

Open Board of Directors Action Log

Open	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Board Workshop	27/04/2022		Finance Report	The Chair suggested the following actions to provide further assurance: <ul style="list-style-type: none"> Provision of a comprehensive report to the May Board that encapsulates the CIPS process, explains ownership, accountability, Quality Equality Impact assessment process, explains the recurrent/ non-recurrent balance to present to Board in May, and plan for a 3-year planning cycle as part of the Transformation Report as a separate paper. 	CIP Programme Board established 17 May. Governance and QEIA process agreed, 17 May. CIP briefing for NEDs on 18 May.	Pat Keeling	May-22
Board Workshop				QEIA to be programmed into the QAC workplan, 6 monthly	Complete action closed	Beverly Murphy and Heather Smith	May-22
Board Workshop			Finance Plan 2022-23	The Chair noted the Mental Health Investment standard is national guidance and there still is not parity for mental health which SHSC needed to continue to challenge where appropriate Action: Executive team to consider whether, and how, this should be escalated with support from the Chair if helpful	Verbal update to be provided	Executive Team	May-22
Board Workshop				It was recommended and agreed that the Board approve a finance plan with a deficit of £2.7 million which includes an efficiency (CIP) of £3.7 m with the caveat internally the organisation will aim for more. Actions: -That the Board be provided with information on the impact of the financial plan on Trust ratings. -CIP information be presented to Board in May -Executive team to discuss whether to escalate the Mental Health efficiency savings situation and inform Board of the outcome of discussion.	Strategic Oversight Framework expected to be issued for 2022/23. Once received and understood plan can be updated and potential impact on ratings can be assessed. In progress - FPC May To be discussed at Executive Team Meeting. CIP briefing for NEDs on 18 May. Action closed	Philip Easthope Pat Keeling Executive Team	May-22

Board Workshop			Transformation Portfolio Board	The Chair confirmed that this was helpful and suggested the following action: incorporate the reviews into the Board agendas to have this planned out in advance.	Reflected in Board planner - action closed	Corporate Governance	May-22
Board Workshop			Transformation Portfolio Board	AD requested clarification on the narrative relating to the Primary Care Mental Health Team (PCMHT) which was presented as 'green' in the document when the narrative suggested there should be more urgency with clearer timescales required and therefore should not have been classified as 'green' and on the impact on staff recruitment and retention. PK agreed this should be clarified in the next report.	In-Depth reviews added to the Board workplan.	Pat Keeling	May-22
Board Workshop			Transformatin Portfolio Report	The Chair added the following as an action to be included in future transformation report to Board in May: Include the service user and staff engagement/co-production; Build in impact on efficiency	May report includes service user and carer involvement and co-production. Benefits realisation references from the Transformation programme PIDs is included. We will continue to work on benefits realisation as part of the Transformation Board focus and the link to longer term efficiency and cost improvement.	Pat Keeling	May-22
Board Workshop			Finance Strategy	The Chair asked for the following actions to be taken forward in further development of the strategy: -Staff need to be engaged with the strategy -Inclusion of reference to the Green Plan -Anchor institutions and working with partners -Keep it short - Keep graphics Action: MW to refelct feedback in the strategy	Agreed through FPC that final draft Finance Strategy will be received at June meeting for onward transition to Board in June. Comments noted	Philip Easthope and Mat White	Oct-22
Board Workshop			Flash report	Quality Committee to review reporting of the Ligature Anchor Point work	To be received at Quality Assurance Committee in August 2022	Beverley Murphy with Corp Gov	May-22

