

Open Board of Directors Action Log (For Nov BOD 2020 BOARD)

| Open | Date of BOD | Minute Ref | Item | Action | Update | Lead | Target Date (RAG) |
|------|-------------|-------------|---|--|--|-----------------------------------|-------------------|
| Open | 11-03-20 | 9/3/2020 | Equality Objectives | Revisions and amendments raised by Board to be overseen by People Committee | <p>Nov 2020 Update: Following Equality Objectives paper presented to Board 9/3/20 objectives have been reviewed in Light of Covid19 and impact on BAME group – the review was detailed in a paper to the People Committee (September 2020) Equality, Diversity & Inclusion Strategic Overview 2020-2024. The update of Objectives is also included in the Annual Equality and Human Rights Report 2020 due to be presented to the November Board.</p> <p>August 2020 Update: Equality Objectives: legal duty to review every 4 years, paper presented to Board 9/3/20 , feedback provided and amendments made by Liz Johnson. Now recommend objectives reviewed in light of Covid and impact on BAME group etc.</p> <p>April Update: Presentation People Committee in July 2020</p> | Caroline Parry | Nov Board 2020 |
| Open | 09-09-20 | 07i/09/2020 | Back To Good Programme | Focused review with the Architect to ensure capital projects meet specification to create environments that are both therapeutic and healing | | Phillip Easthope | |
| Open | 09-09-20 | 16/09/2020 | People Strategy - Implementation Plan and Next Steps | Review and strengthen - achievements | Nov 2020 Update: Being acted on | Heather Smith Caroline Parry | Action Complete |
| Open | 08-04-20 | 6/4/2020 | Quality Report | Development of an integrated reporting to provide assurance to NEDs on the connectivity and read across of Quality and Performance | <p>Oct 2020 Launch of Integrated Quality and Performance Report in the Conf Board/Strategy Meeting</p> <p>Sept 2020 - Progress update to Board in November 2020</p> <p>June 2020 - Progress on integrated reporting, progress update to Board in July 2020</p> | Mike Hunter & Phillip Easthope | Action Complete |

| Open | Date of BOD | Minute Ref | Item | Action | Update | Lead | Target Date (RAG) |
|------|-------------|-------------|---|--|---|-------------------------------------|---|
| Open | 12-08-20 | 6/8/2020 | Back To Good Programme | Insight Upgrade scheduled for 5 September 2020. Board to be updated on the success of the upgrade. | Nov 2020 Update: Successful upgrade (31 Oct/1 Nov) Sept 2020 : The upgrade to the Insight database is now scheduled for 12 September 2020. | Phillip Easthope | Action Complete |
| Open | 12-08-20 | 5/8/2020 | Chief Executive's Report | Request for a progress update on the Trust's Transformation Programme | Oct 20 Update received at BOD Oct (Conf Business & Strategy) Updated BOD Sept 2020 - A revised timescale to be cascaded (Governance route FPC and Board) Sept 2020 : Scheduled for September Board (Jason Rowlands) | Phillip Easthope | Action Complete |
| Open | 12-08-20 | 9/8/2020 | Quality Report | Board supported a review of the care models for services with high waiting lists. (Single Point of Access/Emotional Well Being Service, Autism and Gender Identity. Liaise with NHS Sheffield Clinical Commissioning Group (Commissioners) | Nov 2020 : Monitored though IQPR. Deep dive report on Waits, risks, mitigation's being prepared for Quality Committee. Sept 2020 : Taken forward and monitored through Performance Report | Beverley Murphy Phillip Easthope | Action Complete |
| Open | 12-08-20 | 15b/08/2020 | Quality Assurance Committee Significant Issues Report | Undertake a full review capability, capacity and outcomes of the Complaints function. | Updated BOD Sept 2020 : Recruitment has commenced for the Complaints Manager and interim support in place at a lower level. Leadership input and new processes to be implemented from 1 October 2020. (Corporate, Safety and Operational) . QAC to monitor progress and report through Significant Issue Reporting to Board. . Sept 2020 : Under Review to be progressed over the next 8 weeks . | David Walsh | Bring Forward for QAC Agenda Action complete for Board Action Log |
| Open | 09-09-20 | 06/09/2020 | Chief Executive's Report | Formal acknowledgement by the Board to Clive Clarke for his service to the Trust | | The Chair | Action Complete |
| Open | 09-09-20 | 6a/9/20 | Chief Executive Report (Reference to changes in Exec Portfolio) | Revised Executive Portfolio to be shared with Board | The Board have received the revised Executive Portfolio | Jan Ditheridge | Action Complete |
| Open | 09-09-20 | 6b/9/20 | Chief Executive Report (Reference to Transformation Report) | Transformation Report (Kevin Cleary Letter improvement to environment /maintenance) Visibility of all projects in one place | Agenda Item for November 2020 | Phillip Easthope | Bring Forward November 2020 |

| Open | Date of BOD | Minute Ref | Item | Action | Update | Lead | Target Date (RAG) |
|------|-------------|------------|--|---|---|---------------------------------|-------------------|
| Open | 09-09-20 | 15/09/2020 | Workforce Disability Equality Standard (WDES) Report & Updated Action Plan 2020 | Review of the actions to strengthen them to be more focused, The Chair of PC agreed to work with Liz Johnson, (report author) | Nov 2020 Update: Review of action definition being undertaken | Heather Smith Caroline Parry | Action Complete |
| Open | 09-09-20 | 14/09/2020 | Workforce Race Equality Standard (WRES) Report & Updated Action Plan 2020 | Review of the actions to strengthen them to be more focused, The Chair of PC agreed to work with Liz Johnson, (report author) | Nov 2020 Update: Review of action definition being undertaken | Heather Smith Caroline Parry | Action Complete |