

**BOARD MEETING - THURSDAY 28 SEPTEMBER 2017
ACTION LOG**

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
BM/16/105 para 4.4	Update on Sustainability and Transformation Plans	The Board highlighted the need for STPs to be realistic in terms of activity projections and in terms of capital plans. It was noted that a paper on capital planning would be brought to the Board at a future meeting.	Bob Alexander	24/11/2016	23/11/2017	NHS Improvement officers remain in discussion with DH regarding the capital framework for this and future years, the resources and sector outlook. A comprehensive paper will be brought to the Board after October when these discussions are expected to conclude.	In hand
BM/17/66 para 8.4		The Board requested that a further update be given in due course.	Bob Alexander	20/07/2017	23/11/2017		
BM/16/105 para 4.4	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	23/11/2017	Awaiting confirming from NHS England on dates when their Audit Committee's availability. Now investigating the possibility of this meeting being arranged in November.	In hand
BM/17/66 para 8.4							

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Oral item para 5.1	Questions and comments from the public	It was noted that while all STPs aimed to reduce inequality, the confidence in the realisation of this ambition varied by area. A local example from Gloucestershire was considered, and the Executive Director of Nursing undertook to follow up with the Chief Nursing Officer who was due to visit this area, and report back to the Board.	Ruth May	30/03/2017	20/07/2017	Sara Harkness, Non Executive Director, and Julia Holding, Head of Patient Experience, attended community engagement sessions in Gloucester. The information gained through this has helped to generate ideas about the most effective ways of ensuring planning which happens at a national strategic level has relevance and resonates with those communities which are the recipients of improved models of care. The experience also potentially provides access to a community willing to try new ways of engaging.	Completed
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.	Ed Smith, Sigurd Reinton and Jessica Dahlstrom	25/05/2017	28/09/2017	The next public board is scheduled to take place on 28 September 2017. This topic will be discussed during the private session of this meeting prior to a public discussion at a future Board meeting.	In hand
BM/17/50 para 4.5	Chief Executive's report	The Board discussed the pilot to divide the South Region to two sub-regions. The Board considered that any support for the proposed model could only follow the development and presentation of a plan accommodating all relevant issues to the Board at its meeting in September.	Jim Mackey Anne Eden	20/07/2017	28/09/2017	Please see agenda item 16.	Completed

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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.	Aidan McCormack	20/07/2017	23/11/2017	An update will be provided at the November Board meeting.	In hand
BM/17/53(P) para 7.3	NHS Improvement's approach to patient safety strategy	The need to clarify NHS Improvement's and other Arm's Length Bodies' individual responsibilities in safety issues and safety issue data collection reporting was emphasised.	Kathy McLean	20/07/2017	23/11/2017	An report will be provided at the November Board meeting.	In hand
BM/17/54(P) para 8.3	Proposal to establish a Quality Committee	The Board approved the proposal for a Board Quality Committee, subject to consideration being given to the size of the Committee and requested that the final terms of reference be circulated for approval in correspondence.	Kathy McLean	20/07/2017	28/09/2017	Circulated for approval on 21 September 2017.	Completed
BM/17/66 para 8.3	Month 2 sector performance report	The Board discussed expenditure growth and the importance of carefully tracking expenditure growth was emphasised. Following a discussion, the Board requested a paper detailing capital expenditure be presented at the Board meeting on 28 September 2017.	Bob Alexander	20/07/2017	28/09/2017	Action consolidated into action BM/16/105 at the top of this action log.	Consolidated

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BM/17/66 para 12.3	Deregulation and data de-duplication	The Board noted that in order to deliver the agreed plan expenditure growth would need to be lower than last year and asked for this to be included in future reports. The Board expressed concern about the impact of financial pressures on capital investment and asked for this to be considered as a substantive issue at a future meeting.	Bob Alexander	20/07/2017	23/11/2017	Action consolidated into action BM/16/105 at the top of this action log.	Consolidated
BM/17/66 para 14.2	Challenged providers	The Board emphasised the importance of keeping the number of providers subject to Special Measures at a manageable level. The need to review the process once the new Chairman and Chief Executive have been appointed was also noted.	Stephen Hay	20/07/2017	25/01/2018	To be addressed when new Chairman and Chief Executive in place.	In hand

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BM/17/66 para 16.5	Technology and cybersecurity	It was noted that the immediate response implementation plan developed by the Department of Health had identified the need to use arm's length bodies to ensure that the data security standards were implemented. The importance of ensuring NHS Improvement could fulfil its commitments was emphasised and the Board requested that a plan be developed, which would include resource allocations and joint working arrangements, and presented at the Board meeting on 28 September 2017.	Will Smart	20/07/2017	23/11/2017	Discussed at TDAC on 13 September 2017 (see corporate report). A paper to the Board to follow in November.	In hand