

**BOARD ACTION SHEET PART 1: From meeting held on 25.07.18**

**INCOMPLETE ACTIONS**

Item No.	Date of Meeting	Item	Action(s)	Action by	Date to complete by	Date Completed / update
P1/87/18	25.07.18	HO - One Year On	Progress on the new real-time electronic business intelligence/clinical outcomes systems to be reported to the Board	SK/BS	Jan-19	On track
P1/94/18	25.07.18	Finance & Business Development Committee	Finance & Business Development Committee to consider HO and Interventional Radiology business cases by the end of September. This must include the following - Commissioner approval for the HO business case and a clear audit trail for the Interventional Radiology case for CCC to deliver the service directly.	BS	05/10/2018	Completed. The business case for two consultant posts for HO was approved. Report to the FBDC committee will provide the assurance.
				JA	31/01/2019	The business case for the additional beds in HO to transform and introduce capacity requires CCG funding and a process is in place to seek this resource. Next progress report will be January.
				BS	31/01/2019	The capital investment for the IR service is within the Trust capital fund. The interim chief executive has asked for assurances from RLH regarding a long-term clinical and financial solution and a progress report will be received by January.
P1/94/18	25.07.18	Finance & Business Development Committee	Business Case process, including overall governance to be reviewed and revised.	ZW	31-Oct-18	Integrated performance and planning framework refreshed and approved by the executive team September. A flow chart has been produced to support staff and this is expected to be finalised by November.
P1/87/18	25.07.18	HO - One Year On	To share the HO transition with the wider organisation and consider nominations for national awards.	AT	Oct-18	Completed. On the Senior Leaders Forum Agenda: 8th November 2019
P1/87/18	25.07.18	HO - One Year On	RLH to be asked to interact with the HO staff as if they were there own.	AF	Oct-18	Completed. Letter to Chief Executive on 26th July.
P1/91/18	25.07.18	Integrated Performance Report	Clarity on CQUIN strategic assumptions and deliverables for 2018/19 to assess whether the system is robust and appropriate mitigation is in place from 1st October to secure income.	BS	31/10/2018	Completed. Assurance from FBD Committee
P1/91/18	25.07.18	Integrated Performance Report	Report on Radiotherapy activity and inpatient admissions to assess reasons and trends for potential reductions in activity and appropriate actions to mitigate.	BS	31/10/2018	Completed. Assurance from the Quality Committee
P1/94/18	25.07.18	Finance Report	One year forecast to be the norm and included in the integrated performance report. Future Board Finance Reports to be 3-year forward-looking. Proposed business cases to confirm risk and opportunity to the 3-year plan.	JA	05/10/2018	Completed. 18/19 report including forecast reported to FBDC. Three-year financial report to FBDC.
P1/93/18	25.07.18	Quality Committee	Submission of all assurance reports to Chairs of Committees to represent full range of objectives and operational priorities	ALL Exec Directors	31/10/2018	Completed
P1/94/18	25.07.18	Finance & Business Development Committee	Report to be provided at next Committee on contingency fund allocation and spend - setting out what fund is remaining, what activity is complete and what is still required.	ZW/BS/FJ	05/10/2018	Completed. Assurance from the FBD Committee
P1/95/18	25.07.18	Audit Committee	Discuss the option of a waiver for External Audit	AL	23/10/2018	Completed. Assurance from the Audit Committee 22/10/18.
P1/97/18	25.07.18	Draft Clinical Research Strategic Direction	Consider how the leadership of the clinical research team can be enhanced to fit the new strategy.	SK	05/10/2018	Completed. Assurance from the Quality Committee 23/10/18.
P1/044/18	25.07.18	Patient Story	Agreed to focus on a joint patient story and staff story reflecting the transformational changes underway.	SL	22/10/2018	Completed. The Board today is focusing on the enhanced emergency pathway.
			To review the transport service with a view to improving the service for patients via the infrastructure Committee	BS	March '19	on Track
P1/020/18	07/02/2018	3 Year Trust Operational and Financial Plans	The final activity, workforce and finance plan for 19/20 and 20/21 to be presented to the Board following detailed discussions with the directorates regarding areas that needed further determination.	BS	Oct '18	Year 1 Financial 3 year plan approved 26.3.18 - completed.
						Year 1 Operational Plan to be completed by the Exec Team, by the end of May - completed.
						Outcome now expected January 2019. Significant work to date more time required to develop the full range of options.