

**Boards in Common (Public)**  
**Consolidated Action Log for 06.02.19 meeting**

<b>Action Source, Date and Ref</b>	<b>Action</b>	<b>Lead</b>	<b>Target Closure Date</b>	<b>Current Position</b>	<b>Status</b>
JWB 05.12.18/68	Schedule innovation as a future seminar topic	<b>AS</b>	TBC		open
JWB 05.12.18/69	Ensure that late referrals from Colchester and its impact on the MSB cancer position is raised with NHSI	<b>NC</b>	01.01.19		open
JWB 05.12.18/70	Schedule a future seminar on workforce differential across the 3 sites	<b>AS</b>	TBC		open
JWB 05.12.18/71	Provide a report on the apprenticeship scheme across the Group to the next JWB in public	<b>DH</b>	06.02.19 JWB	On agenda for workforce committee in common, after which will be presented to Boards in Common	not yet due
JWB 05.12.18/72	Ensure that all Trust Board members receive the public and closed JWB papers on each occasion	<b>AS</b>	01.01.19	completed - distribution lists validated	proposed for closure
JWB 05.12.18/73	Review mechanism for JWB decisions in closed session to be reported in public	<b>AS</b>	01.01.19	completed - reporting of decisions made in closed session will be a standing item for all public JWB sessions	proposed for closure
SUHT 50/18	Planning expenditure and committed expenditure via FPCC	<b>JOS</b>	11.01.19	completed - this was discussed at FPCC meeting	proposed for closure
SUHT 72/18	Review link between BAF and Risk	<b>BS</b>	12.02.19	completed a complete review of BAF is being undertaken	proposed for closure
SUHT 73/18	Include 52 week wait as a KPI in BAF Risk 2	<b>YB</b>	12.02.19	completed - this has been included	proposed for closure
SUHT 74/18	Actual Trust vacancy numbers to be added to the monthly IPR	<b>DH</b>	12.02.19	completed - included in IPR	proposed for closure
SUHT 74/18	Comparisons and commentary on cost pressures to be added to future IPRs	<b>JOS</b>	12.02.19	completed - this is being considered as part of the new IPR format	proposed for closure
MEHT 17d	Clinical audit plan to be followed up at the next MEHT Audit Committee meeting	<b>Kath Rowe/Peter Davis</b>	19.10.18	completed - reported at MEHT Audit Committee on 19.10.18 and now regular audit committee agenda item	proposed for closure
MEHT 9j (10.9.18)	Innovative solutions to nursing staff shortages were encouraged. DH expressed a willingness to assist with testing the effects of changed ratios as part of an innovative response	<b>DH</b>	No completion date set. Workforce issues now regularly reported at all Board and Committee meetings and MEHT RSG	Workforce issues subject to regular review within site, RSG and group governance pathways on an ongoing basis as a key risk	proposed for closure

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MEHT 13f (10.9.18)	It was important that the Board be able to engage with the anticipated mid-year forecasting of the year-end deficit. J Day would arrange a forum to allow a discussion on this	<b>J Day</b>	12.10.18	completed - meeting held 12.10.18	proposed for closure
MEHT 3b (5.11.18)	DH and DS to bring a paper to the Board updating the position with regard to nursing staffing shortages and the effects of change ratios as part of an innovative response to low nurse staffing levels	<b>DH/DS</b>	No completion date set.	completed by way of regular workforce reporting, including MEHT NED seminar on 7.1.19	proposed for closure
BTUH 12.09.18/03	Arrange a Board meeting at Orsett Hospital	<b>AS</b>	TBC	superceded by move to Boards in Common. A site governance forum will be arranged at Orsett before 31.03.19	proposed for closure
BTUH 12.09.18/04	Provide paper on clinical governance arrangements and project plan for Bayman Ward to QPSC	<b>Haider/Dawn Patience</b>	21.12.18	completed - taken to December QPSC meeting	proposed for closure
BTUH 12.12.18/09	<b><u>Risk Appetite:</u></b> The Board to review its risk appetite at the next meeting	<b>DS</b>	06.02.19 meeting	update to be provided at meeting	open
BTUH 12.12.18/10	<b><u>RTT back log:</u></b> The Managing Director to confirm whether the Trust has delivered the activity commissioned under the block contract and identify the cause of the worsening of the RTT waiting list position for the year to date.	<b>AP</b>	06.02.19 meeting	update to be provided at meeting	open
BTUH 12.12.18/11	<b><u>Board visit to Teletracking Hub:</u></b> The Corporate Secretary to make arrangements for the Board to visit the teletracking hub in Billericay	<b>AS</b>	28.02.19	date being arranged	open