

Open Board of Directors Action Log

Open	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Public	23/03/22	PBoD 23/02/22-06	Chief Executive's Report	Letter from Dr Stephen Powis regarding move to System Operating Framework category 3 to be shared with members of the Board	Letter emailed to all Board members on the 16th March (before the Board meeting) .	Jan Ditheridge	Mar-22
Public	23/03/22	PBoD 23/02/22-07	Recovering from Covid Report	Further discussion to take place at the Board Dev day in May around waiting times and patient flow with a view to presenting outputs at the public Board in May depending on current agenda commitments	Report on agenda action closed	Beverley Murphy	May-22
Public	23/03/22	PBoD 23/02/22-09	Transformation Portfolio Board	The Chair requested that additional references to service user and carer involvement and engagement be included in public facing reports.	Additional references to service user and carer involvement and engagement have been included against each Transformation Programme report. Action closed	Pat Keeling	From May 22 onwards
Public	23/03/22	PBoD 23/02/22-09	Transformation Portfolio Board	BM to work with Pat Keeling and Phillip Easthope on the timeline for inclusion of valuations so that this can be addressed with the inspector.	Time line to be confirmed.	Beverley Murphy	timing to be confirmed
Public	23/03/22	PBoD 23/02/22-09	Transformation Portfolio Board	PE commented on the benefits realisation and the triangulation of this with the people, financial and quality aspects and requested this be looked at in more detail in the next report.	Benefits realisation has been referenced explicitly in the May Transformation Board report.	Pat Keeling	May-22
Public	23/03/22	PBoD 23/02/22-09	Transformation Portfolio Board	CP to have a discussion with executive colleagues to address the delay in the implementation of e-rostering and to provide an update to the next BoD.	Covered in Transformation Report action closed	Caroline Parry	May-22
Public	23/03/22	PBoD 23/02/22-10	Integrated Performance and Quality Report (IPQR)	BM to ensure the narrative is updated to cover further detail on those not seen within 72 hours after discharge) so that the circumstance are understood, thus providing the Board with further assurance	Verbal update to be provided to confirm if covered in report	Beverley Murphy	May-22
Public	23/03/22	PBoD 23/02/22-10	Integrated Performance and Quality Report (IPQR)	PE to give update to BoD on the date when the EDI work will be included in the IPQR.	New year KPIs being prepared for receipt at Committees in June 2022 Timeline for inclusion in IPQR being determined.	Philip Easthope	timing to be confirmed

Open Board of Directors Action Log

Open	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Public	23/03/22	Pbod/23/02/22-10	Financial Performance Report	The Chair asked if the ways in which agency spend is being addressed could be included in future reports to Board	Report being revised for Month 12- action closed	Philip Easthope	May-22
Public	23/03/22	PBoD 23/02/22-10	Financial Performance Report	BM added that if the Trust is going manage its agency spend well, this will need to be driven by good quality data and through greater understanding of spend on clinical staffing, non-clinical staffing and medical staffing and requested more detail on this in the future – in the finance report.	Report being revised for Month 12 -action closed	Philip Easthope	May-22
Public	23/03/22	PBoD 23/02/22-14	Gender Pay Gap	Action: Caroline Parry to provide the pay gap information excluding the board of director data to the Board outside of the meeting –	Gender Pay Gap information circulated to Board members on the 11.05.22 by Liz Johnson, Head of Equality and Inclusion.	Caroline Parry	May-22
Public	23/03/22	PBoD 23/02/22-14	Gender Pay Gap	Caroline Parry to take forward consideration of inclusion of derivation information in future reports.	In progress	Caroline Parry	Mar-23
Public	23/03/22	PBoD 23/02/22-16	Board Assurance Framework	To include the quality account as an assurance on BAF0027 In addition, the Chair requested that for BAF0021, cyber security be included in the detail of the risk and the assurance provided.	References included in BAF action closed	Deborah Lawrenson	May-22
Public	23/03/22	PBoD 23/02/22-17	Corporate Risk Register	Corporate Governance to correspond with risk authors to move towards removing the risks from the register if appropriate and if not to facilitate review of the risk appetite for these risks. The Chair added that there is no mention of the progress in respect of establishing a risk committee in the report. Susan Rudd explained that the risk committee is yet to have its first meeting and that this will be added on to the register as a control when the committee is in place.	The Risk Committee has not been established as yet. An externally supported risk review is underway and due to report to the Board Development session in June 2022 after which this and other actions proposed will be taken forward.	Deborah Lawrenson	Jul-22

