

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		1 st August 2019	
Meeting Date	Action No.	Agenda Item	Agenda No.	Action	Who	When	Progress	Status
29/11/18	18/45	Strategy & Commissioning	18.89a	To write to John Ingham, Governance Lead re governance structure.	KF	24/01/19 28/03/19 23/05/19	<p>16/01/19 In progress, draft circulated for discussion.</p> <p>24/01/19 Letter to John Ingham currently in draft form. AGREED item to remain open.</p> <p>12/02/19 Letter sent to John Ingham.</p> <p>28/03/19 No response received as yet. Follow up letter to be sent. AGREED item to remain open.</p> <p>13/05/19 KF has been asked to join the Initial Transition Steering Group and look to raise issues through this forum directly.</p> <p>23/05/19 AGREED to close.</p>	Complete
29/11/18	18/48	QEHKL – Update following CQC Report	18.90a (iii)	To circulate separately once discussed at F&P and Patient Safety & Clinical Quality Committee (PSCQ).	SJW	28/03/19 23/05/19	<p>14/01/19 CCG review of the CQC Action Plan.</p> <p>24/01/19 SJW to provide paper at the next GB meeting. AGREED item to remain open, <i>with a view to close at next GB meeting.</i></p> <p>12/03/19 See Agenda item - Quality Report.</p> <p>28/03/19 Agenda item. <i>Recommend close.</i></p> <p>23/05/19 AGREED to close.</p>	Complete
29/11/18	18/49	QEHKL – Update following CQC Report	18.90a (iii)	CQC Action Plan monitored through SPQRG. Anything sitting outside of contract will go into Service Development and Improvement Plan (SDIP). This will start to be presented at GB	SJW	28/03/19 23/05/19	<p>14/01/19 CCG review of the CQC Action Plan.</p> <p>24/01/19 As noted under Action 18/48. <i>Recommend close.</i></p> <p>28/03/19 Agenda item. <i>Recommend close.</i></p> <p>23/05/19 AGREED to close.</p>	Complete

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				over time, as this becomes available.				
24/01/19	19/07	STP Governing Body Update	19.12e	To keep GB updated on the progress of the strategy for CAMH.	JBW	28/03/19 23/05/19 01/08/19	<p>20/03/19 No update this month. When updates are available, these will be shared with the GB.</p> <p>28/03/19 AGREED item to remain open.</p> <p>23/05/19 Suggest item to remain open.</p> <p>23/05/19 Update to be provided at June's Governing Body Development Session. Agenda item at next GB public meeting.</p> <p>22/07/19 Update shared, will share regular updates received by staff. Recommend close.</p>	On Track
24/01/19	19/08	Governing Body Self-Assessment	19.14b	Paper to be uploaded onto website.	HF/NE	28/03/19 23/05/19	<p>20/03/19 Summary to be included in AO report. Document to be uploaded to website.</p> <p>28/03/19 Paper uploaded to website. <i>Recommend close.</i></p> <p>23/05/19 AGREED to close.</p>	Complete
28/03/19	19/10	Governing Body Assurance Framework	19.26	The lack of response to KF's letter around governance structure to be added to the Risk Register.	KF JBW	23/05/19 01/08/19	<p>13/05/19 IP to comment more fully but KF believes governance should be on the RR during the transition period.</p> <p>23/05/19 To be added to Risk Register.</p> <p>23/07/19 This action has lapsed with time and is no longer required. Action closed.</p>	Complete
28/03/19	19/11	Finance and Performance	19.27a (i)	Progress report of Planned Care Programme Board to be brought back to GB.	RC JBW	23/05/19 01/08/19	<p>23/05/19 JBW to follow up with RC and then circulate note to GB.</p> <p>25/07/19 Paper circulated to GB.</p>	On Track
28/03/19	19/12	Strategy and Commissioning	19.28a	Provide more information around reconfiguring community based services differently and aligning those to the emerging PCNs at the next GB-DS.	RC	23/05/19	<p>24/04/19 On agenda under LDG.</p> <p>23/05/19 Standing Agenda item. AGREED to close.</p>	Complete

