



County Durham and Darlington

INTEGRATED BUSINESS BOARD
Thursday 25 February 2010
Item No: IBB/10/29

Integrated Business Board - Action Log

Updated: 16 February 2010

Action	Who	Date Action Agreed	Agreed Completion Date	Progress	Outcome
CD/09/119-2 Integrated Care Organisation A detailed presentation about the ICO would be considered by the board at a future seminar session.	CW	16 June 2009	Complete	14/1 On agenda for public board seminar 2 February 2010.	Discussed at board seminar held in public on 2 February 2010.
CD/09/130 Financial report for the Quarter ended 30 June 2009 Corporate innovation projects Arising from discussion about innovation it was agreed that a retrospective audit covering an 18 month period of the	JT	21 July 2009	Complete	A retrospective paper on the financial benefits of	26/1 – on agenda today.

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<p>corporate innovation projects would be undertaken to provide assurance about cost benefits and shared learning.</p> <p>Prescribing Budgets Information about the prescribing budgets would be included in the Board report for September.</p>	PT		Complete	<p>projects to be prepared for a future meeting.</p> <p>Will be included in the report for the December IBB.</p>	26/1- this was included in the finance report
<p>CD/09/140 Board paper template</p> <p>Sections for innovation and finance to be added to the board template.</p>	Was DG but has transferred to TH.	21 July 2009	February 2010	Work is being done to look at best practice across the NE. A revised template will be considered.	
<p>CD/09/152 Performance update</p> <p>October board report to include detail of position with regard to immunisations and vaccinations.</p>	AH	15 September 2009	Complete	Details to be included in a future performance report. Declared update in January report	26/1 – included in performance report

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<p>CD/09/171-2 Charitable Funds</p> <p>Options with regard to international reporting standards to be considered at charitable funds group then charitable funds committee.</p>	PT	15 September 2009		Meetings arranged for January 2010.	
<p>CD/09/186 Financial Performance as at 30 September 2009</p> <p>Consideration to be given to whether funding for Spennymoor Health Centre could be moved to capital.</p>	PT	20 October 2009		26/1 – PT reported there would be no clarity until April 2010.	
<p>CD/09/188 Performance Update</p> <p>Enquiries to be made about recording information about the 24 hour referrals for cancer in primary care.</p>	AH	20 October 2009	February 2010	AH to discuss with DR. Schedule discussion with DR and performance lead.	
<p>IBB/09/05 Matters arising CD/09/197-3 Annual Audit Letter</p> <p>Both annual audit letters would be circulated to all board members.</p>	PT	5 November 2009	Complete		26/1 – received

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IBB/09/23 Safeguarding Children Update Further update to be prepared for the IBB to be held in February 2010.	HD	5 November 2009	February 2010	On the draft agenda for the IBB in February 2010.	
IBB/09/32 Matters Arising IBB09/21 Annual Operational Plan 2009/10 Agreed that executive summaries to be produced for NEDs	PK	17 December 2009	Complete	PK to circulate executive summary	26/1 – on agenda today.
IBB/09/35 Criteria and Prioritisation Tool Board agreed that the wording around the driving reason needed to be amended in the report.	PK	17 December 2009	Complete	PK to change the wording in the report to reflect the discussion	26/1 – PK made amendments
IBB/09/36 St John's Primary Care Centre LIFT Stage One Approval Outline Business Case	DG	17 December 2009	May 2010	Stage two of the business case to come to a future IBB meeting	
IBB/09/39 Healthcare Associated Infections and Communicable Disease Update Request for Darlington NEDs to receive training to take part in spot checks.	AL	17 December 2009		AL to request training for non executive directors	

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				to do spot check visits in acute trusts. Discussed with Jean Armstrong. Darlington NEDs to be contacted and session to be arranged. Date to be confirmed. 26/1 – still ongoing	
<p>IBB/09/41 Complaints and Patient Advice and Liaison Report Quarters One and Two (1 April – 30 September 2009)</p> <p>Concerns raised around patient identifiable information.</p>	ALL	17 December 2009	Complete	IBB to inform Kirstie Atkinson of any investigations that were patient identifiable	26/1 no concerns were highlighted
<p>IBB/09/43 World Class Commissioning (WCC) Update</p> <p>NEDS required more information on background knowledge</p>	BK	17 December 2009		NEDs to let Jeff Pearson or Janet Walker the areas they required further training	