Open Board of Directors Action Log

Open	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Public	23/03/22	PBoD 23/02/22-19	Research and Innovation Strategy	MH to bring back a report to the Board regarding the resource required.	Timing to be confirmed	Dr Mike Hunter	timing to be confirmed
Public	23/03/22	PBoD 23/02/22-19	Research and Innovation Strategy	Corporate Governance to ensure reviews of the strategies are included in the Board work plan.	In hand - will be in the workplan received in June	Deborah Lawrenson	May-22
Public	23/03/22	PBoD 23/02/22-20	Sustainability Strategy - strategy on a page	RM welcomed the strategy but asked what was meant by sustainable care models. He also queried the use of the battery icon graphic. Phillip Easthope responded that sustainable care models related to how the Trust provides care in a sustainable manner. Pat Keeling agreed with Richard Mills' comments about how the points can be interpreted and requested time to look at the language and icons used. Action: Pat Keeling to take forward and reflect back	Verbal update to be provided	Pat Keeling	Jun-22
Public	23/03/22	PBoD 23/02/22-20	Sustainability Strategy	The Board agreed to this change to include sustainability under section 4 of the reports and reflected in the report template.	Committee report template has been updated to include susatinbility under section 4 of the reports. This new template will be circulated for use in all committees from June 2022.	Deborah Lawrenson	May-22
Public	23/03/22	PBoD 23/02/22-20	Sustainability Strategy	HS highlighted a spelling error in section 2 which was noted. Action: Philip Easthope to address	Picked up and passed onto the author to ensure source document is amended.	Philip Easthope	May-22
Public	23/03/22			Strategy to be re-circulated in final form.	Timeline for availability being confirmed at which point it will be circulated.	Philip Easthope	Timing to be confirmed
Public	23/03/22	PBoD 23/02/22-21	Any other urgent business	The Caldicott and annual SIRO report goes to the Audit and Risk Committee and can then be reported to Board for further assurance. Note Action: add to forward plan	Timing to be agreed with leads to be reflected in the work plan received in June	Deborah Lawrenson	May-22

Open Board of Directors Action Log

Open	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Public	23/03/22	PBoD 23/02/22-21	Any other urgent business	PE to keep the Board sighted on the plan for Data Security and Protection Toolkit and to work with the Chair and Susan Rudd on the timings for receiving a report so this can be reflected on the work plan.	Update provided through receipt of AAA Report from April ARC Meeting. Further updates will be provided through AAA ARC escalation report; routine 6 monthly update and Annual Report from Digital Information Governance Group, which is due to be received at ARC and Board in July.	Philip Easthope working with Sharon Mays and Deborah Lawrenson to agree timing	Timing to be confirmed
Public	26/01/22	Pbod22/01/148	Service User Experience Story	Explore patient/carer military group and bring back to the Board	Unable to arrange for the May Board. Timing for receipt to be confirmed	Beverley Murphy	May-22
Public	26/01/22	Pbod22/01/138	PLACE Lite (Hygiene)	PLACE report to April Board meeting	On May agenda.	Pat Keeling	Apr-22
Public	26/01/22	Pbod22/01/148	PLACE Lite	Consideration of a structured approach to assessment of Nursing Homes, including where the Trust is a staffing provider and not the registered provider	Report to be available for June	Beverley Murphy & Pat Keeling	Apr-22
Public	26/01/22	Pbod22/01/148	PLACE Lite	Review of catering contracts, Pat Keeling to link with Heather Smith	Planned for June together with Helen Payne.	Pat Keeling	May-22
Public	26/01/22	Pbod22/01/159	IPQR	Investigate streamlining links between BAF, CRR and IPQR through Risk Oversight Group	Risk Oversight Group not yet established. Externally supported Risk Review currently underway. This action will be taken forward as part of the response to any actions arising from that review.	Susan Rudd	Apr-22
Public	26/01/22	Pbod22/01/22	Transformation Portfolio Report	Review of service user/carer involvement in programmes for discussion	Included in May report.	Pat Keeling	May-22
Public	26/01/22	Pbod22/01/168	Safer Staffing – Clinical Establishment Review	Consider presenting quality dashboard as part of safer staffing report	Not yet due	Beverley Murphy	Jul-22
Public	23/03/22	PBoD23/03/22-03	Minutes of the Public Board of Directors meeting held on 26 January 2022	On page 3 there was a reference to the Chair is continuing to meet with the Lead Governor and is holding drop-in session for Governors separate to this. The minutes implied that both the Chair and the Lead Governor were running the drop-in sessions together and thus the minutes require an amendment.	Minutes have been amended: The Chair meets with the Lead Governor; the Chair will hold drop-in sessions with Governors. Website papers have been updated. Action completed.	Susan Rudd	Mar-22

