

BOARD ACTION SHEET PART 1

INCOMPLETE ACTIONS

Item No.	Date of Meeting	Item	Action(s)	Action by	Date to complete by	Date Completed / update
P1/102/18	31-Oct-18	CDU Presentation - Patient & Staff story	The CDU team would value a working printer and office space to hold private and confidential meetings	BS	28-Feb-19	Item was identified as an additional action that had been omitted from the Oct 2018 minutes. BS agreed to discuss with the team following the Jan 2019 Board
P1/005/19	30-Jan-19	Immunotherapy - Patient & Staff story	Immunotherapy developments to be included within the 3 Year Operating Plan	BS	01-Mar-19	Operating Plan on 1 March Board agenda
P1/005/19	30-Jan-19	Immunotherapy - Patient & Staff story	Immunotherapy KPIs to be developed and reported to the Board as part of the overall KPI reporting	BS	27-Mar-19	
P1/007/19	30-Jan-19	Chief Executive Report	Board personnel files to be completed by 1 February 2019 and CQC advised	JS/AW	01-Feb-19	
P1/007/19	30-Jan-19	Chief Executive Report	Regular update on PIR planning to be provided to the Board	SL	27-Mar-19	Complete - This will be monitored by the Quality Committee and reported to Board through the Chairs Report.
P1/009/19	30-Jan-19	Palliative & End of Life Care Strategy	Resource and training requirements for delivery of strategy to be included in the 3 Year Operating Plan assumptions	BS/SL/DM	01-Mar-19	To be included as part of the 3 Year Operating Plan for 1 March Board
P1/009/19	30-Jan-19	Palliative & End of Life Care Strategy	For the February Board, clarity to be provided, in terms of the TCC Programme, what has been implemented, what is left and subsequent plans to phase the remaining activity	BS	01-Mar-19	On agenda 1 March Board
P1/009/19	30-Jan-19	Palliative & End of Life Care Strategy	Identify the early opportunities for engagement with Research in regards to the strategy	SK/DM	31-Mar-19	
P1/011/19	30-Jan-19	Board Assurance Framework	Risk ratings agreed for Quarter 2 at the October 2018 Board be retained as approved version until a revised BAF is implemented.	AW	01-Mar-19	Complete
P1/011/19	30-Jan-19	Board Assurance Framework	Revised BAF to be prepared for the March Board.	AW	27-Mar-19	MT agreed to support AW in the production of a revised BAF
P1/011/19	30-Jan-19	Board Assurance Framework	Progress report in relation to compliance against the Trust Fit & Proper Person Test policy to be brought to the March Board.	JS	27-Mar-19	Annual 'Fit and Proper Person Compliance Report' scheduled for April 2019 Board. This will include a new Policy.
P1/012/19	30-Jan-19	IPR Report - Month 9	Regular update on Mandatory Training compliance be provided to the Board	JS/BS	01-Mar-19	Complete - will be included within the IPR Report each month
P1/012/19	30-Jan-19	IPR Report - Month 9	Future performance and risk reports to be simplified and targeted to provide absolute clarity to where focus and attention by the Board and its Committees will be required	BS/AW	27-Mar-19	On agenda for 27 March as part of 'shadow governance approach'
P1/012/19	30-Jan-19	IPR Report - Month 9	Trust legal bill to be provided to the February Board	JT	01-Mar-19	An update will be provided at the 1 March Board
P1/013/19	30-Jan-19	Quarter 3 Report – Safe Working Hours: Doctors and Dentists in Training	Junior Doctors to present a staff story to the July 2019 Board	SK	31-Jul-19	
P1/013/19	30-Jan-19	Quarter 3 Report – Safe Working Hours: Doctors and Dentists in Training	Progress report provided to the April Board on support and training for Junior Doctors	JS	24-Apr-19	
P1/015/19	30-Jan-19	Business Intelligence - Progress on Real-Time reporting	Effectiveness of new 'dashboards' implemented from April 2019 to be reviewed by MIAA at appropriate point. AW to discuss with MIAA to determine timetable	AW	Q4 2019/20	Complete - will be scheduled for Q4 2019/20
P1/016/19	30-Jan-19	QC Chairs Report	Sulby Ward - Update to be provided to the February Board	SL	01-Mar-19	On agenda for 1 March 2019

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P1/017/19	30-Jan-19	FBD Chairs Report	Office accommodation business case to be provided to the March Board	BS/FJ/JT	27-Mar-19	On agenda for 27 March 2019
P1/017/19	30-Jan-19	FBD Chairs Report	Update to be provided to the February Board on expected outturn from Charity Accounts following Charitable Funds Committee on 5 February	JT	01-Mar-19	To be included as part of Charitable Funds Chairs Report
P1/019/19	30-Jan-19	NED Walkabout	Programme for 2019 engagement opportunities for Board and Governors to be issued to Board members by 13 February	AW	13-Feb-19	This will be finalised once the revised schedule of meetings is complete
P1/022/19	30-Jan-19	Board Meeting (including quality content)	Review the approach to Patient and Staff Story items and advise the March Board	LB/AW	27-Mar-19	On agenda for 27 March
P1/87/18 & P1/110/18	25.07.18 / 31/10/2018	HO - One Year On / IPR Report	Progress on the new real-time electronic business intelligence/clinical outcomes systems to be reported to the Board. The request for progress on the investment in real-time Business Intelligence for teams was also raised at the October Board.	SK/SB	Jan-19	On the agenda for 30 January 2019 - completed
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.	JA/BS	2019/20	The IR Business Case has been lodged with Commissioners for sign off and will be presented to the Committee for approval in 2019/20. The case is not on the critical path. There is a national shortage of radiologists and LB is meeting with the Cheshire and Mersey Lead Radiologist and the MD of Cancer Alliance to identify some real timelines and deliverables. It was noted this was complicated to resolve with radiologists working in a different way with much more commercial opportunities. The HO Phase 2 approach was considered at the January FBD Committee and a recommendation is being made to the Board to pause Phase 2. Update - both actions closed - Jan Board agreed with recommendation to pause HO Phase 2 and IR Business Case will be presented to the Board in 2019/20 when ready for approval.
P1/94/18	25.07.18	Finance & Business Development Committee	Business Case process, including overall governance to be reviewed and revised.	JA/JT	31-Oct-18	This action will be resolved with the new governance structure
P1/044/18	25.07.18	Patient Story	To review the transport service with a view to improving the service for patients via the infrastructure Committee	BS	31 March '19	
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/JA	01-Mar-19	This item has been deferred to a February 2019 Board meeting as proposed by CEO and Acting Director of Finance. On agenda for 1 March Board meeting
P1/106/18	31/10/2018	Organisational Development Strategy	Implementation Plan to be brought to the March 2019 Board	JS	27-Mar-19	On 27 March agenda
P1/107/18	31/10/2018	Workforce Strategy	Implementation Plan to be brought to the March 2019 Board	JS	27-Mar-19	On 27 March agenda