

HEALTH AND COMMUNITY SERVICES (SHADOW BOARD) - ACTION TRACKER (OPEN)

Action Number	Meeting Date	Agenda Item	Agenda Description	Action	Accountable Executive	By When	Progress report	Escalated to / when?	Action	
									Closed Date	Status
49	23-Aug-23	5	Any Other Business	Project Management Support is an ongoing consideration for CB and HMT as to how to progress.	H. Mascie-Taylor & Chris Bown	Oct-23				OPEN
48	23-Aug-23	5	Any Other Business	The Director of Mental Health Services and Adult Social Care and the Nursing Lead for the Change Team to prepare a report on how procedural documents should be managed and presented to the SLT.	Andy Weir	Oct-23	Agenda item 25 at the meeting 4th Oct 2023. Propose close.			PROPOSE CLOSE
47	23-Aug-23	5	Any Other Business	Regarding the upcoming inquests (Mental Health Services and Maternity), HMT will be advised by CB will decide whether an extraordinary Board is required to discuss.	H. Mascie-Taylor & Chris Bown	Oct-23				OPEN
43	23-Aug-23	5	Any Other Business	Medical Director to produce a report on the safety of the general surgical acute rota.	Patrick Armstrong	Oct-23	Agenda item 14 at the meeting 4th October 2023. Propose close.			PROPOSE CLOSE
42	23-Aug-23	5	Any Other Business	HR to produce a discussion document for the Board. At a minimum this should include a discussion about <ul style="list-style-type: none"> •Should proposed Consultant appointments be approved by the Board prior to the States Employment Board (SEB)? •Which Executive Director is responsible for bringing these to the Board? •Who signs off the financial arrangements? •Who signs off the safety arrangements? •As an example, using a recent appointment who signs this off as above? •How are Consultant appointments and other prioritised (taking into account pressures across HCS)? 	Chris Bown	Oct-23	Agenda item 28 at the meeting 4th October 2023. Propose close.			PROPOSE CLOSE
40	23-Aug-23	4	Acute Medicine Service	An accurate update on job planning (for named individuals) including all aspects of job planning (clinical sessions, private practice, supporting professional activity (SPAs etc.) and indicate if not completed, when it will be completed. Job plans should then be made available to all interested parties, including clinical areas and the Board.	Patrick Armstrong	Oct-23	Agenda item 15 at the meeting 4th October 2023. Propose close.			PROPOSE CLOSE
38	23-Aug-23	3	Maternity Services	For the meeting of the Board in October 2023, a position statement from the Medical Director regarding recommendation 7 in the Review of Governance Arrangements by Professor Hugo Mascie Taylor. This to include a description of the way in which policies are adopted and enforced in HCS. It should be noted that rather than simply evidencing the existence of a policy, evidence of compliance with the policy will be required. If unable to evidence compliance, then the Board will wish to know how this will be achieved and when. This should be included in the Medical Director's position statement.	Patrick Armstrong	Oct-23	Agenda item 16 at the meeting 4th October 2023. Propose close.			PROPOSE CLOSE
37	23-Aug-23	3	Maternity Services	HMT to discuss benchmarking with the Minister for Health and Social Services.	H. Mascie-Taylor	Oct-23				OPEN
36	23-Aug-23	3	Maternity Services	In reference to the five workstreams, a report for the meeting of the Board in October 2023 has been requested and to include, what exactly are these areas, which Executive Director is responsible for them, what progress has been made so far and when is further progress expected to be made.	Claire Thompson	Oct-23	Agenda item 18 at the meeting 4th October 2023. Propose close.			PROPOSE CLOSE
35	23-Aug-23	3	Maternity Services	DH / DJ to present to the Board an appropriate suite of performance metrics and how the organisation is performing against them.	Claire Thompson	Oct-23	Agenda item 18 at the meeting 4th October 2023. Propose close.			PROPOSE CLOSE

