

**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
P1/096/19	29-May-19	NED/ExecDir/Governor walkabouts	External comms issue re expansion to Liverpool, and CCCW remaining open, will be addressed through the Communication Engagement Plan as a matter of urgency.	AH/LB/AT	26-Jun-19	Complete. This will continue to be progressed through the Trust's wider enagement plan
<b>P1/099/19</b>	<b>29-May-19</b>	<b>Integrated Performance Report</b>	Detail of 'held' and 'upheld' claims to be included within future IPRs.	<b>SL</b>	<b>24-Jul-19</b>	<b>To be included quarterly, from July 2019</b>
P1/103/19	29-May-19	Charitable Funds Chair's Report	Confirmation to be provided that all NEDs have been invited to the Summer Event on 6 June 2019.	AW	26-Jun-19	Complete
P1/106/19	29-May-19	NED Walkabout	Detail of future walkabouts to be shared with the Board	AW	26-Jun-19	Complete
<b>P1/107/19</b>	<b>29-May-19</b>	<b>2018 Staff Survey</b>	A further update will be provided to September/October Board.	<b>JSh</b>	<b>Sept/Oct 19</b>	<b>In progress</b>
P1/108/19	29-May-19	Annual Register of Fit and Proper Person	Professional body registration numbers to be redacted and typing error on Specialist Register to be amended.	AW	26-Jun-19	Complete
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	Complete
<b>P1/076/19</b>	<b>24-Apr-19</b>	<b>EU Exit - CCC Update</b>	Lessons learned activity to be reported through the appropriate governance structure	<b>HPC/AW</b>	<b>30-Jun-19</b>	<b>In progress</b>
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	Complete
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	Complete
<b>P1/047/19</b>	<b>27-Mar-19</b>	<b>Staff and Patient Story</b>	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.	<b>SL</b>	<b>26-Jun-19</b>	<b>On agenda 26 June 2019</b>
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	Complete
<b>P1/049/19</b>	<b>27-Mar-19</b>	<b>CEO Report</b>	An update on the risks regarding short-term funding for local and national cancer initiatives to be provided to Board in due course	<b>LB</b>	<b>24-Jul-19</b>	<b>To be included within CEO Update</b>
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	Complete
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	Complete
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	Complete
P1/038/19	01-Mar-19	Proposals for Governance	Board Effectiveness Review - to be discussed with the new Trust Chair	AW	29-May-19	Complete - review to take place in Quarter 4 2019/20
<b>P1/038/19</b>	<b>01-Mar-19</b>	<b>Proposals for Governance</b>	Board Development Programme to be shared with Board for review and approval	<b>AW</b>	<b>24-Apr-19</b>	<b>Deferred - on agenda for 24 July 2019</b>
<b>P1/005/19</b>	<b>30-Jan-19</b>	<b>Immunotherapy - Patient &amp; Staff story</b>	Immunotherapy KPIs to be developed and reported to the Board as part of the overall KPI reporting	<b>JSp</b>	<b>24-Jul-19</b>	<b>These are being developed for Month 3 onwards</b>
<b>P1/011/19</b>	<b>30-Jan-19</b>	<b>Board Assurance Framework</b>	Revised BAF to be prepared for the March Board.	<b>AW</b>	<b>24-Jul-19</b>	<b>Q4 BAF on agenda for 24 April 2019 - revised BAF will be prepared for the July 2019 Audit Committee and Trust Board</b>
<b>P1/012/19</b>	<b>30-Jan-19</b>	<b>IPR Report - Month 9</b>	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	<b>JSp/AW</b>	<b>24-Jul-19</b>	<b>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.</b>
<b>P1/013/19</b>	<b>30-Jan-19</b>	<b>Quarter 3 Report – Safe Working Hours: Doctors and Dentists in Training</b>	Junior Doctors to present a staff story to the July 2019 Board	<b>SK</b>	<b>24-Jul-19</b>	<b>On agenda 24 July 2019</b>