

Belfast Health and Social Care Trust Board Action Log

Public Section of Board meeting

Actions from
meeting held
on :

Thursday 7 November 2024

ACTION LOG

	Action	Responsibility	Update	Current status
1	Mr Watson referred the Board to the tabled Action Log. It was agreed that "Green" items be removed, while Mr Watson noted that it was hoped that Convene would facilitate more effective tracking of actions from the Board meetings.	Peter Watson	This will be considered further with the roll out of Convene now underway.	
2	Mrs Edwards indicated that a performance group had been tried at one stage but her suggestion was not that we do not set up another committee as finance was well covered through directorate finance focus groups, QMS and DVP and there was regular reporting to Trust Board. She suggested that the issue could be picked up in the overall review of Trust Board and committee structures if necessary.	Peter Watson	Review of Trust Board and committee structures underway.	

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3	The Chairman noted the comment of Professor Ross regarding the nomenclature of agenda items and papers, which Mr Watson will attend to.	Peter Watson	Nomenclature of agenda items and papers now resolved.	
4	Following discussion, the Board agreed that they would wish to see a report from Mr Porter of the current Trust Estate, indicating its current use (or whether it was vacant).	David Porter	At the date of preparation of this update (10 December 2024) Mr Porter has confirmed this will be complete within the calendar year 2024	
5	The attendance management dashboard should be on Trust Board agendas for noting	Peter Watson/Gillian Somerville	Dashboard on TB agenda on 9 January 2025 and also included on latest draft of TB workplan	
6	It was agreed that there should be discussion around planned changes to QMS at the Trust Board workshop in December, and how this would sit within the revised Trust Board committee and assurance structures.	Peter Watson	Discussion on this moved from December Trust Board workshop to February Trust Board workshop given other demands	

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Unresolved
Actions from
previous
meetings :

ACTION LOG

	Date of previous meeting	Action	Responsibility	Update	Current status
1	01/02/2024	In response to a question asked from Mrs Gordon regarding productivity on different hospital sites, Mr Campbell advised that the focus had been on specialties across the Trust, but that he would seek to look at data for individual specialties on individual sites.	Alastair Campbell	Per P Watson - At 14 August Mr Campbell advised that his planned meeting with Miss Gordon had to be postponed but he had had a chat with her and will follow up with the information team. Update not available at 28 December given absence of Mr Campbell.	
2	27/03/2024	The Chairman thanked Miss Reid for her Report, and asked that the Board's Corporate Parenting Responsibilities be considered in greater detail at a Board Workshop.	Peter Watson / Tracy Reid	Per P Watson – was to be on agenda in the Autumn of 2024 although this will now be later in 2025 given other demands on Board time.	
3	27/3/2024	It was agreed that the demands in Social work should be on the agenda for a Strategic Trust Board.	Peter Watson / Tracy Reid	Per P Watson – was to be on agenda in the Autumn of 2024 although this will now be later in 2025 given other demands on Board time.	

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4	27/03/2024	It was agreed that the PCC Chair and Chief Executive should be invited to Trust Board in due course.	Peter Watson	Per P Watson – was to be on agenda in the Autumn of 2024 although this will now be later in 2025 given other demands on Board time.	
5	12/06/2024	Discussion took place in relation to public engagement and it was agreed that Mr Watson would ensure liaison with Mrs Dalzell and Mr Nelson.	Peter Watson	Per P Watson – Agreed with Chair and B Nelson that to be on April 2025 Trust Board agenda.	
6	12/9/24	In relation to the Annual Progress Report to The Equality Commission, the Chairman noted that some of the graphics, eg Figure 1 on page 4, were very useful, and asked that they be available on Convene.	Peter Watson	Per P Watson – To now be in the MS Teams repository	
7	12/9/24	It was agreed that there should be a quarterly dashboard showing performance against the Corporate Plan, with formal six monthly reviews by Trust Board. Mr Small enquired if it would be possible to have Trust Key Performance Indicators. Mr Campbell to consider further.	A Campbell	To be considered within the current work ongoing in relation to Trust Board and committee workplan	
8	12/9/24	Corporate Plan - Mr Watson to arrange a workshop / meeting for Professor Ross,	P Watson	Per PW – meeting took place in November 2024	

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		Mr McMullan, Mrs Barron and Mr Campbell to progress.			