

Board	Action No.	Paper Ref:	Topic	Action Required	Date Raised	Assigned To	Date Due	Progress	Completed
Board Part One	1		Hazel Ward	By way of seeking assurance from Patient Feedback, information from the IQ system on Hazel Ward to be included in the June Quality and Performance Report		Andrew Dean	04-Aug-15	Not included in report to this meeting, to carry forward and discuss in next month's report.	
	2	BD/15/010	Achieving CQC Compliance across all Five Quality Domains	Sue Hall, Barry Dennington and Kristin Dominy or Mathew Page to meet to discuss use of agency staffing and feed back to Finance and Planning Committee	29-Apr-15	Sue Hall, Barry Dennington and Kristin Dominy	04-Aug-15	This meeting took place on 20th July and Barry Dennington provide an update to the Finance and Planning Committee. Going forward this will be reported on to Finance and Planning.	
	3	BD/15/013	Clinical Executive presentation	Andrew Dean will provide a report to the Board on Nursing revalidation following completion of ongoing review work	29-Apr-15	Andrew Dean	04-Aug-15	A paper was provided to the Executive Team on 28 July 2015 following completion of this work.	
	4	BD/15/013	Clinical Executive presentation	The Clinical Executive will provide a report to the Quality and Standards Committee on under 18s admitted to S136 suites and changes to regulations in this area.	29-Apr-15	Andrew Dean and Hayley Richards	04-Aug-15	Ongoing specific issues which we are circulating with report to be provided to Q&S July.	
	5	BD/15/033	Questions to the Board	Update to next Board meeting on progress to improve public transport links to Callington Road Hospital.	27-May-15	Tony Gallagher	04-Aug-15	<p>The letter sent to the Mayor of Bristol by Iain Tulley was acknowledged on 15 July 2015.</p> <p>On 23 July 2015 Iain Tulley met with the team from the office of Kerry McCarthy, MP to discuss the bus service. Discussions highlighted that there may be some resistance on behalf of the City Council to developing another bus stop that First would be prepared to use as a result of cost issues. Iain confirmed in writing the Kerry McCarthy that our Trust would be prepared to contribute to the cost in the interests of our staff and patients to move this matter forward.</p> <p>We will continue to advocate for re-instatement of the bus route and have requested the support of Kerry McCarthy in this.</p>	
	6	BD/15/034	Minutes of the Previous Meeting	Review the percentages given (95% - 105%) in relation to strategic objective 2 at page 9, point 9 for accuracy.	27-May-15	Rachel Clark	04-Aug-15	To be incorporated in Safer Staffing paper to be received by Trust Board.	
	7	BD/15/037	Chair's report	The Board discussed whether locally wards and units could improve their environments through cosmetic improvements etc. Executive Team to report back on what delegated levels of authority are to affect change locally.	27-May-15	Iain Tulley	04-Aug-15	<p>The Design Authority Group (DAG) are putting together a 'standard' for decoration that is expected across all of our sites. If they meet the criteria (eg. Discoloured or chipped paint) then the sites can go ahead and decorate, though this must include walls, doors and skirting boards to ensure a complete redecoration of the location.</p> <p>Investment Planning Group this month agreed to allocate £150k of capital funds to an Operations pot for use for small, ad-hoc matters, including decoration.</p>	
	8	BD/15/045	Finance Report - Month 1	Ensure that Finance and Planning Committee covers the issue of staffing arrangements in its scrutiny.	27-May-15	Lee O'Bryan	04-Aug-15	This is being covered as part of monthly financial review. There is a key dependency on Trust development work on safer staffing which has yet to be reported on.	
	9	BD/15/045	Finance Report - Month 1	A further review to be undertaken to provide more detail on IT expenditure.	27-May-15	Sue Hall	04-Aug-15	Deep dive into all IM&T Capital items underway. Review presented to Executive Team on 15th July and to Finance and Planning Committee in August.	

