

Action Log

Key: **Blue = Complete** / **On Track = On track** / **Amber = Update Required** / **Red = Overdue**

New items are shaded. Updated actions are shown in **bold**

Committee		Governing Body			Date		24 th May 2018	
Meeting Date	Action No.	Agenda Item	Agenda No.	Action	Who	When	Progress	Status
30/11/17	17/60	GBAF	17.105	All risk registers to be updated by the next meeting.	JBW	25/01/18 29/03/18 24/05/18	17/01/18 Good progress has been made on this and all risk registers will have been update by GB Meeting. 25/01/18 GBAF completed, CCR completion to be confirmed at next board meeting 21/03/18 Some risks still to be reviewed. 29/03/18 Re-date to next meeting 17/05/18 Action complete	Complete
30/11/17	17/65	JSCC TORs	17.107 d	Further information to be sent to GB Members on the scrutiny functions of GB and Committees relating to JSCC	JBW	25/01/18 31/05/18	18/01/18 STP Governance and Risk Management internal Audit planned for January. Report will come to GB via the Audit Chairs report. 25/01/18 For May meeting 11/05/18 STP Audit sent, request close.	On Track
30/11/17	17/66	JSCC TORs	17.107 d	Minutes of JSCC to be put on WNCCG website once formally instituted.	HF	31/05/18 04/07/18	16/01/18 Minutes to be in public from April onwards once the meeting is no longer in shadow form. 29/03/18 Re-date to July meeting	On Track
30/11/17	17/67	Quality Report	17.108 a	Information to be fed back to WNCCG of audits of outcomes for Courtney House residents once completed.	SJW	25/01/18 31/05/18 04/07/18	16/01/18 Residents have been moved. Recommend close. 25/01/18 Further information to come to May meeting 14/05/18 Awaiting feedback from NCC re-date to next meeting	On Track

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30/11/17	17/70	IFR Non-Drugs	17.109d	Non Drugs and Drugs IFR panels to review their standing arrangements to ensure they meet the revised NHSE guidance.	SJW	25/04/18 29/03/18	17/01/18 Leads emailed for assurance, waiting on a response. 25/01/18 Re-dated to March meeting 14/03/18 There is no new policy which would change the standing orders. Recommend close. 29/03/18 Action closed	Complete
30/11/17	17/71	Constitutional Changes	17.109f	Further discussion to consider how to recruit members is required urgently as reducing numbers can only be a temporary measure	PW/ HF	25/04/18 29/03/18	16/01/18 Out to recruitment for GP members and we have received some expressions of interest. 25/01/18 Re-dated to March meeting 14/03/18 Interviews taking place 29 th March. A good response was received. An update to come to the next Board meeting. 29/03/18 Action closed	Complete
25/01/18	18/07	Quality Report	18.13	To request in depth review of QEH required training to be brought to GB.	SJW	29/03/18 04/07/18	14/03/18 This is going through the CQRG process and will be available for the July Board. Request re-date. 29/03/18 Re-dated to July	On Track
25/01/18	18/08	Quality Report	18.13	In depth report on C.Diff root cause analysis to be brought to the next Governing Body meeting.	SJW	29/03/18 24/05/18 04/07/18	14/03/18 SI report in progress but not received yet. Re date to next Board meeting. 29/03/18 Agreed re-date to May 14/05/18 SI not complete re-date to next meeting	On Track
25/01/18	18/09	Quality Report	18.13	Ask if the approach used to improve the Allied Health Professional vacancy rate could be applied in other areas.	SJW	29/03/18	14/03/18 Vacancy rate has now increased, action no longer relevant, recommend close. 29/03/18 Action closed	Complete

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25/01/18	18/10	Quality Report	18.13	Explore what percentage of the staff with anxiety relate it to work.	SJW	29/03/18	14/03/18 The NSFT staff survey actions form part of their CQC actions and the plan is monitored by NHSI and SNCCG as the lead commissioners. Recommend close. 29/03/18 Action closed	Complete
25/01/18	18/12	Deloitte Report	18.14c	Bring the improvement plan to the next GB Meeting	JBW	29/03/18	14/03/18 The Deloitte's action plan has been produced and is being signed off by NHSE, an overview is on the agenda, recommend close. 29/03/18 Action closed	Complete
29/03/18	18/13	Performance Report	18.27a	RTT Recovery Plan to be presented to GB	JBW	24/05/18 04/07/18	17/05/18 Received but not fit for purpose, this will be shared when agreed.	On Track
29/03/18	18/14	Performance Report	18.27a	Bring Cancer Delivery Board public data to the GB	SJW	24/05/18 04/07/18	14/05/18 Raised at May CQRG, CCG to provide letter from NHSE which states what information needs to be made publically available to their Board. Once QEH publish the data, the CCG will. Re-date to next meeting	On Track
29/03/18	18/15	MSK Procurement	18.28c	Report back on the engagement of the MSK provider	JBW	24/05/18	17/05/18 Update to be sent via email	On Track
29/03/18	18/16	Constitution and TORs	18.30b	Concerns regarding public engagement to be raised at JSCC	JBW /PW/ SH	24/05/18	16/05/18 There is no definitive plan on public engagement at this point, however the Committee do discuss issue of patient participation and how the individual CCGs feed in to this process. The first public meeting of the JSCC will be in June.	On Track
29/03/18	18/17	CE Policies	18.30c	Raise issue with CLEX of how to make CE Policies more accessible to the public	SJW	24/05/18	14/05/18 Policies are available to the public via this link http://www.westnorfolkccg.nhs.uk/individual-funding-requests-nhs-treatment/clinical-policies Action complete	Complete

KEY TO INITIALS AND ACCONYMS

IA Dr Imran Ahmed
RC Ross Collett

TA Tina Ariffin
HDL Revd Hilary De Lyon

MB Michelle Barry
PD Dr Pallavi Devulapalli

TBp Tim Bishop
HF Heather Farley

CEH Dr Clare Hambling
PW Dr Paul Williams

SH Sue Hayter
AW Alastair Wilson

SJW Sarah Jane Ward

JBW John Webster