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				26/1 – work ongoing	
<p>IBB/09/45 Finance Report for Seven Months Ended 31 October 2009</p> <p>Concerns raised around robustness of figures. Discussion would take place with the finance and performance sub committee.</p>	MT/PT	17 December 2009		Paper to come to future board	
<p>IBB/09/47 Integrated Business Board Governance Arrangements Structure for Functional and Strategic Sub Committees</p> <p>Individual groups to confirm terms of reference</p> <p>The IBB had not received a policy paper in terms of how performers list were handled</p>	TH TH/HD	17 December 2009	Complete	<p>Presented to IBB for ratification</p> <p>Policy agreed by policy review group and would be present to future management executive and IBB</p> <p>26/1 – Assuring High Standards Policy to go to Management</p>	26/1 – on agenda today

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				Executive on 10/2/10	
IBB/09/48 NHS Constitution Update Public consultation ending 5 February 2010. SHA working with NHSCDD to get staff involved.	DG	17 December 2009		Suggested fuller discussion about constitution at future IBB seminar	
IBB/09/49 Joint Risk Register New format to be discussed at next audit and risk committees for NHSCD and NHSD	MT	17 December 2009	February 2010	Suggested February agenda	
IBB/09/52-3 Practice Based Commissioning WCC assurance framework of PBC commissioners discussed.	PK	17 December 2009	February	Further paper to come back to IBB for approval	
IBB/10/08 Organisational Development Strategy <ul style="list-style-type: none"> Pat Taylor to consider how we demonstrated board challenge in the audit and risk committees. 	PT	26 January 2010	April 2010	Agenda item for April Audit and Risk meetings	

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<ul style="list-style-type: none"> June Tulley to change the mission statement on page seven of the report. 	JT				
<p>IBB/10/11 Financial performance at 31 December 2009 – Cash Management</p> <p>Theresa Huddart to look into the issue of late submission of papers to the IBB. This was brought up as the finance paper was submitted late and the IBB members did not receive it in a timely fashion.</p>	TH	26 January 2010			
<p>IBB/10/12 Performance update as at 31 December 2009</p> <ul style="list-style-type: none"> Ken Greenfield suggested that patient safety should move up the agenda for IBBs. TH to action. AH would bring a paper to future IBB to discuss cancer two weeks reporting. Anna Lynch agreed to bring a paper on bowel cancer screening to future IBB. Anna Lynch and Amanda Hume to work together to ensure the latest LAA report was attached to the next performance report. 	<p>TH</p> <p>AH</p> <p>AL</p> <p>AL/AH</p>	26 January 2010	<p>Complete</p> <p>February 2010</p>		4/2 – New agenda layout from February 2010 meeting.

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<p>to Sandra Pollard.</p> <ul style="list-style-type: none"> Further paper for terms of reference to be ratified by the IBB once they had been signed off by respective sub committees. 	TH				
<p>IBB/10/18 Partnership Governance AL and TH to ensure that all Darlington Partnerships were added to the report.</p>	TH/AL	26 January 2010			
<p>IBB/10/20 Minutes of committees</p> <ul style="list-style-type: none"> Management executive minutes of 11 November to be signed by a director present at the meeting. Management executive minutes from 25 November to be formally signed off by Yasmin Chaudhry. 	AEM AEM/YC	26 January 2010		4/2 – June Tulley asked to sign off.	
<p>IBB/10/21-3 Directorate of Innovation and Development – progress report on improvement work June Tulley would amend the recommendations in the report to state that the board were asked to note.</p>	JT	26 January 2010			
<p>IBB/10/22-1 Stroke Services Update Amanda Hume to keep the IBB up to date with developments.</p>	AH	26 January 2010			

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IBB/10/22-2 Deloitte board report JT to email Deloitte interim report to IBB members.	JT	26 January 2010	Complete		4/2 emailed to IBB members