Board Workshop			People programme strategy development	<p>The Board asked when reports on the impact e-roster is having could be expected to be received. It was confirmed expert leadership (People System Lead) had been brought in to support the work . HS asked for the trajectory for when reporting will be available to provide assurance.</p> <p>Action: CP to take forward and confirm timing for receipt.</p>	Reports on impact expected September 2022 . Board workshop to be scheduled on culture	Caroline Parry	TBC
Board Workshop			As above	<p>Progress made on the Leadership development programme was outlined with module 3 having taken place that week together with the start of agile mindsets and the Leadership away days. The Chair asked for a discussion at the Board which brings together all of the work taking place to address culture issues.</p> <p>Action: CP to take forward in discussion with the Executive in order to advise on timing to reflect on the forward plan</p>		Caroline Parry	TBC
Board Workshop			Urgent and Emergency Care Pathways	<p>The Board asked for pace in developing clarity on next steps required.</p> <p>Actions:</p> <ul style="list-style-type: none"> -Consistency to be provided across all reports received at Committee and Board in respect of the bed numbers and associated costs/CIP requirement – for reports from May 2022 – PE/PK/BM -CIP planning to reflect the risks with monitoring and reporting to be received at FPC in May and Board in June – PK -Further update on this paper and progress to be received at the June meeting – BE -Clarification to be provided on how spend is reflected i.e.if the £5 m outlined in the financial plan paper covered all of these beds noting £9.5m had been spent in the 2021/22 financial year and a reduction to £5m on this spend appeared on the face of t challenging to achieve.; and whether the spend was covered in the plan elsewhere. It was agreed that this needed to be clarified and explained -PE 	Update to be provided with revised timeframe to be proposed for receipt of updated paper	<p>Phil Easthope, Pat Keeling and Beverley Murphy</p> <p>Pat Keeling</p> <p>Beverley Murphy</p> <p>Philip Easthope</p>	timing to be confirmed

Board Dev Session			Inequalities framework presentation	It was noted a request was made at the Council of Governors for a briefing on digital versus online provision (for services including IAPT) and understanding of availability of the face to face engagement for the service. It is expected this will be circulated to Board members and Governors w/e 6 May. Action BM to share briefing with Governance for circulation to Board members for information	Draft briefing received by BM - and shared with te Corporate Governance team for sharing with the Board	Beverly Murphy to share with Corp Gov to circulate	May-22
Board Dev Session			As above	<p>It was agreed the discussions held in the morning session and those which had taken place that afternoon indicated the need for the Board Sub Committees to reflect upon agendas and move towards more time for discussions on areas which will make the most impact around strategic priorities, whilst recognising the need to continue to receive general assurance reports though potentially with reduced frequency.</p> <p>Actions:</p> <ul style="list-style-type: none"> -Chairs of Committees and Executive leads to re-look at agendas and forward planning to ensure this is reflected. -Operational Plan to be used to demonstrate in year progress set against the strategic plan. RM to discuss approach with PK and PE for receipt at the FPC - The presentation was welcomed but it was recognised and noted that there were areas requiring further detail and clarification to support the Board's understanding in the next discussion. 	PK - noted regarding Operational Plan	<p>Committee chairs and Exec leads</p> <p>RM/PK/PE</p>	Jun-22

Board Dev Session			Partnerships presentatio	The Chair asked that for the next session the Executive consider and reflect back to the Board on the following areas to support the discussion and agreement on next steps: -areas of opportunity - noting community forensic services as an example of a service the Trust does very well and could be expanded given no other providers in South Yorkshire are offering this -size and sustainability questions -current commissioning of services -current contract and sub-contracting arrangements	Pat Keeling to bring back to a Board Development session as part of a strategy session.	Jan Ditheridge and Exec team	Jan-00
Public	23/03/22	PBoD 23/02/22-06	Chief Executive's Report	Letter from Dr Stephen Powis regarding move to System Operating Framework category 3 to be shared with members of the Board	Letter emailed to all Board members on the 16th March (before the Board meeting) .	Jan Ditheridge	Mar-22
Public	23/03/22	PBoD 23/02/22-07	Recovering from Covid Report	Further discussion to take place at the Board Dev day in May around waiting times and patient flow with a view to presenting outputs at the public Board in May depending on current agenda commitments	Report on agenda action closed	Beverley Murphy	May-22
Public	23/03/22	PBoD 23/02/22-09	Transformation Portfolio Board	The Chair requested that additional references to service user and carer involvement and engagement be included in public facing reports.	Additional references to service user and carer involvement and engagement have been included against each Transformation Programme report. Action closed	Pat Keeling	From May 22 onwards
Public	23/03/22	PBoD 23/02/22-09	Transformation Portfolio Board	BM to work with Pat Keeling and Phillip Easthope on the timeline for inclusion of valuations so that this can be addressed with the inspector.	Time line to be confirmed.	Beverley Murphy	timing to be confirmed
Public	23/03/22	PBoD 23/02/22-09	Transformation Portfolio Board	PE commented on the benefits realisation and the triangulation of this with the people, financial and quality aspects and requested this be looked at in more detail in the next report.	Benefits realisation has been referenced explicitly in the May Transformation Board report.	Pat Keeling	May-22
Public	23/03/22	PBoD 23/02/22-09	Transformation Portfolio Board	CP to have a discussion with executive colleagues to address the delay in the implementation of e-rostering and to provide an update to the next BoD.	Covered in Transformation Report action closed	Caroline Parry	May-22

