

BOARD ACTION SHEET PART 1

From meeting held: 5th July 2017

INCOMPLETE ACTIONS

| Item No. | Date of Meeting | Item | Action(s) | Action by | Date to complete by | Date Completed / update |
|----------|-----------------|---------------------------------------|---|-----------|----------------------|---|
| 169/17 | 05/07/2017 | Partnership Working Update | To include the Trust's security Officer, Derry Sinclair in the focus groups discussing topics from the staff survey | RE | Sept '17 | Complete |
| 167/17 | 05/07/2017 | Board Assurance Framework | To include the mitigation to reduce the risk and show the triangulation with WOD | HP | Nov '17 | |
| 158/17 | 05/07/2017 | Infection Control Annual Report | To add the score and benchmark information relating to hand hygiene to the Annual report | HP | Sept '17 | Complete |
| 089/17 | 03/05/2017 | Board Committee Terms of Reference | Proposal for Committee and sub Committee structure to be discussed at a future meeting | AL | Sept '17 | Complete - see agenda P1/191/17 |
| 063/17 | 05/04/2017 | Workforce & OD Quarterly Report | Revised workforce plan to be presented to the Board in the Autumn | HB | Oct' '17 | Work in progress - date to be revised following agreement of new schedule |
| 042/17 | 01/03/2017 | TCC Integrated Performance Report | Clinical model including workforce assumptions report to future meeting | BS/HB | Oct '17 June '17 | Work in progress At the Clinical Model Development session in May it was agreed to revise the timeframe. Significant update of Workforce plan underway led by HRD. Back to Board Oct/Nov |
| 043/17 | 01/03/2017 | F&BD Committee Report | CPL market opportunities to be considered within Part 2 agenda prior to The Mater CEO visiting - schedule aligned to Quarterly Report | YB | TBC | Work in progress |
| 012/17 | 01/02/2017 | Chief Executive's Report | Invite members of the Academic Research team to a future Board Development session. | PK/AL | Nov '17 May '17 | Work in progress - Board Development schedule being reviewed |
| | | | Cancer Alliance progress report to be included in the Board Development programme | AL | Nov '17 May '17 | Work in progress - Board Development schedule being reviewed |
| 246/16 | 07/12/2016 | Declaration of Consultant's Interests | Defer report to 2017 when guidelines are published. | AL | Jan '18 March '17 | Work in progress - timeframe revised to end of calendar year. MIAA completing a gaps analysis against the new guidance |

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| 183/16 | 05/10/2016 | Tell the Board | Bring a paper to a future Board meeting outlining the type of education that is provided across the Trust and how this is being co-ordinated by the <i>Workforce and Organisational Development Directorate</i> . Amend completed date to Feb '17 | HB | Nov '17 April Feb '17 | Autumn 2017 in line with Trust Strategy |