



## BOARD OF DIRECTORS ACTION LOG – OPEN

Post Bod Nov 28-11-17

Minute Ref	Subject	Action Required	Lead	Date Due	Progress / Comment
12i/04/2017	Service Performance	Clarification on High Cluster allocation data	Phillip Easthope, Executive Director of Finance	January	April 2017 - Requested cluster dashboard to be reviewed, assessment days vary significantly per care pathway and service. <b>Sept Update</b> - Narrative on Clustering Dashboard to be revised. <b>Nov Update</b> - Work on-going: revised implementation date January. <b>Dec Update</b> - Complete
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		<b>EDG Update (31.8.17)</b> CC to follow up and determine whether this action has been completed. <b>Dec Update</b> - Complete
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 <b>EDG Update (31.8.17)</b> CC to follow up.  <b>Dec 2017 Update:</b> The slight dip showing for May in respect of more than 6 weeks wait was due to the Easter Holiday in April. The service was still well above the national standard. <b>Dec Update</b> - Complete

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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		<b>EDG Update (31.8.17)</b> MS to follow up.  <b>Dec Update</b> - Complete
9/6/17	Quality Improvement and Assurance Strategy - Safety Plan 2017-18	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, Safe MH, Effective LL, Caring DW)	Kevan Taylor, Clive Clarke, Liz Lightbown, Mike Hunter Dean Wilson	Schedule 2017/18 <del>Well Led (Nov)</del> Responsive (Feb) Effective (April) Safe (May) Caring (July)	<b>EDG Update (31.8.17)</b> Agreed to commence from November's Board meeting. - Well-Led Update complete. <b>Dec update</b> Scheduled on bring forward for Board during 2018 <b>Dec Update Complete</b> <i>(subject to agreement of Corporate Calendar)</i>
5/7/17	Integrated IAPT Developments	Schedule presentation for Council of Governors	MS to liaise with Toni Mank		<b>EDG Update (31.8.17)</b> MS to follow up. Scheduled for COG February 2018 <b>Dec Update</b> – Complete for Log
16ii/7/17	Associate Mental Health Act Managers Q4 Report	Letter of appreciation to be sent to Associate Mental Health Act Managers	Jayne Brown Chair		<b>EDG Update (31.8.17)</b> MS to follow up.
4/10/17	Matters Arising 8/9/17 Board Risk Profile	For future reporting Request to highlight and note the risks returned to directorate level. (NED request)	Margaret Saunders Director of Corp Governance (Board Secretary)	From December	Narrative on future reports will include details of de-escalation  <b>Dec Update:</b> Complete
6i/10/17	Service Performance Dashboard	MT request for comparative data on waiting times in Primary Care	Phillip Easthope, Director of Finance		Joint Executive Board (JEB) agreed to provide benchmark from April 2018
7/10/17	Policy – Managing Conflict in the NHS	Query in relation to pharmaceutical company sponsorship (NED request to review Board notes for previous decisions)	Margaret Saunders Director of Corp Governance (Board Secretary) and Mike Hunter, Medical Director		In Progress  <b>Dec Update:</b> Complete

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9/10/17	Chair's Update	Feedback from AMM sharing information (NED request for "hot topic" briefing on a regular basis)	Margaret Saunders Director of Corp Governance (Board Secretary)		First Hot Topic summary circulated 1 Dec 2017  <b>Dec Update:</b> Complete
11ii/10/17	Sheffield Accountable Care Partnership – Statement of Intent	Following Board discussion and review of the SOI, agreed in principle, with suggested amendments	Kevan Taylor, Chief Executive and Margaret Saunders Director of Corp Governance (Board Secretary)		Feedback on discussion provided to Accountable Care Partnership Board Meeting – 25.10.17  <b>Dec Update:</b> Complete
14/11/17	Care Quality Commission Domain Update Well Led	Chair request using Board Strategy/Development time for further discussion	Kevan Taylor Chief Executive	March 2018 (Bring Forward)	Scheduled for March Development Session <i>(subject to agreement of Corporate Calendar)</i>
17/11/17	Chief Executive Update	Positive Practice Awards. Nominees to attend Board	Margaret Saunders Director of Corp Governance (Board Secretary)	December (Bring Forward)	Nominees invited to meet the Board December 2017  <b>Dec Update:</b> Complete
17/11/17	Chief Executive Update	Hospital Services Review (Presentation to BoD)	Kevan Taylor Chief Executive Margaret Saunders Director of Corp Governance (Board Secretary)		Dates being explored with presenter to be scheduled in 2018 Dates to be agreed <i>(subject to agreement of Corporate Calendar)</i>
20/11/17	AOB Patient Safety Event	RM and Chair request for presentation from Southern Health at Confidential Board or BoD Strategy session	Mike Hunter, Medical Director	March 2018 (Bring Forward)	Dates being explored with presenter to be scheduled in 2018 for a development session Dates to be agreed <i>(subject to agreement of Corporate Calendar)</i>
08ii/11/17	Safer Staffing Report	Revision to the PDF resolution on Appendix 2	Liz Lightbown, Executive Director, Nursing, Professions & Care Standards	Dec 2018	Complete Refer item 6ii Open Dec Board  <b>Dec Update:</b> Complete