

Agenda item 87/17

Part 1 Action Tracker – Board of Directors’ Meeting – 5 December 2017

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Action owner	Outcome
98/15 – 7 October 2015	Communications Dashboard Summary – Update	Equality & Diversity to be included in the strategy.	October 2016	Board	Yvonne Blucher	<i>Completed – This action has been superseded by 63/17 below.</i>
		Reputation and public image to be included as well as accessibility issues to be improved in future strategy.	October 2016	Board	Yvonne Blucher	<i>An overarching Communications & Engagement Strategy will be circulated to the Joint Working Board.</i>
63/17 – 5 September 2017	Consideration of Part 1 Action Tracker	Joint Working Board to discuss Communication Strategy	December 2017	Board	Clare Panniker	<i>Verbal update to be provided at the meeting.</i>
63/17 – 5 September 2017	Consideration of the Part 1 Action Tracker	Fosset’s Farm restrictive covenant document to be circulated to the Board	5 December 2017	Board	Alan Tobias	<i>Completed. The documents have been circulated to all NEDs</i>
64/17 – 5 September 2017	Monthly IPBR	Nutritional content of food provided to patients to be made available	5 December 2017	Board	Carin Charlton	<i>Completed. This was reported as part of the Estates and Facilities update at the FRC meeting on 31 October 2017</i>

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		Provide a conversion rate on overseas recruitment			Mary Foulkes	<i>Verbal update to be provided at the meeting</i>
		Exit interview report to be included in the IPBR				<i>The exit interview report will be provided as part of the HR Performance report at the next FRC meeting on 9 January 2018.</i>
65/17 – 5 September 2017	Emergency Preparedness, Resilience and Response (EPRR) Assurance	Headlines report to be presented	3 October 2017	Board Development Day	John Henry / Carin Charlton	<i>Completed - A presentation was given to the NEDs on 3 October 2017.</i>
		Amend report to include Tim Young as nominated NED holding the EPRR portfolio for the organisation	5 December 2017	Board	Yvonne Blucher / Carin Charlton	<i>Completed – report has been amended.</i>
67/17 – 5 September 2017	CQC update – Process, Inspection and Documentation	Reinstate innovation item on the QAC agenda	5 December 2017	Board	Brinda Sittapah	<i>Completed – this has been added to the QAC workplan and R&D report was presented as part of innovation at the QAC meeting in October 2017.</i>
		Oversight Committee questionnaire outcomes to be presented to the Joint Working Board	5 December 2017	Joint Working Board	Mike Green (Oversight Committee Chair)	<i>Completed – presentation was given at the Joint Working Board in October 2017 and to the Southend NEDs in November 2017</i>

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		Circulate the KLOE for the Well-Led domain to the Board				<i>Completed – this has been circulated.</i>
		Briefing note on any gaps in PIR following document submission to the CQC to be circulated	5 December 2017	Board	Diane Sarkar	<i>Completed – a presentation was given at the Board Development Day in October and November 2017.</i>
68/17 – September 2017	5 NHSI – Infection Control Visit	Follow up report to be presented to the Board	3 October 2017	Board Development Day	Denise Townsend	<i>Completed – a presentation was given at the Board Development Day in October and November 2017.</i>
70/17 – September 2017	5 Procurement Transformation Plan	To provide a scope of the plan and a report on the peer review	5 December 2017	Board	Tracey Le Forte / James O’Sullivan	<i>This will be presented at the FRC meeting in January 2018, as agreed by James O’Sullivan.</i>
71/17 – September 2017	5 Appraisal and Revalidation Report	Explore the possibility to include RAG rating system against the risks and actions section of the report	5 December 2017	Board	Celia Skinner	<i>Report has been sent to NHSE. Site Director of HR, Cathy O’Driscoll is looking into the possibility of a RAG rating system.</i>
72/17 – September 2017	5 Annual Guardian of Safe Working Report	Report to be presented to a sub-committee in future	September 2018	Board	Celia Skinner	<i>Completed – this has been added to the FRC workplan.</i>

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76/17 – September 2017	5 Board Assurance Framework Review	Check with the Clinical Governance Team where the risk domains originate from	5 December 2017	Board	Brinda Sittapah	<i>Completed – the domains come from the risks as defined in Datix.</i>
		Ensure that all of the BAF risks are consistent with each other				<i>Completed – the BAF risk owners have worked towards aligning the BAF risks. However, work is still in progress to provide the relevant KPIs and figures.</i>
79ii/17 – September 2017	5 Audit Committee Report	Cyber Security Action Plan to be circulated	5 December 2017	Board	Martin Callingham	<i>Completed – Action Plan was circulated to NEDs on 23 November 2017.</i>
81/17 – September 2017	5 Review of Board Calendar	Ward walk information to be added to the Board agenda	5 December 2017	Board	Yvonne Blucher	<i>A discussion was held at the Board Development Day in November 2017 and it was agreed that feedback will be provided to the QAC. The Frimley Park model is currently being explored by the Director of Nursing.</i>

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		The Health & Safety Exception Report to be added to the QAC agenda	5 December 2017	Board	Yvonne Blucher	<i>Completed - A Health & Safety exception report is now provided at each QAC. The Annual Report was presented to QAC in October 2017.</i>