

Board of Directors

Item 10

Updated 26 05 15

action log

No.	Agenda Item	Action	By Whom	Progress	Board review	Note
May 2015						
1	3.1 LHCH Monthly staffing	6 monthly ward staffing report to include action plan to address wider issues e.g.retention, training and education etc incl financial implications	SP		July 15	Main agenda item 3.2 refers.
2	3.2 Patient Survey results	Circulate copy of full report to BoD, issue press release and consider further ways of promoting PFCC (e.g. repeat conference)	SP	Completed	n/a	Report circulated 29.5.15 (e pack);
3	3.3 Response to Savile Enquiry	Confirm no complaints received in relation to volunteers	SP		n/a	No complaints received.
4	5.1 Board Dashboard	Clarify criteria for CIP QIA and present full analysis of CIPs with QIAs where required at next Quality Committee	DH		July 15	Quality Committee July 15 – report to BoD via BAF key issues
5	5.2 RTT action plan	Meet with MS and Head of Informatics to agree enhanced reporting of forward trajectory on RTT	TW		July 15	IPC July 15 – report to BoD via BAF key issues Item 7.2.2 refers
6	5.3 Finance report	IPC to focus on CIP delivery – deep dive in July 15 with PMO and divisional managers	DJ		July 15	IPC July 15 – report to BoD via BAF key issues Item 7.2.2. refers
7	6.1 External auditor's Report	Strengthen assurances on going concern for 16/17 planning round	DJ		March 16	
8	6.2 Annual Report and Accounts	E mail schedule of post BoD changes to directors and provide NEDs with hard copy of financial statements	DJ		n/a	Actioned July 2015
9	6.3 Board self-certifications	Agree management response and actions	JT/LL		July 15	Item 6.1 Appendix 8

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		from MIAA CGS Report				
10	6.4 Risk Management Policy	Amend per Audit Committee recommendations and publish (corporate governance manual)	MJ		n/a	
11	6.5 IICC Report	Benchmark CNST claims and contributions with Papworth and Royal Brompton	DJ	Information not available to-date.	July 15	
12	7.1.2 IPC BAF key issues	Check alignment of IPC and BoD business cycles re Health & Safety and Emergency preparedness/ BC reporting	DJ		n/a	Report to IPC July 15
April 2015						
13	3.1 SHO action plan and Deanery visit	Prepare action plan for next steps – medical workforce plan and medical education strategy (aligned to People Strategy)	RAP		July 2015	Agenda item 3.5 refers
14	4.1 Financial Plan 2015/16	IPC to review progress with SLR in July 2015	DJ/MS		n/a	Report to BoD via BAF key issues
15	Finance Report for period ended 31.3.15	Implement plan to improve management of debtors	DJ		TBC	Impact will be evidenced in future finance reports
March 2015						
16	3.2 Response to 'Freedom to Speak Up'	Refresh Raising Concerns Policy	DH		July 15	CEO to appoint 'Freedom to Speak Up' guardian. Agenda item 4.6 refers
17	3.4 ECS Framework	Report on ward assessments to BoD	SP		October 15	Rescheduled from July to October (LL)
18	4.6 Cardiology 5 year plan	Develop Clinical Strategy (Surgical and Respiratory Plans) for review by BoD by Summer 2015	DH		July 15	BoD discussion scheduled 23.6.15- agreed to review with Divisions Feb 16
January 2015						
19	6. 6 monthly review of nursing workforce	People Strategy to be considered by BoD in July	DH		July 15	BoD discussion scheduled 16.6.15
November 2014						
20	7.4 Multi Drug Resistant Organisms	Long term strategy for managing multi drug resistant organisms to be developed	RAP		July 15	Agenda item 3.6 refers