

**BOARD MEETING - THURSDAY 26 MAY 2016
ACTION LOG**

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
BM/16/06(P) para 8.3	Chairman's report	The relationship with partnership bodies was discussed, and the importance of working closely with NHS England and the CQC was emphasised. The possibility of having some staff who were jointly appointed was discussed. The Board requested more time to discuss partnership working at a future meeting of the Board.	Jessica Dahlstrom	28/01/2016	End-May 2016	This request has been incorporated in the forward planning process for the NHS Improvement Board and a suitable date will be identified post 1 April.	In hand
BM/16/12 para 1.1	Corporate report	The outcomes of the budget setting process would be reported to the Board by the end of April.	Bob Alexander	25/02/2016	End-May 2016	Discussions with DH are continuing and are expected to conclude by end of May 2016. Sufficient confidence in the certainty of the admin / programme funding envelope has enabled the proposed NHS Improvement structure consultation to be launched.	In hand

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BM/16/34(P) para 12.3	Chief Executive's report	The Board noted that, via work being undertaken by the Medical Director and her team, additional clarity on the definition and scope of 7-day services would be produced for providers.	Kathy McLean	22/03/2016	May-16	A proposed document has been drafted. The team has been working with NHS England and DH re timing and has clarified this so will now proceed to finalise this work. Once finalised the document will be shared with the Board.	In hand
BM/16/37(P) para 13.1	National Elective Data Validation Programme	The Board noted a proposal to fund a national data validation programme in relation to the key referral to treatment standard in the NHS Constitution. Further information about the programme and its benefits to patients would be circulated.	Jim Mackey	22/03/2016	Apr-16 May-16	A note will be circulated shortly.	In hand
BM/16/38i(P) para 14.1	NHS Improvement	A note on the current position would be circulated to Board members, who would be consulted on the business plans and emerging operating model, both of which would be discussed at the April Board meeting. .	Adrian Masters, Catherine McDonald	22/03/2016	Apr-16	A note was sent to Non-Executive Directors on NHS Improvement Objectives. Further discussion on this and the Operating model will be had at the Board on 28 April.	Completed

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BM/16/39 Para 3.4	Chief Executive's report	It was agreed that an external engagement strategy would be developed, and that this engagement strategy would include the Non-Executive Directors visiting providers around the country.	Jim Mackey	28/04/2016		The stakeholder team is carrying out its external engagement plan focussing on three main areas; national stakeholder representatives, operational providers and Parliamentarians. The team will be meeting with NEDs in the next month to get their ideas about the type of engagement they would like to carry out, ie meeting trust staff groups, 1:1s with senior national reps, and the sort of stakeholders they think would be most beneficial for them to engage. Our plan involves NEDs carrying out 2-3 external stakeholder engagements per year.	Complete

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BM/16/45(P) Para 11.2	Performance of the NHS provider sector	The Board requested that a methodology should be developed to enable the Board to review the link between capital expenditure delays or reductions to possible implications for service provision.	Bob Alexander	28/04/2016	Jun-16	Cross directorate working is under way to develop the Provider Capital Framework that will address this issue.	In hand
BM/16/46(P) Para 12.1	Junior doctors' industrial action: evaluation of impact	An updated version of this paper would be presented to the Board in the public session in May 2016.	Kathy McLean	28/04/2016	26/05/2016	A paper on Junior doctors' industrial action: evaluation of impact will be presented at the public session of the Board in May (see agenda item 8).	Completed
BM/16/47(P) Para 13.4	NHS Improvement's 2020 objectives	It was agreed that an updated version of the objectives, which incorporated the points raised by the Board, would be circulated to the Board in correspondence for approval.	Catherine McDonald	28/04/2016	May-16	The updated objectives were circulated to the Board in correspondence on 16 May 2016 and, subject to the comments provided by the Board, were approved.	Complete

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BM/16/48(P) para 14.2	Business plan: Early overview of key themes: regulatory burden	Determine necessary arrangements are in place to ensure ongoing scrutiny and reduction of regulatory burden	Kate Moore	28/04/2016		Monitor has a statutory duty to carry out impact assessments where it is proposing to do something that it considers would be likely to have a significant impact on providers; a Standing Impact Assessment Panel is already in operation and will expressly consider regulatory burden and its reduction wherever possible and appropriate.	Complete
BM/16/48(P) para 14.4	Business plan: Early overview of key themes	It was agreed that a more developed version of the business plan would be presented to the Board in May. This version would include any information available on resources, mapped to directorates where possible.	Lisa Keslake	28/04/2016	26/05/2016	A paper on Business Plans will be presented at the Board on 26 May (see agenda item 15).	Completed
BM/16/49i(P) para 15.2	Operating model: main principles	A high-level version of the operating model would be shared with staff in May, and be submitted to the Board for information at the May Board meeting.	Catherine McDonald	28/04/2016		A paper on the Operating Model was circulated to the Board in correspondence.	Completed

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BM/16/49ii(P) Para 16.2	Operating model: oversight framework	A number of Non-Executive Directors agreed to advise on the development of the framework, and meetings to enable this would be arranged.	Catherine McDonald	28/04/2016		The emerging oversight framework was shared with the relevant Non-Executive Directors who provided feedback on the document.	Complete