

Agenda item 1.iii

**Board of Directors - Part I  
Action Checklist  
Following: 01 February 2024 Meeting  
Reporting to: 04 April 2024 Meeting**

Ref	BoD mtg	Agenda No.	Issue	Responsible Director	Action Taken	To Agenda/ Action Date
37/24	01 Feb 24	3.i	<b>Q&amp;R Committee Chair's Reports For Meetings On 21 December 2023 and 25 January 2024</b>  Potential Patient Claims in relation to historic cases of M. Abscessus.	IS/KMB	To submit reports on patient claims in relation to cases of M. Abscessus in private on a 6-monthly basis.	08/24
35/23	7 Dec 23	4.ii	<b>PIPR Report</b> Admitted care target to be revised to be set as an annual average.	SH/GR	On review as part of 24/25 reporting – due to come in Month 01 report (May Board meeting).	05/24
33/23	7 Dec 23	1.v	<b>Board Assurance Framework</b> All BAFs with 'limited' assurance to be scrutinised.	EDs/Chairs	All BAF risks entries were reviewed at an Executive Committee meeting in February 2024, and at the Trust Board meeting in March 2024.  Actions being progressed.	02/24
32/23	2 Nov 23	5.i	<b>R&amp;D Update</b> Learning from other centres to be considered in out approval process following receipt of valid applications.	PC/IS	Will look at rates at which studies are rejected at the end rather than the start of the governance process and will feed back.  To be included in the report	02/24
30/23	2 Nov 23	5.i	<b>R&amp;D Update</b> Summary of audits on compliance with research protocols to be added as a slide in the updated pack.	PC/IS	Will add slide on governance compliance to next update –  To be included in the report	02/24
19/23	7 Sept 23	1.vii	<b>Patient Story</b> Follow up report to be brought on issues raised in relation to food and access to digital streaming services/games.	MS/AR	The nutrition group membership has been reviewed and they are now meeting on a regular basis and working through issues raised. They have already reviewed arrangements for patients own food.	-

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18/23	6 Jul 23	6.i	<b>Board Forward Plan</b> Board IG training deferred and to be rearranged.	AR/AJ	Deferred – CW to provide a Teams option for Board members.	-
15/23	6 Jul 23	1.vi	<b>CEO's Report</b> Patient deferrals: Trend from DrDoctor review to be brought to Committee and Board.	HM	To be included in the work of harm reviews due to be brought back to Q&R in Sept/October. <i>Deferred as data review still WIP.</i>	TBC
11/23	4 May 23	3.ii	<b>Combined Quality Report</b> NHS Impact development session on continuous improvement to be added to Board development programme.	EM/KMB	Added to Board Development plan date to be confirmed. Self-assessment against programme being undertaken by EDs.	(2024)