

BOARD MEETING - THURSDAY 28 JULY 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.	Completed
BM/16/12 para 1.1	Corporate report	The outcomes of the budget setting process would be reported to the Board.	Bob Alexander	25/02/2016	End-May 2016	A budget allocations paper will be taken to the Board on 28 July 2016.	Completed
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 letter was sent to NHS Trusts on 23 May 2016.	Completed

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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 was circulated to the Board on 25 May 2016.	Completed
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	A paper on 'Capital update 2016/17' will be taken to the Board meeting on 28 July 2016.	Completed

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Oral item para 3.2	3 Chief Executive's report	The Board emphasised the importance of developing a better understanding of the sources of the demand pressures, particularly in emergency departments. A paper would come back to the Board on 28 July 2016 bringing together available evidence on this subject.	Bob Alexander	26/05/2016	28/07/2016	A paper on 'Drivers of emergency department performance' is to be presented at the Board meeting on 28 July 2016.	Completed
BM/16/53 para 4.5	Q4 sector performance	The Board discussed the efficiency savings and productivity improvements achieved by the NHS in 2015/16. It was noted that there were differences in estimates depending on calculation method. The Board requested a paper on this subject, setting out clearly what had been achieved in the past year.	Bob Alexander	26/05/2016	28/07/2016	A paper on 'Productivity' will be taken to the Board meeting on 28 July 2016.	Completed

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Oral item para 8.1	Questions and comments from the public	A member of the public asked the Board a question with regard to NHS Improvement's whistleblowing and complaints policy. It was agreed that the Executive Director of Nursing would respond in detail outside of the Board meeting, and that NHS Improvement's whistleblowing policy would be discussed at a future Board meeting.	Ruth May	26/05/2016	28/07/2016	Ruth May has been in contact directly with the member of public regarding whistleblowing and complaints. A paper on whistleblowing policies will be presented to the Board on 28 July 2016.	Completed
Oral item para 8.2	Questions and comments from the public	The Chair confirmed that a paper on Sustainability and Transformation Plans would come to the public session of the Board on 28 July 2016.	Bob Alexander	26/05/2016	28/07/2016	A paper on Sustainability and Transformation Plans will be presented at the public session of the Board on 28 July 2016.	Completed
BM/16/58(P) para 12.2	Q4 risk and performance report	The Board commented that the format of a 'heat map' was useful, and requested that this approach be used going forward.	Bob Alexander	26/05/2016	Jul-16	A new risk management approach was discussed at the Audit and Risk assurance committee on 1 July 2016. The approach will include a heat map.	In hand

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BM/16/61(P) para 15.3	NHS Improvement oversight framework	A paper would come back to the Board meeting on 28 July 2016 setting out final proposals for the oversight framework. A resource plan would be developed to support these proposals	Catherine McDonald	26/05/2016	28/07/2016	As the consultation is yet to close. The Board will be updated once finalised.	In hand
BM/16/64(P) para 18.3	Approval of the award of the contract for the delivery of the Costing Assurance Programme	It was requested that further work would be done to examine the optimal frequency of costing audits. If it were deemed appropriate to reduce the frequency of audits, the possibility of amending the contract with the supplier should be examined	Monique Duffy-Brogan	26/05/2016		Further work has taken place to challenge the costs and activities within the scope of the contract which has resulted in a 36% saving. A stock take will be undertaken towards the end of the initial three year contract period.	Completed