

**BOARD MEETING - THURSDAY 24 NOVEMBER 2016
ACTION LOG**

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
BM/16/65 para 2.2	Minutes and matters arising from the meetings held on Thursday 26 May and Thursday 30 June 2016	The Chair requested that representatives from NHS England and the Care Quality Commission would be invited to attend NHS Improvement Board and committee meetings on a regular basis.	Jessica Dahlstrom	28/07/2016	24/11/2016	Representatives from NHS England and CQC have been invited to future Board meetings. A representative from NHS England will be attending the Board meeting in November and a date for a representative from Care Quality Commission to attend is to be confirmed.	In hand
BM/16/66 para 4.4	Performance of the NHS provider sector at 31 May 2016	The Board requested a paper setting out the underlying drivers for performance against ambulance targets, to be presented at the Board meeting on 29 September 2016.	Bob Alexander	28/07/2016	29/09/2016	A paper on underlying drivers for performance against ambulance targets will be presented at the Board meeting in November 2016.	Completed
BM/16/70 para 7.2	Corporate report	The Chair of the Audit and Risk Assurance Committee provided an overview of progress made on risk management, and suggested this should be added to the list of topics for future Board development sessions.	Jessica Dahlstrom	28/07/2016		A risk session will be taking place at the Board Development session on 15 December 2016.	Completed

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BM/16/72(P) para 12.1	Chairman's report	The Board discussed stakeholder engagement more generally, and asked to be provided with a weekly update of recent news and stakeholder engagement events, as well as a forward look of events and activity planned for the near future.	Helen Buckingham	28/07/2016	14/10/2016	A weekly update of recent news and stakeholder engagement is now being circulated.	Completed
BM/16/82(P) para 23.2	Supporting the chair and non-executive director community	The Board discussed the time commitment involved, and the risk of conflicts of interest arising. A revised paper would be presented to the Board following further discussions between Non-Executive Directors.	Caroline Thomson	28/07/2016	24/11/2016	A revised paper will be taken to the Board meeting on 24 November 2016.	Completed
(BM/16/101(P) para 19.1	Assurance and Risk Management Framework	It was noted that further work was outstanding on the strategic risk register of the organisation, and an invitation was extended to Non-Executive Directors of the Board to attend the next meeting of the Audit and Risk Assurance Committee where the matter of NHS Improvement's risk appetite would be discussed.	Jessica Dahlstrom	29/09/2016	Dec-16	The Chair of the Audit and Risk Assurance Committee is to discuss the strategic risk register with the Executive Director or Regulation and the Executive Director of Resources on 16 November. Following this a risk session will take place with the Non-Executive Directors at the Board Development session on 15 December 2016.	In hand