

BOARD MEETING - WEDNESDAY 29 JANUARY 2014

ACTION LOG

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
BM/13/105 para 7.2	Report of the Remuneration Committee meeting on 24 July 2013	Further information should be provided about Monitor's current work on patient engagement and prioritising patient representative groups in Monitor's stakeholder engagement strategy	Sue Meeson	25/09/13	Feb-14	A paper is scheduled to be submitted for consideration by the Board in February on Monitor's strategy regarding engagement with patient representatives.	In hand
BM/13/110(P)a para 15.3	Q1 Interim Performance Report (update on delivery of actions)	Further work should be undertaken regarding the implementation of a new system whereby some private papers could be released into the public domain after Board consideration and that a paper should be submitted to Monitor's Executive Committee in relation to this issue	Philippa Harding	25/09/13	Feb-14	It was considered appropriate to delay this work a short while until the appointment of the interim Chair. Now that she is in post it will be progressed in early February 2014	In hand
BM/13/117 para 4.4	Mid Staffordshire NHS Foundation Trust Public Inquiry Report and Recommendations	<i>"Monitor's role in securing quality healthcare for patients"</i> would be amended in light of the Board's comments	Kate Moore	30/10/13		The amendments have been made	Completed
BM/13/128 para 7.2	Executive Report - governor support and development	The Board should give further thought to Monitor's approach to NHS FT governor support and development in the future	Toby Lambert	25/11/13	Mar-14	Pending resource in the Development team, it is anticipated that thinking on this will be possible in the New Year	In hand

BOARD MEETING - WEDNESDAY 29 JANUARY 2014

ACTION LOG

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
BM/13/129 para 8.3	Report of the Audit and Risk Committee meeting on 20 November 2013	A full Board evaluation should be undertaken early in 2014	David Bennett, Philippa Harding	25/11/13	Mar-14	Potential suppliers have been identified and contacted to give their proposals	In hand
oral item para 12.2	Chief Executive's update	A further Board discussion was required on the organisation's approach to carrying out its co-operation and competition function, the governance framework for making decisions on this work and the manner in which the organisation communicated with the sector on this	David Bennett, Philippa Harding	25/11/13	Mar-14	A workshop will be established to take place before the end of the financial year.	In hand
BM/13/133(P) para 14.3	GP Call for Evidence – update and proposed next steps	It was proposed that further work should be done to shape the proposed publication in light of the Board's discussion. Board members requested sight of the revised document ahead of its publication, either at a Board meeting or in correspondence.	Paul Dinkin	25/11/13	Jan-14	This has been circulated to the Board in correspondence.	Completed
BM/13/134(P) para 16.2	Q2 Performance Report – Delivery of business plan actions	An additional action reflecting the need to begin work on the establishment of the Patient and Clinical Engagement directorate should be added to the performance report.	Toby Lambert	25/11/13	Feb-13	This will be reflected in the Q3 report to the Board	In hand

BOARD MEETING - WEDNESDAY 29 JANUARY 2014

ACTION LOG

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
BM/13/136(P)para 4.2	Creating sustainable services for the patients of Milton Keynes and Bedfordshire	With regard to the potential suppliers of the work, it was noted the Monitor continued to work with other partners in healthcare regulation, including the Department of Health, to expand the supplier market and ensure that there was appropriate competition for this type of work. Board members requested a further conversation on the progress of this in due course.	David Bennett	04/12/13	Mar-14	Discussions are ongoing	In hand
BM/13/136(P)para 4.3	Creating sustainable services for the patients of Milton Keynes and Bedfordshire	The Board emphasised that the outputs would require endorsement not only by Monitor, but also the NHS Trust Development Authority (NHS TDA) and local commissioners/NHS England. Board members emphasised that the contract for the proposed work should include appropriate incentives to this effect.	Stephen Hay	04/12/13	Jan-14	A contract is now in place which includes performance standards relating to the delivery of outputs and how these are delivered (i.e. engagement with key stakeholders). Monthly meetings have been established to determine the appropriate fulfilment of the contract and staged payments are subject to the satisfactory delivery against performance standards.	Completed

BOARD MEETING - WEDNESDAY 29 JANUARY 2014

ACTION LOG

Ref	Subject	Action Required	Owner	Date raised	Date due	Progress/Comment	Completed
BM/13/139 para 5.2	Co-operation and Competition Update: Walk-in Centres Study	Board members requested that the draft final report be brought to the January Board meeting	Catherine Davies	18/12/13	Jan-14	See item on agenda	Completed
BM/13/141 para 6.4	Executive Report: NHS capital funding regime	The approach to be taken with regard to the outputs of work on the project that Monitor was undertaking with regard to how the NHS capital funding regime should be considered by the Board	Toby Lambert	18/12/13	Mar-14	It is proposed that this is brought to the Board at its meeting in February 2014	In hand
BM/13/141 para 6.5	Executive Report: licensing independent providers	Board members requested further information with regard to the work that was being undertaken to ensure that Monitor would be able to issue licences to independent health care providers from 2014	Stephen Hay, Jason Dorsett	18/12/13	Jan-14	See item on agenda	Completed
BM/13/142(P) para 10.2	Mid Staffordshire NHS Foundation Trust	Board members requested specific information about the impact of the model of care being proposed by the TSAs and the legal risks associated with the proposals, particularly with regard to the legal definition of the sustainable provision of services	Katherine Cawley	18/12/13	Jan-14	This was incorporated in the paper put to the special Board meeting	Completed