

ACTION LOG

**BOARD MEETING IN PUBLIC
31 JANUARY 2023**

Actions are RAG rated as follows:

ON TRACK
Action on track to complete

OFF TRAJECTORY
Action is behind schedule

DUE DATE PASSED
Action not completed by the due date

NOT YET DUE
Action is not due for completion

COMPLETED
Action completed
Proposed for closure

Meeting Date	Action Ref	Minute Ref./ Heading	Action	Lead	Action due date	Update on current position/ Progress	RAG Rating	Evidence of completion
29 Mar 2022	B41	7 - Business Plan	In relation to 'driving innovation to improve patient outcomes' and the particular milestone of 'establishing strategic agreement for datasets and application', it was suggested to have a Board level conversation at an appropriate time to establish it and understand how it will be managed through the overall Data Strategy.	Rebecca Tinker Interim Chief Digital & Information Officer	Postponed	<p>The Data strategy update to Board has been postponed whilst we establish the scope of a Data Transformation Programme that will deliver elements of the strategy. An update will come to Board for a discussion in FY23/24 encompassing both the Data strategy and the data transformation programme.</p> <p>With regards to the data sets required to drive innovation to improve patient outcomes, this will be addressed via:</p> <ul style="list-style-type: none"> - BAF-06: this strategic risk should capture the work that needs to be done to address the risk that we cannot access the right data sets to understand patient outcomes. BAF – 06 strategic risk will be reviewed (deep dive) by the clinical governance committee in March - The data strategy will build the foundations that are required to enable to development of interoperable data sets - The specific work for each service area will be delivered through the service strategies and operational SMTs in Blood, OTDT and Clinical Services 	WHITE	
29 Mar 2022	B42	7 - Business Plan	Provide clarity around how the volumes of activity for various service areas were expected to change next year in each of the service areas. This analysis is to be included as part of the next review.	Julie Alexander Director of Strategy & Transformation Executive Directors	Sep-22	<p>The Board was not assured that this action was closed and requested that it remain open until evidence of completion has been provided.</p> <p>Update on progress is also be provided in the 6-monthly Business plan review.</p>		

27 September 2022	B43	5 - Colindale Outline Business Case	Propose escalation parameters for Colindale programme Define very clear parameters at the full business case (FBC) stage.	Carl Vincent Chief Finance Officer	Jan-23	Proposed escalation parameters for Colindale programme Costs reported monthly to Project Team and Project Board (each phase will have a 10% contingency): – <ul style="list-style-type: none"> • Construction Project Managers discretion – 3% • Escalate to Project Team -3-5% • Escalate to Project Board 5-10% (to all contingency spent) • Escalate to Exec 10+% Timescales will be similar, but are yet to be finally agreed.	GREEN	
27 September 2022	B44	7 - Our Voice Staff Survey and Result	Bring together in a coherent dashboard all the different plans for tracking individual initiatives and present an outline of what those measures are and how they are tracked.	Deborah McKenzie Chief People Officer	Jan-23	Verbal update to be provided at the meeting.	GREEN	
29 November 2022	B45	4.1 Care Quality Commission Action Plan	The Chief Executive Report should include an update on NHSBT's progress pertaining to the Action Plan.	Wendy Clark Interim CEO	Jan-23	This item has been included s a standing item on the Board forward plan	BLUE	