

**HEALTH BOARD MEETING – 26 SEPTEMBER 2019
ACTION LOG**

	Minute Ref.	Date	Agreed Action	Lead Director	Timescale	Status as at November 2019
1.	UHB/18/26	29/03/18	Paediatrics, Neonatal & Obstetric Service change Further to a request from a Community Councillor that engagement on potential changes be brought forward, and that the Councillor had arranged a public meeting on Friday 13 April 2018, the Health Board continues to engage with the public.	Chief Executive / Chief Operating Officer	Monthly Updates until March 2019	Completed
2.	UHB/18/60	31/05/18	Concerns (Complaints, Claims & Patient Safety Incidents) – Clarification to be sought from Welsh Government in relation to whether new guidance would be issued in relation to the Safer Storage of Medicines cabinets.	Director of Nursing, Midwifery & Patient Care	July 2018	Completed There is a workstream on complaints and concerns as part of Targeted Intervention to ensure future discussion and assurance will be taken through this programme
3.	UHB/18/95 & HB/19/021	26/07/18	Patient Experience Report – Consideration to be given to the frequency of reporting following advice received from the Quality, Safety & Risk Committee A “Patient Story” is received by the Quality, Safety & Risk Committee at each meeting. A “Patient Experience” report is due to be received by the Board on a quarterly basis. To be strengthened: key measures, timelines, lessons to be learnt and equality dimensions, such as sensory loss.	Director of Nursing, Midwifery & Patient Care	July 2018 Nov 2018	Completed Patient Stories are now scheduled for each Board meeting and a schedule is being developed for patient stories at Quality & Safety Committee. A revised Patient Experience and Concerns report is now received at each Board meeting

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4.	HB/18/150	29/11/18	Board Assurance Framework (BAF) Arrangements to be made for the Board Assurance Framework (BAF) to be considered by the Integrated Governance Committee/Board Development session in early 2019.	Director of Governance / Board Secretary	April 2019	Proposal to close this action and refer monitoring of BAF, linked to risk register and systems review to Quality & Safety Committee
5.	HB/19/029	30/01/19	Board Development Session An additional development session to be arranged for the Board to discuss the Bridgend Boundary Change	Director of Governance / Board Secretary	Late March or Early April	Completed Board Development Session held on 28 February 2019
6.	HB/19/045	28/03/19	Concerns (Complaints, Claims & Patient Safety Incidents) 2018 serious incidents data to be reviewed with and without pressure ulcers so that additional reassurance could be provide to Board on the data.	Director of Nursing, Midwifery and Patient Care	May 2019	Completed Update included in Concerns report
7.	HB/19/69	30/05/19	Patient Experience Report Proposal to roll out the real time feedback across to other wards to be provided	Director of Nursing, Midwifery and Patient Care	July	Completed Included in the report to the November Board
8.	HB/19/72	30/05/19	Workforce Metrics Review of mandatory training for staff	Director of Workforce and OD	January 2020	Completed Added to the forward work programme
9.	HB/19/091	31/07/19	Paediatric Service Moves A formal note relating to the services highlighted within the South Wales Programme be circulated	Chief Executive	TBC	Completed

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10.	HB/19/102	31/07/19	Workforce and OD Metrics To include a review of the reasons why staff leave the organisation	Director of Workforce and OD	TBC	Completed
11.	HB/19/103	26/09/19	Chief Executive Update Report Staff who had been shortlisted for the NHS Wales Awards to be invited to meet with the Board to discuss their achievements	Board Secretary/ Director of Corporate Governance	TBC	Completed
12.	HB/19/122	26/09/19	Framework for Developing the Integrated Medium Term Plan (IMTP) 2020 – 2023 Consideration to be given as to how Digital and Engagement could be included more explicitly within the plan	Director of Planning & Partnerships	December 2019	In progress Consideration underway and further discussions held with Interim CEO and Executives. Further Board discussion to be held at December Board Development Session
13.	HB/19/122	26/09/19	Framework for Developing the Integrated Medium Term Plan (IMTP) 2020 – 2023 Further reflection to be undertaken by the Executive Team on the content of the report	Executive Directors	Completed	Completed Further consideration of development of the IMTP on agenda
14.	HB/19/124	26/09/19	Cwm Taf Morgannwg UHB – ‘Let’s Talk Culture’ #ourctm Director of Workforce & OD to ensure staff side colleagues were engaged with the process	Director of Workforce and OD		Completed
15.	HB/19/127	26/09/19	Patient Experience and Concerns Report Further discussion to be held by the Executive Team regarding the increase in the numbers of moderate and severe incidents reported since 1 April 2019	Executive Directors	October 2019	Completed Update included in Concerns report

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16.	HB/19/128	26/09/19	Integrated Performance Dashboard Active discussions to continue to be held with partners regarding the management of delayed transfers of care patients	Director of Planning & Performance /Chief Operating Officer	Completed	Completed Consideration also to be given to inviting partners to a future Finance, Performance & Workforce Committee as part of unscheduled care and winter planning discussions
17.	HB/19/128	26/09/19	Integrated Performance Dashboard Review to be undertaken of ambulance red calls performance to determine whether performance was improving as stated within the cover report or declining as highlighted in the performance dashboard	Director of Planning & Performance	November 2019	Completed
18.	HB/19/129	26/09/19	Workforce and Organisational Development Metrics Assurance report to be presented to the Finance, Performance & Workforce (FPW) Committee in relation to the number of registered nurse vacancies and how this was being addressed	Director of Workforce & OD		Completed
19.	HB/19/131	26/09/19	Organisational Risk Register Immediate update of the risks currently on the corporate risk register to be undertaken. Future reports to be placed at the start of the agenda.	Board Secretary/ Director of Governance	November 2019	Completed
20.	HB/19/132	26/09/19	Any other urgent Business Consideration to be given to sourcing a location on IBABS for key appendices to reports to be stored.	Board Secretary/ Director of Governance		Completed