

Agenda item 1.iv

**Board of Directors - Part I  
Action Checklist  
Following: 06 June 2024 Meeting  
Reporting to: 05 September 2024 Meeting**

Ref	BoD mtg	Agenda No.	Issue	Responsible Director	Action Taken	To Agenda/ Action Date
06/24	06 June 24	1.iii	<p><b>Matters Arising and action list</b></p> <p>To update the Board on DrDoctor and how it was helping the Trust's operational processes.</p>	HMc	Verbal update to be provided	09/24
06/24	06 June 24	1.iv	<p><b>Chairman's Report</b></p> <p>Agenda slot for Non-Executive Directors to provide feedback from any visits or other observations that they may have made during the prior month or two to a Part 1 Board meeting.</p>	KMB	Completed	09/24
06/24	06 June 24	3.i	<p><b>Quality and Risk (Q&amp;R) Committee Chair's Report</b></p> <p>Redesign Board Committees Chair report template so their reports could reflect the level of assurance received on items discussed or reviewed at the Committee meetings.</p>	KMB	Draft designed	09/24
05/24	06 June 24	3.iii	<p><b>End of Life Care Biannual Report</b></p> <p>To provide the 'Learning from Deaths Report' to the Board</p>	KMB	Attached to the agenda	09/24

Ref	BoD mtg	Agenda No.	Issue	Responsible Director	Action Taken	To Agenda/ Action Date
04/24	06 June 24	4.ii	<p><b>Papworth Integrated Performance Report (PIPR)</b></p> <p>To update the Board on how the 52-week breach allocations worked in terms of which provider was negatively impacted.</p>	HMc	<p>It is confirmed that unlike breaches of the cancer pathway, breaches of the RTT pathway sit wholly with the treating organisation, regardless of where the delay in the patients pathway has occurred. Where there is a trend of delays from a specific provider, the opportunity to effect improvements to the timeliness of referral is through engagement with the referring provider in the first instance, and then through escalation to commissioners if improvement is not seen.</p> <p><b>Completed</b></p>	09/24
02/24	04 Apr 24	1.vii	<p><b>Patient Story – Discharge Lounge</b></p> <p>To review whether a screen could be provided so patients waiting in the Discharge Lounge could see updates on when their medications would be ready.</p>	AR	<p>A screen has been installed which provides updates to waiting patients as to when their medications would be ready for collection.</p> <p><b>Completed</b></p>	06/24
01/24	01 Feb 24	3.i	<p><b>Q&amp;R Committee Chair’s Reports For Meetings On 21 December 2023 and 25 January 2024</b></p> <p>Potential Patient Claims in relation to historic cases of M. Abscessus.</p>	IS/KMB	<p>To submit reports on patient claims in relation to cases of M. Abscessus in private on a 6-monthly basis.</p> <p><b>Scheduled to be provided on a 6-monthly basis to the Part 2 Quality and Risk Committee meeting beginning from September 2024.</b></p> <p><b>Completed</b></p>	08/24