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28/03/19	19/13	Strategy and Commissioning	19.28a	Provide update of the digital strategy at the next GB.	JBW	23/05/19 01/08/19	16/05/19 Update to be provided at meeting. 23/05/19 JBW to circulate paper to GB. 29/05/19 Paper circulated to GB. <i>Recommend close.</i>	On Track
28/03/19	19/14	Strategy and Commissioning	19.28a	TB to put in writing his concerns regarding the N&W STP Update and the Chair will follow up.	TB/ PW	23/05/19	08/04/19 Tim provided Paul with this feedback and Paul has enquired with Chris Williams who assists Melanie and Patricia who I should feedback to. 23/05/19 Response received. AGREED to close.	Complete
28/03/19	19/15	Patient Experience, Safety and Clinical Quality	19.29a (i)	To bring update regarding quality visits as a result of hospital acquired pressure ulcers at the next GB.	SJW	23/05/19	26/04/19 Within Quality Report. 23/05/19 AGREED to close.	Complete
28/03/19	19/16	Governance and Assurance	19.30b (i)	Standing Agenda item – report on CLEX Summary.	HF/ NE	23/05/19	26/04/19 On agenda. 23/05/19 AGREED to close.	Complete
28/03/19	19/17	Governance and Assurance	19.30d	Community Action Norfolk - once Action Plan finalised, to be circulated to GB members and presented at next GB.	JBW	23/05/19	26/04/19 On agenda. 23/05/19 AGREED to close.	Complete
28/03/19	19/18	Governance and Assurance	19.30e	Workforce Race Equality Scheme – to adapt and finalise Action Plan relating to discrimination to include those who disagreed.	HF	01/08/19 26/09/19	16/05/19 18/19 WRES due to presented at August meeting along with final Action Plan for 17/18. 23/05/19 HF to double check the year of the final Action Plan. 24/05/19 The actions required to be taken in 2018/19 relate to the data collected for 2017/18. This is the Action Plan we will look to close off in August. Also we will bring a report on the data for 2018/19 with actions to take place during 2019/20.	On Track

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							16/07/19 2018-19 WRES to be completed in Aug 2019 for all N&W CCGs, this will be brought to the September meeting. All actions for 2017-18 have been completed.	
23/05/19	19/19	Finance and Performance Report	19.43ai	Waiting for auditors to sign off. 2019 formal report to be presented at next GB.	HJM	01/08/19	19/07/19 Auditors have now signed off our accounts. To be discussed as part of the Finance presentation to the AGM.	On Track
23/05/19	19/20	Finance and Performance Report	19.43aii	Submit a formal request, with the support of Executive Team, inviting Caroline Shaw to the next GB along with any other appropriate Executives to discuss QEH's long-term strategy, including WNCCG having sight of their capital programme.	IP/ KF/ NE/ JBW	01/08/19	13/06/19 JBW agreed to hold the Board to Board Meeting first (rearranged date confirmed 19/09/19) as the subject matter will be very similar.	On Track
23/05/19	19/21	Quality Report	19.44ai	To write to Meadow House Care Home on their achievement of the CQC Outstanding rating.	SJW	01/08/19	19/07/19 Letter sent to Meadow House Care Home. Recommend close.	On Track
23/05/19	19/22	CAN Report – Draft Action Plan	19.44i	Progress Report to be brought back to GB during the year.	JBW	26/09/19	For September GB Meeting.	On Track
23/05/19	19/23	Local Delivery Group – Update including	19.45ci	Upload LDG Primary Care Networks paper to the website and circulate tabled	NE	01/08/19	19/07/19 Paper uploaded to website and circulated to GB. Recommend close.	On Track

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		Primary Care Networks		paper to GB members.					

KEY TO INITIALS

IA Dr Imran Ahmed
 TB Tim Bishop
 KF Karl Fenlon
 JI John Ingham
 JBW John Webster
 NE Nikki English

TA Dr Tina Ariffin
 RC Ross Collett
 MF Dr Mark Follows
 HJM Howard Martin
 PW Dr Paul Williams

UB Dr Uma Balasubramaniam
 MC Melanie Craig
 CEH Dr Clare Hambling
 IP Ian Pinches
 AW Alastair Wilson

MB Michelle Barry
 HF Heather Farley
 SH Sue Hayter
 SJW Sarah Jane Ward