

**AGENDA ITEM 2.2.1**

**PLANNING, PERFORMANCE & FINANCE COMMITTEE  
ACTION LOG – UPDATED FOLLOWING MEETING HELD – 18 OCTOBER 2021**

<b>MEETING DATE</b>	<b>SUBJECT</b>	<b>KEY ACTIONS/DECISIONS</b>	<b>RESPONSIBLE OFFICER</b>	<b>STATUS</b>
22.06.2021	Integrated Performance Dashboard	<b>Ref: 06/001</b> - Recovery Plan for Part 1A Adult Mental Health to be shared with Members once finalised.	GR/JD	Update to be provided at meeting
24.08.2021	Action Log	<b>Ref: 08/001</b> - Outstanding Updates on the Action Log to be reviewed outside of the meeting with the relevant Executive lead.	ALL	Ongoing
24.08.2021	IMTP Update	<b>Ref: 08/002</b> - The Committee to be kept updated in terms of governance and assurance on the concerns raised by Welsh Government in relation to the plan and the actions being undertaken.	LP/GR/SM	Annual Plan 2021-22 on Agenda - December 2021 meeting.
18.10.2021	Organisational Risk Register	<b>Ref: 10/001</b> <ul style="list-style-type: none"> <li>• Software Issues in relation to Laundry to be queried outside of meeting.</li> </ul>	GR	<b>COMPLETE</b> Capital funding received and orders placed for the software (10 & 13 stage) and new tank for the 13 stage washer press. Currently waiting for dates from the suppliers to

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		<p><b>Ref: 10/001</b> – Update requested on the replacement of press tank on the 13 stage CBW Press which referred to a timescale of 26<sup>th</sup> October 2021. S. May confirmed that the additional bid for recovery money had allowed for the update to the software in relation to the laundry and the detail on this would be provided outside of the meeting.</p> <p><b>Ref: 10/002</b> - Comments and queries in relation to the risk register to be raised with the Assistant Director of Governance and Risk outside of the meeting. It was suggested that this could be explored at the Board Development Session being held on Risk Appetite on the 21 October 2021.</p>	<p>SM</p> <p>WPJ/CH</p>	<p>undertake the works necessary for these items.</p> <p>Replacement of the oil tank in the Lavatach Stage 13 press ca £45K Updated machine control system software of the 10 stage press ca £70K plus VAT. The total funding made available was £120K with the target to complete before the transfer to NWSSP was effected</p> <p><b>COMPLETE</b> The Assistant Director of Governance &amp; Risk provided a Board Development Session on risk in October 2021 in conjunction with ILG leads. This</p>

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				<p>session outlined how the leads are continuing to request that risks are regularly reviewed and the status of risks explained with clearer narrative. This will be an ongoing action which is also highlighted via the monthly risk training sessions.</p> <p>As to the reference to 'no changes to the content of the risk register' – this was as the risks had remained unchanged and this will be more accurately referenced in future. Any updates to risks are made in red within the report.</p>

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18.10.2021	Ophthalmology Update	<b>Ref: 10/003</b> - DNA rates to be included within future reports to the Committee	GR/CC	<b>COMPLETE</b>
18.10.2021	Overview of Winter Response Planning	<b>Ref: 10/004</b> - Update report would be received at the next meeting and the CTM plan would be circulated to the Committee outside of the meeting, once finalised	LP/GR	On agenda – December 2021
18.10.2021	Integrated Performance Dashboard	<p><b>Ref: 10/005</b> - To be included in future reports: One hour and 15 minute ambulance handover waits; baseline and narratives where applicable to be added.</p> <p><b>Ref: 10/006</b> - Data on hip fractures for the over 70's which had dropped in percentages, to be reviewed outside of the meeting.</p> <p><b>Ref: 10/007</b> - Latest iteration of the Integrated Performance Dashboard be circulated to Committee Members once it had</p>	<p>LP</p> <p>GR</p> <p>LP</p>	<p><b>COMPLETE</b> Report amended to reflect comments raised and has been circulated to the Committee 16.11.21</p> <p>Update to be provided at meeting.</p> <p><b>COMPLETE</b></p>

