

Action		Lead	Progress / Date Completed	Status
21 April 2017				
A24	Communications & Engagement – stakeholder map to be produced. Devon perspective to be fed in.	PMO (Corrine Yates) Helen Peggs	Draft stakeholder map development. Further detailed analysis of stakeholders and assigning relationship managers to be completed. Portfolio Board Update (25 Sept 2017): Portfolio Board requested to see the more detailed stakeholder map soon. December Update: Danny Webster from the national team is providing support for this work during January 2018.	Open
24 May 2017				
A26	CQC to be invited to attend the July Portfolio Board to discuss their findings and the relationship with the local inspections scheduled over the coming months. 21 July 2017 – Letter to the CQC from the Chair of the Transformation Board seeking clarification on when the outcomes of the Section 48 Review of RCHT will be published.	PMO (Tracey Lee) PMO to draft	Kathy Byrne in discussion with CQC with regard to arrangements for system reviews. Letter sent 4 Aug 17. Review findings presented at September A&E Delivery Board Sept Update: The CQC Section 48 Report once published will be circulated to Transformation Board members. System Response provided on the December Transformation Board agenda.	CLOSED. Report circulated 23.10.17
A30	i. Mental Health – mental health and learning disabilities to be integrated into all the work streams.	Jon Price	Work in progress. To be completed by 18 August. Sept Update: Lead Mental Health practitioner linked to each work stream. Similar piece of work to be undertaken for Learning Disabilities.	Open
A30	ii. Mental health gap analysis work to be presented to the Portfolio Board in August for discussion and agreement for next steps, to then come to the Transformation Board for assurance.	Ellen Wilkinson	Gap analysis presented to Portfolio Board Aug 2017, along with next steps. Meeting taking place with NHSE clinical network 18/09 to agree support over coming months Sept Update: Mental Health Delivery Plan further developed for submission to NHSE in October. To be presented to the Model of Care Delivery Group and new Mental Health Strategy Board in first instance.	CLOSED. Sept 2017

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A39	Local performance dashboard consisting of a broad range of performance metrics, to be presented to the September Transformation Board meeting.	Karl Simkins	Local Performance Dashboard to be circulated to Transformation Board Members following presentation to the Portfolio Board. Local Performance Dashboard on agenda for the December Transformation Board meeting.	COMPLETE.
A41	Feedback to the centre on the national STP dashboard, highlighting that the performance metrics do not support the nature of partnership working.	PMO to draft	Letter sent from Chair 24.07.17. Feedback waited. Letter circulated to Transformation Board members 20.09.17 Sept Update: No response from national team received to date.	Open
A44	With regard to Community Hospitals, it was recognised that the approach from the Scrutiny Committee needs to be re-focused.	Jackie Pendleton, Phil Confue and Rob Rotchell	The relationship with the new Scrutiny members is developing and regular liaison meetings are held to enable us to discuss some of the strategic issues we face. An impact assessment on the continued closure of beds at Edward Hain hospital for operational safety reasons is going to the next Scrutiny Committee on 27 September.	CLOSED. Sept 2017
22 September 2017				
A46	To take forward arrangements for the Transformation Board meetings to move to being meetings in public. This commitment to be communicated to the Scrutiny Committee.	PMO Jackie Pendleton	November meeting of the Transformation Board to be the first meeting in public.	CLOSED. Sept 2017
A47	Request for the Portfolio Board to consider the proposal for the establishment of a Cornwall & Isles of Scilly SOF System Leadership Forum and provide recommendations to the Transformation Board.	PMO	Proposal on the agenda for the December Transformation Board Meeting in Public.	CLOSED – on agenda for 19.12.17
A48	A single diagram of the SOF Meetings and the reporting lines, and the relationships to other bodies/organisations to be circulated.	PMO	SOF governance document detailing reporting lines, frequency of meetings and terms of reference on the agenda for the December Transformation Board Meeting in Public.	CLOSED – on agenda for 19.12.17

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A49	With regard to A47 above, Theo Leijser to advise on the appropriate democratic input from the Isles of Scilly given that they do not have a cabinet structure.	Theo Leijser	Awaiting a response.	Open
A50	The Risks with regard to communications and engagement concerns (currently rated Amber) to be formally reviewed.	PMO	Following mid-year review and stock take of co-production, this Risk has been rescored to 16 (Red).	COMPLETE Sept 2017
A51	High level timeline and trajectory regarding moving towards an Accountable Care Provider to be shared with Transformation Board members.	PMO	Mobilisation plan in development to be shared with Portfolio Board on 23 November and Transformation Board on 30 November.	ON AGENDA for December meeting.
A52	One Vision options appraisal report to be shared with stakeholders and partner organisations in advance of the ACS workshop on 9 October.	Trevor Doughty	Jack Cordery attended the workshop in this respect.	COMPLETE. Sept 2017
A53	Alternative Delivery Model discussion to be included on the agenda for the ACS Workshop on 9 October.	Trevor Doughty, PMO		COMPLETE. Sept 2017.
A54	The System Transformation Director (Judith Dean) to be invited to join the Board overseeing the Alternative Delivery Model work.	Trevor Doughty	Judith Dean is attending the Stakeholder Meetings.	COMPLETE. Sept 2017.
A55	Summary document prepared for the Brexit Minister's visit to be circulated to Transformation Board members.	Steve Ford		COMPLETE Circulated with December agenda pack
A56	The Strategic Care for Devolution to have political visibility following its presentation to the October Portfolio Board.	PMO	Update on Devolution on the December Transformation Board agenda. Working to revised timeline which will allow for engagement with key stakeholders including politicians.	CLOSED.
A57	Complete agenda packs for Transformation Board meetings to be released one week in advance of the meeting date.	PMO	The Transformation Board will become a meeting in public from December 2017. The agenda packs will be released to members one working week in advance of meeting dates and documents will also be available on the Shaping our Future website.	COMPLETE Dec 2017.