

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
P1/044/19	27-Mar-19	Minutes of Previous Meeting	SS to be included as an attendee	SA	31/03/2019	Complete
P1/047/19	27-Mar-19	Staff and Patient Story	Review the choices of food within CCC-W and broader 'Food Strategy' for the new hospital. The outcome of this will be brought back to the Board in due course.	SL	26-Jun-19	
P1/047/19	27-Mar-19	Staff and Patient Story	Following the 8 week trial of closing Sulby Ward, the assessment will be presented to the Board	JSp	24-Apr-19	Moved to 29 May agenda following Performance Committee review on 30 April 2019
P1/049/19	27-Mar-19	CEO Report	An update on the risks regarding short-term funding for local and national cancer initiatives to be provided to Board in due course	LB	26-Jun-19	
P1/050/19	27-Mar-19	3 Year Operating Plan	Align the Operating Plan to the Workforce & OD Implementation Plans	JSp	24-Apr-19	
P1/052/19	27-Mar-19	Gender Pay Gap Report	Amend the report prior to publication to ensure bonus payments are reflected as only eligible for those receiving clinical excellence awards	JG	30-Mar-19	Complete
P1/053 & 054/19	27-Mar-19	Organisational Development Strategy & Workforce Strategy – Implementation Plans	Progress against the implementation plans is presented to the Board on a bi-annual basis.	JSh	01-Sep-19	Closed - will be included within Board cycle of business
P1/056/19	27-Mar-19	IPR Report - Month 12	Executive Team to review the timelines for completion of statutory training to establish whether they can be accelerated.	JSh	17-Apr-19	Completed - statutory training compliance is now at 93% against target of 90%
P1/060/19	27-Mar-19	2018 - Staff Survey & Management Response	Staff Survey results to be broken down into departments and benchmarked against all other Trusts. To be presented to the Board in due course.	JSh	29 May 19	On agenda 29 May 2019
P1/031/19	01-Mar-19	CEO Report	For an update to be provided on 'Chemotherapy at Work' at a future Board meeting	JSp	24-Apr-19	On agenda 24 April 2019
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	JSp	01-Apr-19	A revised report was presented to the March Board and further work is underway to enhance further. The Interim Director of Ops plans to work with colleagues to revise further for May 2019
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	Complete - Executive 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	Complete - 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	Deferred to 29 May Board

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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	Complete - Final Operating Plan approved 27 March Board
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	JSp	24-Apr-19	To be included as part of the revisions to be made from May reports onwards
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	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	Complete - contained within TCC Programme Report
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	Completed - Research proposal for a cohort study in enhanced supportive care has been prepared and will be submitted for grant application in June 2019
P1/011/19	30-Jan-19	Board Assurance Framework	Revised BAF to be prepared for the March Board.	AW	24-Jul-19	Q4 BAF on agenda for 24 April 2019 - revised BAF will be prepared for the July 2019 Board
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.	JSh	24-Apr-19	Annual 'Fit and Proper Person Compliance Report' scheduled for April 2019 Board. New Policy for approval in April, Register of Compliance in May
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	JSp/AW	24-Apr-19	This is work in progress until the 'shadow' Governance approach is approved - due to be presented to the 29 May Board for approval.
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	24-Jul-19	On agenda 24 July 2019
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	JSh	24-Apr-19	On agenda 24 April 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	Complete - Verbal update provided to Part 2, 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	Closed - a review is underway led by the Deputy Director of Nursing and AW
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	JSp	31 March '19	Review is underway, led by Interim Director of Ops and Deputy Director of Nursing. A number of actions have been completed to improve patient experience and others are in progress.
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	Completed - On agenda for 27 March
P1/106/18	31/10/2018	Organisational Development Strategy	Implementation Plan to be brought to the March 2019 Board	JSh	27-Mar-19	Completed - On agenda for 27 March
P1/107/18	31/10/2018	Workforce Strategy	Implementation Plan to be brought to the March 2019 Board	JSh	27-Mar-19	Completed - On agenda for 27 March