

BOARD ACTION SHEET PART 1

KEY: **BLUE** = COMPLETE / **GREEN** = ON TRACK / **AMBER** = AT RISK / **RED** = LATE

Item No.	Date of Meeting	Item	Action(s)	Action by	Date to complete by	Date Completed / update
P1/031/19	01-Mar-19	CEO Report	For an update to be provided on 'Chemotherapy at Work' at a future Board meeting	BS/AW	24-Apr-19	This will be presented to the April Board
P1/032/19	01-Mar-19	Draft 3 Year Operating Plan	JT/BS to meet with DT, as Chair of the Performance Committee, to ensure the additional detail identified for inclusion within the final draft plan is included prior to presentation to the Committee and Board	JT/BS	18-Mar-19	Complete
P1/034/19	01-Mar-19	IPR Month 10	Statutory and Role Specific Training Policy - alongside the new policy to be presented to Board, an implementation plan is to be provided to set out how the policy will be delivered through the organisation	JSh	29-May-19	The Policy is expected to be approved at the 30 April 2019 Workforce, Education and OD Committee, presenting to Quality Committee and Board in May 2019
P1/034/19	01-Mar-19	IPR Month 10	Revised Performance Report to be prepared for Board and its Committees from 1 April 2019	BS	01-Apr-19	
P1/035/19	01-Mar-19	Sulby Ward - Update	Board to be advised of appropriate proposals or activity in advance of any decisions taken	BS	27 Mar 2019 onwards	This has been noted by the Executive Team.
P1/035/19	01-Mar-19	Sulby Ward - Update	Further work to improve the internal communication from the Trust to staff and Board	LB	31-May-19	
P1/038/19	01-Mar-19	Proposals for Governance	Recommendation to be provided to the March Board on whether to create a separate Workforce Committee, chaired by a NED	AW	27-Mar-19	Exective Team have discussed and decision taken not to have a Workforce Committee, chaired by a NED at this point in time.
P1/038/19	01-Mar-19	Proposals for Governance	Recommendation to be provided to the March Board on whether there is scope to transfer the Digital work stream to a different Committee	AW	27-Mar-19	Executive Team have discussed and due to the significant patient elements the Digital Programme Board will need to continue to report direct to the Quality Committee.
P1/038/19	01-Mar-19	Proposals for Governance	Board Effectiveness Review - to be discussed with the new Trust Chair	AW	29-May-19	
P1/038/19	01-Mar-19	Proposals for Governance	Board Development Programme to be shared with Board for review and approval	AW	24-Apr-19	This will be presented to the April Board
P1/039/19	01-Mar-19	Liaison with Governors	Presentation on 'significant transactions' to be provided to the Council of Governors meeting on 18 March 2019	AW	18-Mar-19	Completed
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	Completed.
P1/005/19	30-Jan-19	Immunotherapy - Patient & Staff story	Immunotherapy developments to be included within the 3 Year Operating Plan	BS	27-Mar-19	Final Operating Plan on 27 March 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	24-Apr-19	This will be finalised for the April Board in line with the revised approach for presentation of the Performance Report to Board and Committees
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	All files are complete apart from OHA reports which are in progress
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	27-Mar-19	Completed - final operating plan presented to Board includes second Palliative Consultant.
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	Please refer to the TCC Programme Report for details.
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	

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P1/011/19	30-Jan-19	Board Assurance Framework	Revised BAF to be prepared for the March Board.	AW	24-Apr-19	Agreed to present this to the April Board as part of the revised governance approach
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	24-Apr-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	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	24-Apr-19	On 24 April agenda when the Governance approach is presented for approval
P1/012/19	30-Jan-19	IPR Report - Month 9	Trust legal bill to be provided to the February Board	JT	01-Mar-19	Complete - An update was 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	
P1/016/19	30-Jan-19	QC Chairs Report	Sulby Ward - Update to be provided to the February Board	SL	01-Mar-19	Complete - On agenda 1 March 2019
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	Verbal update to be provided to Part 2, Board
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	Complete - Included as part of Charitable Funds Chairs Report provided to 1 March Board
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	Dates for NED walkabouts have been circulated.
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	AW	27-Mar-19	Verbal update to be provided to 27 March Board
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	Closed - 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	Verbal update on progress to be provided to the Board
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	27-Mar-19	On agenda for 27 March
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