

**BOARD MEETING - THURSDAY 24 JANUARY 2019  
ACTION LOG**

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
BM/18/53(P) para 14.4	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	31-Jan-19	A paper on WRES was presented at the December Board meeting, and this work has been incorporated in the new organisation design workstream.	Complete
BM/18/59 para 4.4	Chief Executive's report	Board members requested that a paper would be prepared on lessons learned from those organisations which had exited and re-entered the Special Measures regime for quality reasons. The importance of separating structural matters from management issues as part of this lessons learned review was highlighted.	Kathy McLean	27/09/2018	End March 2019	Paper to be presented to Delivery and Performance Committee in March 2019.	In hand
BM/18/59 para 4.5	Chief Executive's report	The Board also requested a review focused particularly on trusts located in coastal areas. The minimum sustainable size of such hospitals should be considered, including the link to workforce issues.	Ian Dalton, Kathy McLean	27/09/2018	End March 2019	Paper to be presented to Delivery and Performance Committee in March 2019.	In hand
BM/18/73(P) para 3.5	Safety strategy	The Board noted that the governance around the Patient Safety Strategy would be included in the ongoing work on shared governance and the Quality Committee in Common in particular.	Lord Ara Darzi, Jessica Dahlstrom	22/11/2018	End March 2019	Work on Quality Committee in Common Terms of Reference ongoing and working group now set up.	In hand

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BM/18/76(P) para 6.7	NHS Improvement ownership of supply chain company – Evaluation and preparation	It was suggested that a Task and Finish Group should be established involving Non-Executive Directors with relevant experience to assist the executive colleagues currently working on this project. The views of providers should also be sought.	Miranda Carter, Jessica Dahlstrom	22/11/2018	31-Jan-19	Arrangements have been made allowing the team to draw on input from members of NHSI's board and executive team (including Wol Kolade and Stephen Hay) in addition Richard Douglas has agreed to support on negotiations around indemnities with the DHSC. A series of meetings are scheduled to provide support and challenge to the work. In addition a management presentation is planned for 7 March between SCCL's chair/executive team and members of NHSI's Board and executive team. A provider perspective will be provided at regular intervals.	Complete
BM/18/86(P) para 9.4	Chief Executive's update	A note would be circulated to the Board by the Chief Executive setting out the approach to the most challenged providers. This would include a narrative explaining the causes of the challenges.	Ian Dalton	12/12/2018	End February 2019	Note being prepared.	In hand
BM/18/87(P) para 10.4	Freedom to Speak Up at NHS Improvement 2018/19	The role which line managers should play in resolving these issues was discussed and the importance of culture and behaviours forming part of performance evaluations was highlighted. Urgent training would need to be provided to support line managers during the transition period.	Ruth May, Emily Lawson	12/12/2018	End February 2019	Meeting to discuss has been arranged.	In hand
BM/18/88(P) para 11.3	Proposed national tariff policies for 2019/20	A table setting out the combined impact at regional level would be made available to Board members.	Chris Walters	12/12/2018	End January 2019	Table will be circulated by the end of January.	In hand

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BM/18/89(P) para 12.2	Update on actions taken in response to Independent review into Liverpool Community Health NHS Trust: Stress Testing Exercise	A paper on the proposed operating model would be brought to the Delivery and Performance Committee in January 2019.	Ian Dalton, Kathy McLean, Emily Lawson	12/12/2018	End January 2019	On the Delivery and Performance Committee agenda in January.	Complete
BM/18/90(P) para 13.2	2018/19 Budget and Plan refresh	The format of the quarterly performance report was discussed, and Board members requested that thought should be given, jointly with NHS England, to the Business Plan and to measuring the impact of the actions which had been completed by the organisations. This would be presented to the Strategy Committee in Common in February 2019.	Elizabeth O'Mahoney	12/12/2018	End March 2019	Work is continuing to develop an approach.	In hand
BM/18/91(P) para 14.5	Proposals for revised governance arrangements in joint working context	The importance of communicating the new governance model clearly to the NHS was highlighted and it was required that the communications team would assist in the production of a clear depiction of the structure.	Sian Jarvis, Jessica Dahlstrom	12/12/2018	End March 2019	Governance proposals currently being finalised, communications to follow.	In hand