Site Reconfiguration
Executive assurance - *Action log*

Last updated: *24 February 2015*
Updated by: *Jonathan Harris*

#	Action	Objective	SR workstream or Service	Owner	Risk alignment	Due by	Closed on	Hold	Due	Notes
1	Contact JAG assessors to establish whether plans to move O/P Urology activity off Cuckfield can be aligned with our other move plans and capital development or whether there is an imperative to move immediately to secure JAG accreditation.	To ensure minimal disruption of O/P Urology service by moving from its current accommodation to new permanent accommodation on Ansty Ward. This also avoids costly interim accommodation Continue to accommodate O/P Urology activity on Cuckfield Ward until capital works on Ansty are complete therefore allowing this service only move once	Urology	Peter Larsen Disney	N/A	06-Mar-15			Overdue	
2	Establish costs and procurement route for a temporary Urology O/P procedure facility to be based at PRH	To establish feasibility and affordability of interim accommodation should the need for Urology to immediately vacate Cuckfield Ward be required to secure JAG accreditation (action 1)	Urology	SR Programme Team	Risk P2	06-Mar-15			Overdue	
3	Complete Emergency Urology pathways and document in the Service Specification	To ensure consistent well understood pathways that can be communicated both internally and externally	Urology	Tim Larner	N/A	06-Mar-15			Overdue	
4	Add further detail to the high level Ansty business case following completion of actions 1-3	To document the investment case to inform decision making and communication with the service	Urology	SR Programme Team	Risk P2	09-Mar-15			Overdue	
5	1. Complete actions identified at the *Medical Staffing and Out of Hours Cover* meeting 2. Disaggregate critical actions and ensure these are completed as a priority	actions, objectives and owners listed in meeting notes	Outside of Programme	Heather Brown	Risk P18/22					
6	Develop mitigation plans to address patient flow risk	A number of actions and initiatives have been identified in the annual business planning process to improve patient flow. However many of the benefits will not have been realised at the time of site reconfiguration moves	Programme Board	SR Programme Team	Risk P21	23-Mar-15			Overdue	
7	Develop mitigation plans to address inpatient bed capacity risk	A number of actions and initiatives have been identified in the annual business planning process to improve patient flow. However many of the benefits will not have been realised at the time of site reconfiguration moves	Programme Board	SR Programme Team		23-Mar-15			Overdue	
8	Complete #NOF pathway impact assessment	To understand and communicate the impact of any redistribution of #NOF activity across the four Sussex acute trusts.	#NOF	SR Programme Team/#NOF workstream Leads		06-Mar-15			Overdue	
9	Complete and present (to Executive Team) inter-site transport options paper	To identify, agree, secure funding and develop an operational plan for the preferred solution	Programme Board	Steve Gallagher/SR Programme team		06-Mar-15			Overdue	
10	Align Women's Centre business case objectives, financials and timelines to those of the Site Reconfiguration Programme	To ensure assumptions in each programme do not leave an investment gap. To ensure that key milestones do not negatively impact upon either programme. Specifically ensuring Urology outpatients move is funded and timetabled to allow women's centre works to commence	Programme Board	SR Programme Team/Women's Centre Project Manager		06-Mar-15			Overdue	
11	Secure funding and approval to proceed with recovery expansion works to Hurstwood Park recovery	To ensure sufficient clinical space to conduct high volume lists in both HP operating theatres. To ensure works timetable is aligned with the wider moves in the programme	HP Project Group	SR Programme Team	Risk P2	06-Mar-15			Overdue	
12	Set date for second assurance session (provisionally 23 March)	To seek assurance on - - capital projects progress and completion dates (following electrical shutdown works). - the move plans - complete of actions listed in this log	Programme Board	SR Programme Team		06-Mar-15			Overdue	
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