

**BOARD MEETING - THURSDAY 29 SEPTEMBER 2016
ACTION LOG**

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	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 'heat map' approach will be used going forward. This is outlined in the assurance and risk management framework to be presented at the private session of the Board on 29 September 2016.	Completed
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	A paper will be presented at the public session of the Board meeting in September detailing the final Single Oversight Framework, following consultation, for Board approval.	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 Dahstrom	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 4.1	Performance of the NHS provider sector at 31 May 2016	These results were expected on 18 August 2016, and would be circulated to the Board in correspondence for review ahead of publication.	Elizabeth O'Mahony	28/07/2016		The Quarterly performance of the NHS provider sector at 30 June 2016 was circulated to the Board in correspondence on 19 August 2016.	Completed

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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 'Operational Performance of Ambulance Trusts' is to be presented at the public session of the Board on 29 September 2016. A further paper on underlying drivers for performance against ambulance targets will be presented at the Board meeting in November 2016.	In hand
BM/16/67 para 5.4	Update on Sustainability and Transformation Plans	The Board requested that a progress update on STPs would be brought back to the next meeting of the Board. A separate session would also be organised for interested Board members to go through a selection of STPs in more detail.	Bob Alexander, Jessica Dahlstrom	28/07/2016	29/09/2016	A paper on STPs will be presented at the public session of the Board on 29 September 2016.	Completed
BM/16/68 para 6.4	Improvement report	The importance of resolving any regulatory issues that prevented vanguard organisations making progress was emphasised, and a paper on this subject would come back to the Board.	Ben Dyson	28/07/2016	29/09/2016	A paper on 'New Care Models Update: NHS Improvement's role in establishing and overseeing ACOs' will be presented at the public session of the Board on 29 September 2016.	Completed

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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		The Chair of Audit and Risk Assurance Committee to discuss this with the Chair of the Board.	In hand
Oral item para 10.3	Chief Executive's update	The importance of a detailed analysis of Q1 data was emphasised, and the Board requested that a teleconference would be organised for the week commencing 22 August to discuss the Q1 results. The Board also requested that a paper would be presented at the next Board meeting on the risks contained in the financial plan for 2016/17, and in the forecast deficit of £580 million in particular.	Elizabeth OMahony, Jessica Dahlstrom	28/07/2016		A teleconference took place on 24 August with Board members to discuss the Q1 results. Details of the financial plan for 2016/17: overview of risks will be included in the performance of the NHS provider sector report for the private session of the September Board meeting.	Completed
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 draft weekly update of recent news has been circulated to Executive Directors. This will also be circulated to the Board in the next few weeks.	In hand

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BM/16/72(P) para 12.2	Chairman's report	The Board discussed the implications of the recent referendum decision that Britain leave the European Union for NHS Improvement and the NHS, and emphasised the importance of mobilising efforts to influence the debate. A paper on this subject would come back to the Board.	Jim Mackey	28/07/2016	29/09/2016	A paper on 'Implications of the EU referendum outcome for the NHS' is to be presented at the private session of the Board on 29 September 2016.	Completed
Oral item para 14.2	2017/18 planning round	The Board requested that a flow chart setting out the 2017/18 planning process would be presented at the Board meeting on 29 September 2016.	Elizabeth OMahony	28/07/2016		A summary setting out the 2017/18 planning process has been included in the Operational Planning 2016/17 to 2017/18 paper to be presented at the public session of the Board on 29 September 2016.	Completed
BM/16/77(P) para 18.3	New care models update	The Board requested a briefing on new care models for interested non-Executive Directors, and welcomed the proposal that this could be combined with an information session for senior leaders of vanguard organisations. The Board also requested an update on new care model for the next Board meeting.	Ben Dyson	28/07/2016	29/09/2016	Briefings on new care models have been organised for October 2016. A paper on New Care Models update is to be presented at the public session of the Board on 29 September 2016.	Completed

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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 next Board meeting on 24 November 2016.	In hand