10	BD/15/065	Minutes of Trust Board	Mr Ody asked a whether, in follow up to an answer he received at the May meeting of the Trust Board, there is theme in complaints reflecting people being sectioned in breach of the Mental Health Act. Jo Collins to review themes over past 6 months and advise Mr Ody, in light of reassurance given by Board members that this is monitored through governance structures.	24-Jun-15	Andrew Dean	04-Aug-15	Letter sent to Mr Ody by Jo Collins confirming that during 2014/15, "The Trust investigations into complaints have not found any instances of illegal detention under the Mental Health Act".
11	BD/15/069	Chief Executive's report - Bullying and Harassment	Rachel Clark to report back to Board on whether those reporting through new mechanisms are new reporters, or whether they have already reported through our existing systems, to confirm whether we can be assured that our existing systems are robust or whether this identifies further improvement need?	24-Jun-15	Rachel Clark	04-Aug-15	<p>There are few formal reports of bullying and harassment in AWP. In 2014/15 AWP had only 4 reported incidents of bullying. It is therefore assumed that those who participated in the recent listening exercise had not utilised formal reporting processes though they may have sought informal resolution. 60% of staff who completed the anonymous survey had not reported the incident to their line manager and 57% of staff felt unable to do so because their line manager was the bully. Trust policies in relation to Bullying and Harassment and Grievance and Disputes encourage informal resolution, where possible, as well as setting out formal reporting and investigatory procedures. The Bullying and Harassment hotline has raised the importance of reporting and provided a clear means of raising concerns. The Hotline has received 3 calls since its launch on 6 July. PAM forward the anonymous data onto the HR Team who are reviewing this in terms of trend data and identifying areas of concern.</p> <p>The management of the Trust's response to staff concerns and whistleblowing is under review as part of the internal audit programme, testing awareness of how to raise concerns and staff views on the responsiveness of the organisation.</p>
12	BD/15/070	Quality and Performance Report	Specific detail to be provided on ward closures and issues preventing reopening, delayed transfers of care and use of beds contracted from other providers.	24-Jun-15	Mathew Page	04-Aug-15	Included within Quality and Performance Report.
13	BD/15/073	Trust-wide Risk Register	Executive Team to consider escalation of risk relating to performance challenges in Bristol.	24-Jun-15	Emma Roberts	04-Aug-15	<p>The Executive Team discussed whether Bristol as a whole should be included in the Trust Wide Risk Register but it was not felt appropriate at this time as the issues are in particular teams and are not Bristol-wide.</p> <p>Following the 360 review of Bristol with the triumvirate, a team of clinical and operational staff are working with the LDU to address and rectify immediately the performance issues.</p> <p>Any escalation of risk will be agreed as part of that process.</p>
14	BD/15/073	Trust-wide Risk Register	Review of process for escalation to be included in report to Trust Board in July 2015.	24-Jun-15	Emma Roberts	04-Aug-15	Revision of process for escalation has been included in the Risk Management Strategy to be received by the Audit and Risk Committee on 6 August 2015.

Board Part One	15	BD/15/075	Finance and Resources Report M2	Clinical view of impact of out of area usage to be provided within Clinical Executive report, considering personal impact on service users and quality of care delivered.	24-Jun-15	Andrew Dean/Hayley Richards	04-Aug-15	Included within Clinical Executive report.		
	16	BD/15/075	Finance and Resources Report M2	Report to Finance and Planning to include costs associated with closure of Wellow Ward and loss of income.	24-Jun-15	Sue Hall	04-Aug-15	This is included in the monthly Finance Report.		
	17	BD/15/075	Finance and Resources Report M2 - Capital programme disposals	Assurance to be provided to Finance and Planning on achievement of disposal programme during 2015-16	24-Jun-15	Sue Hall	04-Aug-15	This is included in the capital programme update for finance and planning and in detail in the Investment Planning Group Meeting minutes presented to Directors Team in July.		
