

**BOARD MEETING - THURSDAY 27 SEPTEMBER 2018
ACTION LOG**

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
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, Emily Lawson	24/01/2018	31/07/2018	An update on this work was provided in the private session of the July Board meeting.	Completed
Oral item para 8.1	Questions and comments from the public	A member of the public urged NHS Improvement to do more and to move more quickly in relation to the scheme to assist whistleblowers return to work. The Board undertook to progress this and agreed that lessons could be learned from the financial services sector in this area.	Ruth May, Steve Russell, Maria Robson	24/05/2018	26/07/2018	The Executive Team discussed this matter in July and following a pilot phase work is underway to launch the main scheme. Conversation with Financial Conduct Authority (FCA) regarding sharing learning ongoing.	Completed
BM/18/xx para 5.3	Update on actions taken in response to Independent review into Liverpool Community Health NHS Trust	The assessment of risk in trusts, and community trusts in particular, had been an area of focus and each region had conducted a rapid review. Work was now ongoing on scenario testing and the development of soft intelligence indicators of risk. A report on this would be brought back to the Board in September.	Kathy McLean, Jessica Dahlstrom	26/07/2018	27/09/2018	This report is on the agenda for the September board meeting.	Completed

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
BM/18/xx para 5.3	Update on actions taken in response to Independent review into Liverpool Community Health NHS Trust	Board members commented that the new lens of Freedom to Speak Up Guardians was helpful and encouraged executives to learn lessons from the approach taken in the commercial sector. Board members offered to provide input into the development of the scenario testing work and it was noted that this would be facilitated in correspondence ahead of the September Board meeting.	Kathy McLean, Jessica Dahlstrom	26/07/2018	27/09/2018	The scenario testing is being led by the regions and Non-Executive board members will be invited to relevant meetings.	In hand
BM/18/xx para 9.5	Chief Executive's update	The Board discussed ways to refine the Chief Executive's private report and requested that going forward the CEO give his perspective on a set of key performance indicators to enable the Board to get an overview of overall performance.	Ian Dalton	26/07/2018	28/09/2018	Incorporated in September Board paper.	Completed
BM/18/xx para 12.3	Update on joint working with NHS England	The Board noted the proposed timelines for the appointments into new roles and the approval process was discussed. It was noted that an overview of how the new senior management structure and roles would operate together would be presented to the Board by the Chief Executive at the August Board development meeting.	Ian Dalton	26/07/2018	30/08/2018	This was presented and discussed at the Board Development session on 30 August 2018.	Completed

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
BM/18/xx para 12.4	Business case: National PSC Programme	The Executive Medical Director set out the background and history of the PSC programme and the Board noted that a review was currently underway of the governance and the value delivered by the programme. The Board agreed to approve the funding for the financial year 2018/19 but requested a presentation in the autumn on the findings of this review. It was noted that a new National Director of Patient Safety had been appointed and that he would be invited to the Board to be present for this discussion.	Kathy McLean, Jessica Dahlstrom	26/07/2018	22/11/2018	The findings of the review will be presented at the November Board meeting.	In hand
BM/18/xx para 12.5	NHS Improvement's workforce race equality (WRES)	In relation to the actions on recruitment and staff development, it was noted that further investigation of the data was needed whilst at the same time it was possible to take some immediate steps to improve appointment processes, specifically through using diverse panels and pooling appointments wherever possible. The WRES team offered to assist NHS Improvement with this exercise.	Kate Moore	26/07/2018		NHS Improvement's Resourcing Team is giving consideration to introducing and embedding improved recruitment processes in this respect, and will engage with the WRES team to gain further insight into best practice. The stated aim is to have diverse appointment panels for recruitment to the new and most senior executive positions in the programme of Joint Working between NHSI and NHSE; this is in hand.	In hand