Public	23/03/22	PBoD 23/02/22-1	Integrated Performance and Quality Report (IPQR)	BM to ensure the narrative is updated to cover further detail on those not seen within 72 hours after discharge) so that the circumstances are understood, thus providing the Board with further assurance	Verbal update to be provided to confirm if covered in report	Beverley Murphy	May-22
Public	23/03/22	PBoD 23/02/22-10	Integrated Performance and Quality Report (IPQR)	PE to give update to BoD on the date when the EDI work will be included in the IPQR.	New year KPIs being prepared for receipt at Committees in June 2022 Timeline for inclusion in IPQR being determined.	Philip Easthope	timing to be confirmed
Public	23/03/22	Pbod/23/02/22-10	Financial Performance Report	The Chair asked if the ways in which agency spend is being addressed could be included in future reports to Board	Report being revised for Month 12- action closed	Philip Easthope	May-22
Public	23/03/22	PBoD 23/02/22-10	Financial Performance Report	BM added that if the Trust is going manage its agency spend well, this will need to be driven by good quality data and through greater understanding of spend on clinical staffing, non-clinical staffing and medical staffing and requested more detail on this in the future – in the finance report.	Report being revised for Month 12 -action closed	Philip Easthope	May-22
Public	23/03/22	PBoD 23/02/22-14	Gender Pay Gap	Action: Caroline Parry to provide the pay gap information excluding the board of director data to the Board outside of the meeting –	Gender Pay Gap information circulated to Board members on the 11.05.22 by Liz Johnson, Head of Equality and Inclusion.	Caroline Parry	May-22
Public	23/03/22	PBoD 23/02/22-14	Gender Pay Gap	Caroline Parry to take forward consideration of inclusion of derivation information in future reports.	In progress	Caroline Parry	Mar-23
Public	23/03/22	PBoD 23/02/22-16	Board Assurance Framework	To include the quality account as an assurance on BAF0027 In addition, the Chair requested that for BAF0021, cyber security be included in the detail of the risk and the assurance provided.	References included in BAF action closed	Deborah Lawrenson	May-22

Public	23/03/22	PBoD 23/02/22-17	Corporate Risk Register	Corporate Governance to correspond with risk authors to move towards removing the risks from the register if appropriate and if not to facilitate review of the risk appetite for these risks. The Chair added that there is no mention of the progress in respect of establishing a risk committee in the report. Susan Rudd explained that the risk committee is yet to have its first meeting and that this will be added on to the register as a control when the committee is in place.	The Risk Committee has not been established as yet. An externally supported risk review is underway and due to report to the Board Development session in June 2022 after which this and other actions proposed will be taken forward.	Deborah Lawrenson	Jul-22
Public	23/03/22	PBoD 23/02/22-19	Research and Innovation Strategy	MH to bring back a report to the Board regarding the resource required.	Timing to be confirmed	Dr Mike Hunter	timing to be confirmed
Public	23/03/22	PBoD 23/02/22-19	Research and Innovation Strategy	Corporate Governance to ensure reviews of the strategies are included in the Board work plan.	In hand - will be in the workplan received in June	Deborah Lawrenson	May-22
Public	23/03/22	PBoD 23/02/22-20	Sustainability Strategy - strategy on a page	RM welcomed the strategy but asked what was meant by sustainable care models. He also queried the use of the battery icon graphic. Phillip Easthope responded that sustainable care models related to how the Trust provides care in a sustainable manner. Pat Keeling agreed with Richard Mills' comments about how the points can be interpreted and requested time to look at the language and icons used. Action: Pat Keeling to take forward and reflect back	Verbal update to be provided	Pat Keeling	Jun-22
Public	23/03/22	PBoD 23/02/22-20	Sustainability Strategy	The Board agreed to this change to include sustainability under section 4 of the reports and reflected in the report template.	Committee report template has been updated to include susatinbility under section 4 of the reports. This new template will be circulated for use in all committees from June 2022.	Deborah Lawrenson	May-22
Public	23/03/22	PBoD 23/02/22-20	Sustainability Strategy	HS highlighted a spelling error in section 2 which was noted. Action: Philip Easthope to address	Picked up and passed onto the author to ensure source document is amended.	Philip Easthope	May-22
Public	23/03/22			Strategy to be re-circulated in final form.	Timeline for availability being confirmed at which point it will be circulated.	Philip Easthope	Timing to be confirmed

