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CHAIR'S KEY ISSUES

ISSUES FOR REFERRING/ESCALATING TO BOARD OF DIRECTORS

PART A:

ORIGINATING COMMITTEE OR GROUP:		Trust Programme Board	DATE OF MEETING ISSUE RAISED:	8 September 2016	
CHAIR:		Chief Executive	LEAD NON-EXECUTIVE DIRECTOR:	n/a	
Agenda Item No.	DETAILS OF ISSUE:	FOR - APPROVAL / ESCALATION / ALERT / ASSURANCE / INFORMATION	RISK REGISTER / BAF REFERENCE	PAPER ATTACHED √	
1	PMO Staff: We are currently in the process of recruiting substantively to the PMO. The first set of interviews take place on 21 September 2016 and interviews will carry on through to early October 2016. It is envisaged that the PMO will start to be populated with substantive postholders from October 2016 through to late December 2016. In the meantime, interims are being brought in to undertake pressing work priorities. So far three Programme Managers have been identified to lead three of the four programmes and interviews for the fourth Programme Manager (for the Workforce and Leadership Programme) are taking place on 14 September 2016.	INFORMATION		√	
2	Clarity is needed across BSUH on the role of the PMO. The first step to address this is to add a message to the Chief Executive's 'Monday Message' on 19 September 2016.	INFORMATION			
3	One of the other priorities of the PMO is to ensure we have a Terms of Reference (Programme Brief) in place for each programme and a Programme Board is established. A draft Terms of Reference (Programme Brief) has been produced for the internal part of the Clinical Transformation Programme and work will commence on the one for the Workforce and Leadership Programme on 14 September 2016.	INFORMATION			
4	For the next meeting of the Trust Programme Board (13 October 2016) we will be developing dashboard reporting to provide immediate and up-to-date information about the status of the programmes.	INFORMATION			
DATE COMPLETED AND FORWARDED TO DIRECTOR OF CORPORATE AFFAIRS:			14 September 2016		

PART B:

RECEIVING COMMITTEE:		DATE OF MEETING ISSUE CONSIDERED:	
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CHAIR:			LEAD EXECUTIVE DIRECTOR:		
Agenda Item No.	RECORD OF CONSIDERATION GIVEN / APPROVAL / RESPONSE / ACTION:				
DATE COMPLETED AND FORWARDED TO CHAIR OF ORIGINATING BOARD / COMMITTEE / TASK & FINISH GROUP:					