33	10-Jul-23	20	Anti-Racism Statement	SG and CP to report back to the Board about the next steps to be taken regarding incidents of racial abuse from service-users (and families) to staff and staff member to staff member.	Chris Bown	Oct-23	Agenda item 22 at the meeting 4th October 2023. Propose close.			PROPOSE CLOSE
32	10-Jul-23	20	Anti-Racism Statement	WG and CP asked to review the 30 reported incidents of racial abuse to determine whether the action taken was appropriate and report back to the Board, particularly any incidents of racial abuse from one staff member to another.	Chris Bown	Oct-23	Agenda item 22 at the meeting 4th October 2023. Propose close.			PROPOSE CLOSE
31	10-Jul-23	13	Finance Report – Month 5	HMT and CB will discuss the lack of budgetary information available to budget holders with KPMG.	H. Mascie Taylor / Chris Bown	Oct-23				OPEN
30	10-Jul-23	11	NICE Guidelines	Broad dissemination through the line management structure	All Executive Directors	Oct-23				OPEN
27	10-Jul-23	8	Quality and Risk Committee Report	SMK and CS to support PA and JMa in progressing the policy review (due Oct 2023). Report to the Board in October 2023 must include the number of overdue policies, specifically clinical policies.	Patrick Armstrong, Jessie Marshall	Oct-23	Agenda item 25 at the meeting 4th Oct 2023. Propose close.			PROPOSE CLOSE
26	10-Jul-23	8	Quality and Risk Committee Report	A report at each meeting of the Board detailing current SI and Complaints position	Patrick Armstrong, Jessie Marshall	Oct-23	Agenda item 11 and 12 at the meeting 4th Oct 2023. Propose close.			PROPOSE CLOSE
25	10-Jul-23	4	Matters Arising / Action Tracker (incl. Matters Referred)	To review the function of the HCS Risk Management Committee (RMC) and the approach HCS would like to take regarding management of risk.	Andy Weir / Anuschka Muller	Oct-23	The Board Secretary is developing the terms of reference for the Audit Committee and these will be presented to the Board once fully recruited. Once agreed, the RMC terms of reference will be reviewed to ensure there is no duplication.			OPEN
24	10-Jul-23	4	Matters Arising / Action Tracker (incl. Matters Referred)	Training (mandatory) needs analysis will be presented to the Board in October 2023.	A. Weir / Jessie Marshall	Oct-23	Agenda item 27 at the meeting 4th Oct 2023. Propose close.			PROPOSE CLOSE
23	10-Jul-23	4	Matters Arising / Action Tracker (incl. Matters Referred)	HMT to write to Mark Grimley (Group Director People and Corporate Services) with recommendation (to align mandatory training requirements) for presentation to the States employment Board.	H. Mascie-Taylor	Oct-23				OPEN
22	10-Jul-23	4	Matters Arising / Action Tracker (incl. Matters Referred)	HMT requested resubmission of the paper for the next meeting to include the above and to be explicit as to whether individuals are following the hand hygiene policy and if not, what action is being taken.	Patrick Armstrong / Jessie Marshall	Oct-23	Agenda item 19 at the meeting 4th Oct 2023. Propose close.			PROPOSE CLOSE
19	31-May-23	11	Any Other Business	CT to report at future meetings the status of the Estate	C. Thompson	Oct-23	Agenda item 29 at the meeting 4th Oct 2023. Propose close. <u>Update 10 July 2023</u> Estates report will be included in the Sept Board paper following presentation of the quarterly report to the assurance committees in July. Remain OPEN. <u>Update 10 July 2023</u> Planned for August / Sept meeting following Q2 report at assurance committees in July 2023.			PROPOSE CLOSE
17	31-May-23	9	Activity, Finance and Workforce	AW to report on the Safeguarding audit results November 2023.	A. Weir	Nov-23	<u>Update 10 July 2023</u> Not due until November 2023 meeting. Remain OPEN.			OPEN

15	31-May-23	9	Activity, Finance and Workforce	AW to provide a quarterly report from the multiagency assurance group regarding Mental Health and Capacity Legislation.	A. Weir	Oct-23	Agenda item 24 at the meeting 4th Oct 2023. Propose close.			PROPOSE CLOSE
13	31-May-23	7	Quality and Risk Committee Report	Steve Graham to present a report to the Board in three months (August 2023) detailing the proposal regarding statutory and mandatory training.	S. Graham	Sep-23	Agenda item 27 at the meeting 4th Oct 2023. Propose close. (linked to action 24).			PROPOSE CLOSE
12	31-May-23	7	Quality and Risk Committee Report	AW will present an update on the work of the established group to address the issues of violence and aggression from patients towards staff.	A. Weir	Sep-23	Agenda item 22 at the meeting 4th Oct 2023. Propose close.			PROPOSE CLOSE
10	31-May-23	7	Quality and Risk Committee Report	A further report regarding overdue risks will be presented to the (Shadow) Board in two months.	P. Armstrong	Sep-23	Agenda item 26 at the meeting 4th Oct 2023. Propose close.			PROPOSE CLOSE
8	31-May-23	6	Chief Officer (HCS) Report	Transition Director to be invited to the next meeting of the Board to provide an update on the New Healthcare Facilities and feedback received following the feasibility study.	E. O'Connor	Nov / Dec 2023	Agenda item outstanding. <u>Update 10 July 2023</u>			OPEN
6	31-May-23	6	Chief Officer (HCS) Report	AW to present the review of the EPR in Mental Health Services and Adult Social care at the next meeting of the Board.	A. Weir	Nov / Dec 2023	Agenda item outstanding. The Mental Health and Adult Social Care EPR is to be included in an overall report regarding the EPR.			OPEN
2	31-May-23	5	Chair's Introduction	Each responsible ED to review the relevant assurance committee terms of reference with the support of the Change Team in preparation for the next meeting of the Board.	All Executive Directors	01 Nov 2023 01/07/2023	The Assurance Committee structure will be discussed and agreed once the Board is fully recruited to. <u>Update 10 July 2023</u> Noted that the approval route for terms of reference (ToR) for assurance committees is addressed in the Board ToR and there is also a requirement to establish a Risk and Audit Committee.			OPEN
1	31-May-23	5	Chair's Introduction	The Chief Officer / Executive Director to determine the dates of the next board and timeline to facilitate production of papers.	C. Brown & all Executive Directors	Nov 2023 01/07/2023	Following a meeting with the Head of Informatics, (Interim) Head of Finance Business Partnering HCS, the Associate Director of People HCS and Chair of the Board regarding the availability of data, the Board Secretary will provide a paper at the meeting on 1st November 2023. <u>Update 10 July 2023</u> Ongoing. However, as per previous discussion at Item1, the meetings will be held over a whole day. Remain OPEN.			OPEN