Public	23/03/22	PBoD 23/02/22-21	Any other urgent business	The Caldicott and annual SIRO report goes to the Audit and Risk Committee and can then be reported to Board for further assurance. Note Action: add to forward plan	Timing to be agreed with leads to be reflected in the work plan received in June	Deborah Lawrenson	May-22
Public	23/03/22	PBoD 23/02/22-21	Any other urgent business	PE to keep the Board sighted on the plan for Data Security and Protection Toolkit and to work with the Chair and Susan Rudd on the timings for receiving a report so this can be reflected on the work plan.	Update provided through receipt of AAA Report from April ARC Meeting. Further updates will be provided through AAA ARC escalation report; routine 6 monthly update and Annual Report from Digital Information Governance Group, which is due to be received at ARC and Board in July.	Philip Easthope working with Sharon Mays and Deborah Lawrenson to agree timing	Timing to be confirmed
Public	26/01/22	Pbod22/01/148	Service User Experience Story	Explore patient/carer military group and bring back to the Board	Unable to arrange for the May Board. Timing for receipt to be confirmed	Beverley Murphy	May-22
Public	26/01/22	Pbod22/01/138	PLACE Lite (Hygiene)	PLACE report to April Board meeting	On May agenda.	Pat Keeling	Apr-22
Public	26/01/22	Pbod22/01/148	PLACE Lite	Consideration of a structured approach to assessment of Nursing Homes, including where the Trust is a staffing provider and not the registered provider	Report to be available for June	Beverley Murphy & Pat Keeling	Apr-22
Public	26/01/22	Pbod22/01/148	PLACE Lite	Review of catering contracts, Pat Keeling to link with Heather Smith	Planned for June together with Helen Payne.	Pat Keeling	May-22
Public	26/01/22	Pbod22/01/159	IPQR	Investigate streamlining links between BAF, CRR and IPQR through Risk Oversight Group	Risk Oversight Group not yet established. Externally supported Risk Review currently underway. This action will be taken forward as part of the response to any actions arising from that review.	Susan Rudd	Apr-22
Public	26/01/22	Pbod22/01/22	Transformation Portfolio Report	Review of service user/carer involvement in programmes for discussion	Included in May report.	Pat Keeling	May-22
Public	26/01/22	Pbod22/01/168	Safer Staffing – Clinical Establishment Review	Consider presenting quality dashboard as part of safer staffing report	Not yet due	Beverley Murphy	Jul-22
Public	23/03/22	PBoD23/03/22-03	Minutes of the Public Board of Directors meeting held on 26 January 2022	On page 3 there was a reference to the Chair is continuing to meet with the Lead Governor and is holding drop-in session for Governors separate to this. The minutes implied that both the Chair and the Lead Governor were running the drop-in sessions together and thus the minutes require an amendment.	Minutes have been amended: The Chair meets with the Lead Governor; the Chair will hold drop-in sessions with Governors. Website papers have been updated.Action completed.	Susan Rudd	Mar-22

