

SBRI Healthcare Programme - meetings action log 19 July 2018

Project Name							
Date	Meeting	Action	Person Responsible	Target Date	Completed Date	Remarks	status
15/03/2018	Board	Draft a rolling programme of themes over the next 3-6 years for a balanced portfolio	KL			initial triangulation undertaken and matrix of priorities shared with AHSNs. This work will need to connect to the Innovation Exchange activity going forward. KL to write to Innovation Exchange leaders.	in progress
14/05/2018	FAR	Appoint Board additional representatives on FAR	AK	10/06/2018		to replace members now left or on sabbatical	in progress
14/05/2018	FAR	write to AHSNs and AHSN network regarding SBRI engagement in Innovation Exchanges	KL	14/06/2018			in progress
26/09/2017	FAR	Set meeting with NHSE to discuss the retendering process	KL	30/11/2017		Discussions with NHS-E ongoing	in progress
15/03/2018	Board	communicate with NHS-E to talk about and plan a discussion where the board can share their knowledge and expertise on the programme	RP			FAR and Board members have contacted NHSE and further discussions are planned.	in progress
14/05/2018	FAR	NHSE to share the Internal Audit report letter	KS			awaiting update	in progress

21/05/2018	Board	Revise business plan to reflect feedback at board	KL	19/07/2018			in progress
21/05/2018	Board	Review board governance & present paper to next meeting	KL/RB/RP	19/07/2018			in progress
14/05/2018	FAR	Update Phase 1 and 2 company contracts with new clause on	AB/JT	31/05/2018	26/06/2018	seek legal advice on GDPR clause	completed
14/05/2018	FAR	Update privacy policy and data protection procedures	AB/JT	25/05/2018	22/05/2018	Circulated to FAR after last meeting	completed
14/05/2018	FAR	Circulate a list of SBRI processes and	AB/JT	10/07/2018	18/05/2018	Circulated to FAR after last meeting	completed
26/09/2017	FAR	Finalise Audit management Letter with recommendations included	MP	31/10/2017	31/10/2017	requested from PEM	completed
26/09/2017	FAR	Obtain from PEM footnote on overspend	MP	31/10/2017	31/10/2017	requested from PEM	completed
15/03/2018	Board	Discuss NHS England allowing 450k (uncontracted SBRI 14) to be carried forward into next year.	KL	31/03/2018	31/03/2018	SBRI 14 Ph1 Q1 payment held by Papworth for contracting and payment in 2018/19	completed
10/10/2017	Board	Communication plan to be drafted.	KL / IH	15/03/2018	15/03/2018	Presented to board 15 March 2018	completed
10/10/2017	Board	Plan Mid November teleconference to discuss recommendations further	KL	15/11/2017	13/11/2017	Telecon Borad meeting held 13 Nov 2017	completed
14/05/2018	FAR	Circulate scope of audit to FAR for comment	MP	10/06/2018	15/05/2018		completed
26/09/2017	FAR	Add re-tendering process to risk register	KL	03/10/2017	28/09/2017	presented to board	completed
26/09/2017	FAR	E-mail supplementary paper showing end of year cash-flow and proposed solutions.	MP	03/10/2017	28/09/2017	circulated to FAR	completed
26/09/2017	FAR	circulate the updated Complaints and FOI requests paper	JT	03/10/2017	26/09/2017	circulated to FAR	completed

26/09/2017	FAR	Register of Interests to be amended to remove EAHSN role for DC	JT	03/10/2017	03/10/2017	presented to Board	completed