

**BOARD MEETING - THURSDAY 22 MARCH 2018
ACTION LOG**

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
BM/16/105 para 4.4 BM/17/66 para 8.4	Update on Sustainability and Transformation Plans	Public accountability would be discussed at a joint meeting of NHS Improvement's and NHS England's Audit and Risk Assurance Committees scheduled for June 2017. It was noted that colleagues from the Care Quality Commission's Audit and Risk Assurance Committee would also be invited to attend this meeting.	Jessica Dahlstrom	30/03/2017	24/01/2018	The creation of the Joint Finance Advisory Group may remove the need for this joint meeting.	In hand
Oral item para 6.2	Questions and comments from the public	It was noted that a public discussion on preparing the response to crises such as these would be held by the Board at a future date.	Sigurd Reinton and Jeremy Marlow	25/05/2017	24/01/2018	This topic was discussed in private on 28 September 2017. Date of public session to be confirmed.	In hand
BM/17/52(P) para 6.4	NHS Improvement's values and behaviours	The Board approved the proposed values and behaviours, subject to consideration being given to how to measure progress and demonstrate adoption to stakeholders. The Board also requested that regular updates on implementation be given to the Internal Operations Committee, the Executive Committee and to the Board.	Adam Sewell-Jones, Aidan McCormack	20/07/2017	24/01/2018	An update on the staff survey results is due to be provided in the private session of the January Board meeting. Updates on values and behaviours will be provided to ExCo, with escalation to the Board if required.	Complete

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BM/17/68 para 4.4	Quality report	A discussion took place on NHS Improvement's role regarding patient safety in the primary care sector. The need for a clear definition of a safety incident in a primary care context was highlighted and the Board commented that NHS Improvement should work with the primary care profession to progress this. It was requested that a member of the patient safety team would be asked to give a presentation at a future Board meeting.	Kathy McLean, Ruth May	28/09/2017	24/01/2018	The Patient Safety Team will present on this item at the April Quality Committee meeting, with a view to presenting to the Board in May 2018.	In hand
BM/17/68 para 4.5	Quality report	Consideration was given to the measurement of quality improvement and it was noted that a dashboard had been developed and would be discussed by the new Quality Committee before being brought back to the Board.	Kathy McLean, Ruth May	28/09/2017	24/01/2018	Quality dashboard discussed by the Board in January 2018. To be on the public agenda from March onwards.	Complete
BM/17/77(P) para 12.6 and 12.7	Collaboration and joint working with NHS Endland	The approach to review and evaluation was discussed and it was noted that the Board would receive quarterly updates and that at each update, a decision would be taken to continue with testing, to cease the arrangements, or to put the arrangements on a substantive basis and/or extend the approach to other regions. The Board also requested that work would commence jointly with NHS England to consider more openly and proactively options for future collaboration and joint working.	Ben Dyson / Anne Eden	28/09/2017	24/01/2018	Update provided at January meeting, and further updates to follow regularly from now onwards.	Complete

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BM/17/78(P) para 13.8	Shaping a Healthier Future SOC programme	The Board considered that it was not possible to approve the Strategic Outline Case on the basis of the assumed reduction in emergency admissions because the evidence that underpinned how this would be achieved was not clear in the Strategic Outline Case and agreed that further work was required to develop this before the Strategic Outline Case could be brought back to the Board for approval. Several Non-Executive Directors offered to work with executive colleagues in an advisory capacity as the next Board paper was being developed.	Steve Russell	28/09/2017	24/01/2018	NHS Improvement and NHS England London are working closely with the SaHF programme to develop the evidence required before the case can be re-presented to the Board. Date for re-presentation to the Board has still to be set.	In hand
BM/17/93(P) para 11.4	Progress on cybersecurity and Paperless 2020	The Chief Information Officer's report on cybersecurity would be circulated to the Board in draft form once it was available.	Will Smart, Jessica Dahlstrom	30/11/2017	24/01/2018	This has now been published and circulated.	Complete
BM/17/93(P) para 11.5	Progress on cybersecurity and Paperless 2020	A discussion took place on cybersecurity as captured in NHS Improvement's risk register and the Board indicated this risk should be escalated until appropriate mitigations were in place.	Jeremy Marlow, Ben Dyson	30/11/2017	31/03/2018	Risk currently captured on risk register relates to internal cybersecurity. Work is ongoing on capturing the wider NHS risks and this will be presented to the Board in March 2018.	Complete

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BM/17/93(P) para 11.7	Progress on cybersecurity and Paperless 2020	It was noted that there was not sufficient funding for the Paperless 2020 programme, and that this situation had been exacerbated by the requirement to fund cybersecurity investment from the Paperless 2020 programme budget. The Chief Information Officer and the Executive Director of Operational Productivity would write a letter on this subject to the Department of Health. It was noted that the new Chief Clinical Information Officer, who was due to be appointed in December, would be invited to the Board in January to present an update on the matters above.	Jeremy Marlow, Will Smart	30/11/2017	24/01/2018	Work is ongoing and this matter was discussed at the Technology and Data Assurance Committee. A new CCIO has been appointed. To be discussed at a future board meeting.	In hand
BM/18/03 para 4.6	Chief Executive's report	Board members welcomed the proposal to work more jointly with NHS England and requested that a formal evaluation methodology would be established to measure progress in this regard. This should include the collection of baseline data and the measurement of progress both internally and externally. The Executive Director of Strategy would be asked to lead on the evaluation.	Ian Dalton / Ben Dyson	24/01/2018	22/03/2018	The Strategy Directorate are examining ways of gathering evidence as to what is and isn't working, to enable the joint work programme to course-correct where needed	In hand
BM/18/04 para 5.5	Update on winter	Consideration was given to the variable uptake of the 'flu vaccination among NHS staff and the Board requested that evidence would be collated to demonstrate the impact of this. This evidence should be incorporated in the lessons learned from winter review.	Kathy McLean / Raghuv Bhasin	24/01/2018	22/03/2018	Debrief on winter to be presented to March board meeting.	In hand

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BM/18/04 para 5.8	Update on winter	The Board requested that an initial debrief on winter would be presented to the Board in March 2018, with a full lessons learned review to follow when all data was available. As well as an analysis of the cause and impact of zero day admissions, the debrief and review should include lessons learned around pre-hospital care, such as better integration between 111 and other emergency services and the availability of GP services. It should also include lessons learned on delayed transfers of care and working with the social care sector.	Pauline Philip / Raghuv Bhasin	24/01/2018	22/03/2018	Debrief on winter to be presented to March board meeting.	In hand