	18	BD/15/075.1	Quarterly HR report	Future reporting to include commentary on compliance with disciplinary process, specifically timescales, timeliness and breaches.	24-Jun-15	Sue Hall	04-Aug-15	Included in ESEC reporting for August and will going forward be in the Trust Board Resources Report.		
Complete	Completed Actions									
	19		Chief Executive's report	A review should be undertaken of all PICU services		Andrew Dean	24-Jun-15	Update included within Clinical Executive report.	X	
	20		Finance Report - Rostering	Director of Operations to report back to Board on effectiveness of additional control mechanisms including effective forecasting and training on rostering		Kristin Dominy	24-Jun-15	Processes in place for training and support of staff using the system, and rosters require Modern Matron and Ward Manager sign off. Work on the sign off process is ongoing to ensure cross-checking. Workforce agency reduction cost reduction programme also supporting this.	X	
	21		Quality and Performance Report - IQ Metrics	Confirmation of implementation date of the revised version of IQ. A newly developed report is to be received by Quality and Standards Committee in June 2015 ahead of the Trust Board.		Andrew Dean	24-Jun-15	A newly developed report was received by Quality and Standards Committee in June 2015 ahead of the Trust Board.	X	
	22		Governance Review	Company Secretary to review the report reflecting actions implemented and any further developments yet to be made. To report back with any recommendations		Emma Roberts	24-Jun-15	Updated report provided within agenda items.	X	
	23	BD/15/039	Quality and Performance Report - Month 1	Follow-up on TMN's question as to whether the low uptake of Staff Friends and Family in Bristol was related to the transition of services, and also whether this was considered positive or negative at 70%	27-May-15	Kristin Dominy	24-Jun-15	Staff engagement strategy driving demonstrable improvement. Further discussed in Quality and Performance report.	X	
	24	BD/15/040	Achieving CQC Compliance across all Five Quality Domains	HR and AD to advise the June Board on actions that were permanently amber.	27-May-15	Hayley Richards/ Andrew Dean	24-Jun-15	Discussed in Clinical Executive report.	X	
	25	BD/15/044	Trust-wide Risk Register	Finance and Planning to consider risks TW6 and the risk on the strategic risk register regarding long term financial planning and closure of this at its meeting in June 2015.	27-May-15	Sue Hall	24-Jun-15	Reviewed at meeting on 19 June 2015 - reported on via Chair's report.	X	

Complete	26	BD/15/045	Finance Report - Month 1	Next month's Finance and Resources Report to give greater clarity around whether localities and wards could have more discretionary expenditure.	27-May-15	Sue Hall	24-Jun-15	Closed as per Chair's report update - Design Authority Group.	X
	27	BD/15/045	Finance Report - Month 1	Next month's Finance and Resources Report to give greater clarity around whether localities and wards could have more discretionary expenditure.	27-May-15	Sue Hall	24-Jun-15	See action 11.	X
	28	BD/15/045	Finance Report - Month 1	Finance and Planning Committee to review cash expenditure as part of its regular reporting.	27-May-15	Sue Hall/ Lee O'Bryan	24-Jun-15	Included in paper provided to Finance and Planning on 19 June 2015 and will be further enhanced in coming months.	X
	29	BD/15/046	TDA Oversight Report	Finance and Planning to receive the minutes of TDA meetings for review/approval.	27-May-15	Emma Roberts	24-Jun-15	Provided to June meeting.	X
	30	BD/15/049	Minutes of Board Committees	Minutes of Employee Strategy and Engagement Committee deferred as incorrect version included in papers. To be received in June.	27-May-15	Emma Roberts	24-Jun-15	Correct minutes provided within agenda items.	X
	31	BD/15/045	Finance Report - Month 1	Next month's Finance and Resources Report to give greater clarity around whether localities and wards could have more discretionary expenditure.	27-May-15	Sue Hall	29-Jul-15	To be incorporated, as above.	X