

# 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
P1/069/19	24-Apr-19	Staff and Patient Story	Issue raised during Patient Story regarding Halton to be followed up and reported to the Board	SL	29-May-19	Confirmed as an historical issue that has not been in place for the last 2 years - action to be closed.
P1/082/19	24-Apr-19	Liaison with Governors	Include CQC Report and Chemotherapy at Work on the agenda for the next CoG Meeting	AW	22-Jul-19	Complete
P1/076/19	24-Apr-19	EU Exit - CCC Update	Lessons learned activity to be reported through the appropriate governance structure	HPC/AW	30-Jun-19	In progress
P1/073/19	24-Apr-19	Integrated Performance Report	Update on the 'Cheshire & Merseyside Radiology Network Transformation Programme' to be provided to the next meeting	LB	29-May-19	On Part 2 agenda 29 May 2019
P1/073/19	24-Apr-19	Integrated Performance Report	Narratives from staff leavers to be provided to the Trust Board in May alongside 2018 Staff Survey Results	JSh	29-May-19	On agenda 29 May 2019
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	On agenda 26 June 2019
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 (Part 2) following Performance Committee in 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	On agenda for 26 June 2019
P1/050/19	27-Mar-19	3 Year Operating Plan	Align the Operating Plan to the Workforce & OD Implementation Plans	JSp	24-Apr-19	Completed
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
P1/034/19	01-Mar-19	IPR Month 10	Statutory and Mandatory 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	26-Jun-19	Closed - A draft has been prepared and will be presented through the appropriate governance structure for approval.
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	29-May-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	Staff Engagement & External Marketing Plan on 29 May 2019 Agenda (Part 2 due to commercial sensitivities)
P1/038/19	01-Mar-19	Proposals for Governance	Board Effectiveness Review - to be discussed with the new Trust Chair	AW	29-May-19	Action completed - Agreed to carry out a Self-Assessment in Q3 2018/19 and an external review will be completed in 2019/20 financial year.
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 26 June 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	29-May-19	To be included as part of the revisions to be made from Month 2 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	Completed
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.	AW	29-May-19	Completed
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	26-Jul-19	Performance Report is being refined. Revised approach to risk management and reporting is still in development - BAF and overall revised process for risk management will be presented to Trust Board in July 2019.

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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
P1/044/18	25-Jul-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	Suggest close as a review has been undertaken and a number of actions have been completed, for example a new reception and the Transport Service has been moved to a separate location away from the main reception area.