

Board of Directors (Public) Action Log

Log No	Meeting	Report/ Agenda title	Minute Ref	Agenda item and Action	Lead Officer(s)	Timescale/ Deadline	Comment/ Feedback from Lead Officer(s)	Open/ Close
32	26/07/2022	Child and Adolescent Mental Health Service CQC Review Action Plan	STH/79/22	When the action plan is completed, a discussion with commissioners and partner organisations will be required to ensure gaps in commissioned services are fully understood and addressed	DB	26/09/2023	21/07/23 - Paper deferred, deadline extended. 23/05/2023 - Work ongoing to finalise a city-wide action plan. An update would be provided at the meeting on 25 July 2023. 18/05/2023 - Work to finalise with the new STH lead mental health professional is taking place. 24/01/2023 - January update: A meeting has been taken place between David Black and Ruth Brown (Chief Executive Sheffield Children's) under the auspices of Sheffield Health and Social Care Partnership. Further data collection as planned with the appointment of the Trust Mental Health Programme Manager (Spring 2023). A further update will be provided to the Board in June 2023. 16/08/22 - An update on progress would be provided to the Board in	Open
40	23/05/2023	Board Assurance Framework	STH/49/23	A theme across a number of comments made during the discussion prompted Sandi to confirm that work would be undertaken to review the articulation of a number of Strategic Risks, noting the need to reflect changes in the Trust's operational and strategic landscape since Strategic Risks were agreed by the Board in June 2022. Specific consideration would be given to Board member feedback around Strategic Risk One (Quality of Care) and the potential to include greater focus on Recovery. Kirsten Major noted that this would reference assurance relating to oversight of the patient tracking list (PTL). Anne Harris noted Strategic Risk 5 as a further area for potential review and the potential to separate out digital from estates/capital. Ann offered to meet with Sandi outside the meeting to share her further reflections. It was agreed that presenting this work back to the Board should take the form of a further BAF development session.	SC	31/10/2023	4/7/23 - Update - Work completed to review the articulation of the Strategic Risks, consideration given to strengthening reference within the BAF to a key area of strategic risk around failure to deliver operational performance in line with agreed trajectories and also the need to better reflect on the BAF the strategic criticality of the EPR and LIMS IT projects. Summary paper currently being considered by TEG. - Strategic Risk 5 updated to focus on Digital - Meeting arranged with Ann Harris to enable Anne to share her further reflections. - BAF Development Session planned for the Board in October 2023.	Open
41	23/05/2023	Board Assurance Framework	STH/49/23	With reference to a comment made by Ros Roughton, around triangulation of risks on the Corporate Risk Register Report, Sandi Carman agreed to highlight access to relevant entries on the Corporate Risk Register Report during the BAF deep dive review process.	SC	31/07/2023	4/7/23 - The standing operating procedure for the Board Assurance Framework requires the inclusion of relevant Extreme Risks recorded on the Corporate Risk Register Report (CRRR) to be appended to the paper supporting Committee Deep Dives. An error has been noted in the compilation of the Deep Dive paper presented to the Quality Committee in May 2023 in that an appendix had been omitted from the final paper. The relevant team are aware of the omission and this will be monitored going forward. Recommend for closure.	Recommend for closure
42	23/05/2023	Corporate Risk Register Report	STH/50/23	Following a comment made by Ros Roughton regarding difficulties with recruiting Clinical Oncologists, Mark Gwilliam advised of the ongoing work around analysis of consultant vacancies across specialities. The plan was to roll this out across other areas of the Trust's workforce where vacancies are high to identify themes. Mark agreed to bring a report highlighting the five areas with highest vacancies back to a future Board meeting for consideration.	MG	11/09/2023	07/07/23 MG - A report will be taken to September's People Committee highlighting the top 5 Trust vacancies. Recommend closure.	Recommend for closure
43	23/05/2023	Fit and Proper Persons Declarations	STH/55/23	Sandi would confirm the outcome of the two outstanding Disclosure Barring Service (DBS) checks to the Board once complete.	SC	31/07/2023	4/7/23 - All DBS checks have been completed and will be regularly reviewed to ensure that a DBS check is completed every three years. Recommend for closure.	Recommend for closure
44	23/05/2023	Integrated Performance Report - Deliver the Best Clinical Outcomes	STH/59/23 (b)	Triangulating appeared to confirm that the elevated HSMR was being driven by data quality issues as the crude mortality rate and the SHMI metrics were within an expected range. Work was underway to address the coding backlog which was key to improving the data quality. Jennifer would confirm the deadline for the completion of this work within the next IPR report.	JH	25/07/2023	20/07/23 JH - On BoD agenda. JH update 09/06/23 - to be brought to July BoD.	Recommend for closure
45	23/05/2023	Integrated Performance Report - Provide Patient Centred Services	STH/59/23 (C)	The Tier One elective and cancer recovery trajectories would be shared with all members of the Board of Directors. Further consideration would be given to how the Trust could increase Board oversight and assurance in relation to the management of long waits. Ros suggested that it might also be helpful for information around the long wait position in other tertiary centres nationally to be shared with the Board.	MH/MT	25/07/2023	MH/MT update 19/6/23 - (1) Paper to July Board on Elective Priorities update. (2) Propose that a summary of Tier 1 is brought to F&P on a monthly update to provide Board oversight on elective and cancer long wait improvement. (3) Work underway on benchmarking long waiters.	Recommend for closure
46	23/05/2023	Corporate Objectives	STH/60/23	Ros Roughton asked if a one-page diagram mapping the 2023/24 corporate objectives to the Trust's strategic framework could be developed. Mark agreed to consider this.	MT	25/07/2023	17/07/23 MT - This is a really helpful suggestion and propose that the half-yearly update on the corporate objectives will include this mapping of objectives to our strategic framework.	Recommend for closure
47	26/07/2022	Deep Dive - Cancer Waiting Times	STH/73/22(b)	The identification of a sustainable service model through the Cancer Alliance.	MT	25/07/2023	17/07/2023 MT - On Public Board of Directors agenda. 04/07/23 - This action was reopened as action 90 (May Private BoD) and added to Private Board of Directors meeting action log in error. The action has been transferred to the Public Action Log action as number 47. Update to come to July Public BoD.  23/05/2023 - The Board agreed the request to defer this item to the July 2023 meeting.  19/05/2023 - Actioned previously closed (Item 29) in meeting 28/03/2022 due to item being added to the forward plan to be presented in May 2023. Item has been deferred to July and accordingly, item has been readied for acknowledgment / approval of deferment.  22/3/22 - Work to agree a long term sustainable model for non surgical oncology has continued, being led by the Cancer Alliance. A public and patient facing listening exercise has been undertaken (Available to view at this site: <a href="https://canceralliancesyb.co.uk/get-involved/thinking-about-changes-non-surgical-cancer-outpatient-appointments">https://canceralliancesyb.co.uk/get-involved/thinking-about-changes-non-surgical-cancer-outpatient-appointments</a> ) and options will be refined recommended with a view to reach clear recommendations in May. Propose that the action is closed, and an item added to the forward plan 31/01/2023 - Kirsten Major, Chief Executive highlighted that the Cancer Alliance had recently agreed a piece of work that would include the identification of a sustainable service model and requested that the development of the model was added to the Board future agenda	Recommend for closure