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		been signed off and if Members had any questions to raise they should do so via the meeting Secretariat.		Circulated to Members on 16.11.2021
18.10.2021	Access to GP Services	<b>Ref: 10/008</b> - The Committee agreed to receive a further update in January 2022.	SB/JA	Added to Forward Work Plan for January 2022
18.10.2021	Forward Work Plan	<b>Ref: 10/009</b> - Suggested that it would be good to receive a report on mitigating the risks with regard to paediatric nurses rotation and the emergency department to the December 2021 meeting	GR	<b>COMPLETE</b> A detailed reply in the form of a report has been produced in response to the query and has been circulated to Members of the Committee outside of the meeting due to the Chair and the IM who raised the initial query agreeing that the item need not come back as part of the main agenda reporting process.

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25/07/2019	NHS Benchmarking Reports on Cwm Taf UHB	Discussion to be held with the Interim Chief Executive and the Executive Team as to whether the report should be shared with Board for further discussion.  Updated 27.08.21 Reports to be made available to PPFC Members.	SM	<b>COMPLETE</b> Folder created in Admin Control as repository for benchmarking reports.
21/11/2019	Estates Performance Report	Report on Estates performance for the Bridgend locality element of the Estate to be presented to the February 2020 meeting of the Committee	SM	<b>COMPLETE</b> Recommend action closed and replaced with a new action to review Estate Performance Reporting (Jan-22).
21/11/2019	Estates Performance Report	Review to be undertaken of proportion of estates calls undertaken on a desk response basis as opposed to yearly statutory maintenance	SM	<b>COMPLETE</b> Recommend action closed and replaced with a new action to review Estate Performance Reporting (Jan-22).

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20/10/2020	Month 6 Finance Report	The report would be revised to make it easier to review for Members for future meetings	SM	<b>COMPLETE</b> New Section added to report. Update – SM to review reporting format and provide update at October 2021 meeting.
22.06.2021	IMTP Annual Plan 2021-22	A section on the governance arrangements for the plan to be included in the Performance Dashboard Report for future meetings.  Consideration to be given to add some graphic design to the plan on a page	GR  LP	<b>COMPLETE</b> Contained within Dashboard for October 2021 meeting.  <b>COMPLETE</b> June 2021
24.08.2021	Action Log	Outstanding Director of Finance actions to be reviewed outside of the meeting and respond by Friday.  Review minutes of previous meeting to ensure all actions have been contained on the Action Log.	SM  KD	<b>COMPLETE</b> Action log updated.  <b>COMPLETE</b>

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24.08.2021	PPF Committee Self-Assessment Survey and Improvement Plan	Members of the Committee to complete the Self-Assessment Survey	ALL	<b>COMPLETE</b> Report received at October 2021 Meeting
24.08.2021	Integrated Performance Dashboard	<p>Quadruple Aims – to review the connections between the aims and the measurements.</p> <p>Scorecard to be amended to reflect the figure for savings and not as currently showing zero .</p> <p>Review links between the Whiteboard Project and decrease in pressure damage figures. More detail to be included with regard to DToC waits.</p> <p>CAMHS report to be brought to the October meeting outlining mitigating actions and a high level plan.</p>	<p>LP</p> <p>LP</p> <p>LP</p> <p>GR/JD</p>	<p><b>COMPLETE</b> Contained within Dashboard for October 2021 meeting.</p> <p><b>COMPLETE</b></p> <p><b>COMPLETE</b> Review was undertaken and it had not been possible to draw a possible correlation between the two.</p> <p><b>COMPLETE</b> Report received at October 21 meeting.</p>

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24.08.2021	Ophthalmology Update	<p>Updated report to be brought to the October meeting in order to provide the Committee with an opportunity for further scrutiny and to have a robust debate and discussion that was required to provide them with assurance.</p> <p>A number of questions had been raised by Members which are contained within the actions and would be circulated outside of the meeting to the Executive Lead and report author.</p>	GR/CC  GR/CC	<p><b>COMPLETE</b> <b>Report received at</b> <b>October 2021</b> <b>meeting.</b></p> <p><b>COMPLETE</b> <b>Circulated outside</b> <b>of meeting and</b> <b>response provided.</b></p>
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