staffing, Recruitment and Retention Report	Workforce Strategy - for consideration to be given to how the Board could support the strategy	Dean Wilson, HR Director		The Workforce Strategy will be presented to WODC on 28 July.

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		
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		
12/6/17	Chief Executive Update - Integrated IAPT	Board Development session to focus on new model in IAPT	Clive Clarke, Deputy Chief Executive and Margaret Saunders Director of Corp Governance (Board Secretary)		