

Board Part One: Ongoing Actions

Committee	Action No.	Paper Ref:	Topic	Action Required	Date Raised	Assigned To	Date Due	Progress	Completed
	<b>Meeting</b>	<b>28-Sep-16</b>							
		BD/16/139	Clinical Exec Report	The Board also discussed the Due Diligence undertaken with regard to the CAMHS and asked that the Programme Management Office review the Business Transfer Process and that the learning from the CAMHS transfer is written up and shared.	28/09/16	Rebecca Eastley / Jane Rowlands	October	The Programme Management Office completed a piece of work on the CAMHS transfer including the issues relating to the due diligence process. This work is currently being enhanced by the Head of Business Strategy who is reviewing the learning and ensuring that the good practice established as part of the Seqol business transfer is included in the learning. To be reported back to the Board in January 2017	
	<b>Meeting</b>	<b>26-Oct-16</b>							
		BD/16/162	Questions from the Public	A member of the public asked if interviews/meetings between AWP patients and carers are recorded, and if not could they be. The Chair requested current policy was checked and reviewed as the Board expectation would be that requests from individuals to record meetings would be allowed unless there were exceptional reasons to decline such requests. This is in line with CQC current guidance and best practice.	26/10/16	Christina Gradowski/Andrew Dean	February	The Chair requested at the 30 November board meeting that an update on the review of this policy was provided at the January meeting. The board also agreed that this policy should also be reviewed by the Q&S Committee. Update CG has asked Julie Benfell to review the CQC and GMC guidance and she has produced a policy for consideration by IGSG; this policy would also be considered by the Integrated governance group and then reported back to the board in February 2017	
		BD/16/169	Medical Education Report	Dr Steve Arnott agreed to return to the Board in February 2017 to present on the GMC regional visit / Bristol University. Also to update the Board on progress on the medical education strategy written in 2013.	26/10/16	Steve Arnott	Feb-17	This action is for February	
		BD/16/178	Performance Report	Ernie Messer asked if the Delayed Transfers of Care (DTC) analysis would be included in Finance and Planning Committee in November. Sue McKenna informed the meeting that it will be.	26/10/16	Sue McKenna	November	CG to horizontally report to F&P the inclusion of DTC report on the F&P agenda for 16 December meeting. A specific paper on Delayed Transfers of Care has been produced for the Board and was considered by the Board in part II meeting.	
		BD/16/174	Terms of Reference Audit and Risk Committee	The Board agreed that the three NED Chairs of Quality and Standards Committee, Audit and Risk Committee and Finance and Planning Committee to meet up and ensure ToRs are standardised and clear on the scope and remit of each committee. The ToR will also be updated to include nominated deputies to attend in place of Executive Directors, with the proviso that each committee still expects Executive Director attendance.	26/10/16	Charlotte Moar, Mark Outhwaite, Ruth Brunt.	November	Christina Gradowski met with the chairs of the three main committees and has updated the ToR accordingly. The chairs also requested a standard procedure (SoP) for committee management and meetings. The ToRs need to be approved by each relevant committee during December and then submitted to the Board in January along with the SoP.	

Meeting 30-Nov-16

1	BD/16/202	Clinical Exec Report	Members of the board felt that the front sheet of the report should have been updated to show that it had previously been scrutinised by Q&S and any feedback from this. The Chair asked that Executive Directors all do this for each report.	30/11/16	Executive Directors	January/On-going	This has been considered by the Executives at an ET meeting. The front cover sheet has been sent out to all executives, associate directors and managers with instructions on completing the report.
2	BD/16/202	Clinical Exec Report	The Chair suggested that the Q&S Committee review mental health legislation (Mental Health Act and Mental Capacity Act), and that this action be added to horizontal reporting	30/11/16	Q&S	January	Added to horizontal reporting for the Q&S committee for 17 January 2017
3	BD/16/203 and BD/16/204	Workforce Report/Workforce discussion	JT would provide a fuller picture of the results from the staff survey.	30/11/16	Jenny Turton	January	
4	BD/16/203	Workforce Report/Workforce discussion	Members of the board felt that the Q&S committee did not have sufficient metrics against which to measure workforce improvements. AD stated that the current workforce metrics are being refined and improved which will be reported to the Q&S for ratification prior to inclusion in the overall AWP workforce plan. This would also be added to horizontal reporting.	30/11/16	AD/Q&S/CG	January/On-going	Added to horizontal reporting for the Q&S committee for 17 January 2017
5	BD/16/203	Workforce Report/Workforce discussion	CH and EM had discussed workforce issues prior to the board meeting. In order to obtain board assurance EM will undertake some work on HR issues outside of board but report back.	30/11/16	EM	January/On-going	A meeting has been arranged to discuss the work to be undertake on additional assurances on workforce. A update will be reported to the Board in January.
6	BD/16/203	Workforce Report/Workforce discussion	Mr Ody asked two questions at this point of the meeting; clarification of the salary sacrifice scheme and staff discount. The Company Secretary to respond outside the meeting.	30/11/16	CG	December	A letter has been written to Mr Ody explaining Salary Sacrifice and Staff Discounts
7	BD/16/205	Integrated Performance Report	As part of the discussion on Out of Area Placements (OAP), RB stated that she would like OAP assurances, e.g. trajectories against target) reported to the Q&S committee throughout the year, as opposed to an end of year summary.	30/11/16	SMc	January/On-going	This action will be considered by Q&S and horizontally reported.
8	BD/16/205	Integrated Performance Report	SMc informed the committee that she had organised a risk day to take place on 12 January to discuss and clarify systems and processes for dealing with risk. The board suggested that CM and SMc liaise on the organisation and content for the day.	30/11/16	CM/SMc	January/On-going	
9	BD/16/205	Integrated Performance Report	The Chair acknowledged that many organisations struggled with getting risk management right and asked that more consideration was given to improving risk management across the trust.	30/11/16	Executives	January/On-going	A risk day has been organised for 12 January 2017, a governance review across the trust is underway; AD is leading on this and SMc is contributing the operations part to the review; this will also include the outputs from the risk day including risk management reporting from a governance perspective.

	10	BD/16/209	Risk Report	EM raised the query as to if issues were raised alongside and/or to then highlight risks. There was a discussion on the use of the RiskWeb tool which culminated in the board agreeing that CM and SMC consider this further outside of the meeting.	30/11/16	Executives	January/On-going	The risk day scheduled for 12 January will cover risk reporting using Riskweb.	
--	----	-----------	-------------	--	----------	------------	------------------	--	--