

**Public Board of Directors OPEN Action Log
For receipt September 2022 DRAFT**

Public	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 1	27/7/22	Item 1	Learning and reflection from the Service User Story	Board members requested an informal briefing around the current and planned volunteering 'offer'	PCREF briefing on volunteering in the Trust, has been shared with Board Action completed proposed to be closed.	Beverley Murphy / Qualityteam	Sep 2022
Action 2	27/7/22	Item 5	Action Log	Implementation of a BRAG rating for the action log (for Board and its subcommittees	Additional rag rating added to target date key on all action logs. Action completed and proposed to be closed.	Deborah Lawrenson	Sep 2022
Action 3	27/7/22	Item 7	Chief Executive's Briefing	LeDer Report to be shared with Board.	Circulated 27 July by JD. Action completed proposed to be closed.	Jan Ditheridge	Sep 2022
				Review of LeDer Report and progress report on the Learning Disability transformation programme to be received at the September Board.	LD report to be received at the Public Board of Directors in September. Review of LeDer will be received in November.	Dr Mike Hunter	Sept/Nov 2022
Action 4	27/7/22	Item 9	Recovering from Covid	Circulate changes to IAPT services to the Board. Future reporting to highlight learning, patient experience and planning for potential future surge. Circulate PCREF timeline to Board	Briefing received at the Council of Governors meeting has been circulated to Board Winter planning reported Actions completed proposed to be closed.	Beverley Murphy	Sep 2022
Action 5	27/7/22	Item 10	Controlled Drugs Accountable Officer (CDAO) Annual Report	Data to be included in IPQR on controlled drugs medication errors, with percentages provided against total administration levels to support understanding of the true impact	This will be in the IPQR from November. In hand – action proposed to be closed or date moved to Nov.	Dr Mike Hunter	Sept 2022
Action 6	27/7/22	Item 12	Transformation Portfolio Report	Strategic Outline Case for Therapeutic Environments to be added to the forward plan for receipt in the Autumn. Benefits Realisation to be included in future reports.	Reflected on Board forward planner Action completed proposed to be closed. Benefits realisation is included in Transformation Portfolio reports. Action completed proposed to be closed.	Pat Keeling	Oct 2022
Action 7	27/7/22	Item 14	Financial Performance Report	Clarity and Assurance to be provided on the cash balance position which is showing as £2m below plan	The May finance report (reported to BoD in July) Showed a cash variance of £2m. A variance of this nature driven by debtor movements <60 days with aged debtors reducing is not a concern, certainly in the short term. A narrative is included on the summary report to ensure cash is commented on - implemented for June report which was received at board workshop in August. This will continue to be reported as required	Phillip Easthope	22 Sep 2022

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Overdue

In Progress

Completed

Closed/Archive

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					and the key assurance processes are the quarterly agreement of balances exercises. Action in hand proposed to be closed.		
Action 8	27/7/22	Item 16	Ockendon Report and Paterson Review	Board development session to be put in place with the Lived Experience and Co-production Assurance Group Actions to be mapped across to the Back to Good programme and to Board Committees to provide clarity on governance arrangements.	Reflected on Board Forward planner as either December or February. Action completed proposed to be closed. It is proposed the original action plan which shows where actions are monitored be shared back with the Board and that when received action should be closed.	Beverley Murphy and Deborah Lawrenson Beverley Murphy and Deborah Lawrenson	Nov 2022
Action 9	27/7/22	Item 17	Complaints Annual Report	Future reporting to include further detail on feedback from learning from complaints. Consideration to be given to include more interaction with service users through board visits programme Report to be updated to amend reference to a Patient Advisory Liaison Service (PALS).	Will be reflected in the QAC Lessons Learned report. From October onwards. In hand proposed to be closed. Being addressed, not yet complete Action completed proposed to be closed.	Beverley Murphy	Sep 2022
						Beverley Murphy	Oct 2022
						Beverley Murphy	Sep 2022
Action 10	27/7/22	Item 18	People Plan Update	In relation to staff benefits it was confirmed that the staff newsletter "Connect" had a recent feature on staff benefits.	The range of staff benefits and links to these on Jarvis to be circulated to the Board.	Caroline Parry	Sept 2022
Action 11	27/7/22	Item 20	Estates Strategy Update	It was discussed that the acute wards SOC plan will be flexible agile and deliverable, and that it should include timelines for delivery of targets	Inclusion of timelines for targets in future reporting Action in hand and proposed to be closed.	Pat Keeling	Sept 2022
Action 12	27/7/22	Item 21	Governance Report	Consideration to take place on the options for the Annual members meeting in terms of whether it should be held face to face. Advice to be sought from Infection prevention Control with regards to large gatherings.	The Annual Members meeting had been planned to take place as an in-person event, with limited numbers on 20 September 2022., following receipt of Infection Prevention guidance. This has been postponed due to the state funeral and is now scheduled to take place on 20 October 2022. Action completed proposed to be closed.	Deborah Lawrenson	Sept 2022

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				Committees' annual reports and review of effectiveness to be presented to Board in September 2022 Updated Terms of Reference post consistency checking to be received at the September Board	Quality Assurance Committee, Finance and Performance Committee, Mental Health legislation Committee and People Committee received the updated terms of reference for consistency checking at their meetings in September. Audit and Risk Committee will receive amended ToR's in October.. Remuneration Committee review of effectiveness underway and TORs and report to be received at the next meeting of RC in Oct/Nov and then Board.	Deborah Lawrenson and Executive Leads	Sept/Nov 2022
				Chair to sign off Register of Sealings	Register of Sealings signed by Chair. Action completed.	Amber Wild/Sharon Mays	Sep 2022
Action 13	27/7/22	PBoD22/05/21	Board Assurance Framework (BAF) 2022-2023	Change reference to Strategic Objectives to 'priorities'. AAA Reports to reference relevant BAF risks for issues reflected. Consideration to be given to reflecting relevant BAF risks against agenda items for Board and sub committee meetings.	Complete An additional column has been added to the AAA report template to note the relevant BAF risk alongside the AAA item.. Committee BAF risks have been included on agendas received at Board sub-committees in September 2022. Actions in hand and proposed to be closed.	Deborah Lawrenson	Sep 2022
							Sep 2022
							Sep 2022
Action 14	27/7/22	Item 23	Board Work Programme	Circulate updated work programme to Board for comment	Final version to be tabled at the September Board. Action completed proposed to be closed.	Deborah Lawrenson	Sep 2022
Action 15	22/06/22	Item 2	Quality Account	Quality account 2022/2023 plan on a page to be written and shared with Board	Quality Account plan on a page was presented to Quality Assurance Committee in September 2022. Action completed proposed to be closed.	Beverley Murphy	Jul-22
Action 16	25/05/22	Item 1	Learning and Reflections from the Service User Story	Work taking place through Flourish to engage with communities to be shared with the Governors	Timetable of events July for circulated to the Governors. Action completed proposed to be closed.	Beverley Murphy and Corporate Governance	Jul-22

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Action 17	25/05/22	Item 7	Committee Activity report	Consider progression of the Alert, Advise, Assure reports	Noted to be reflected in ongoing improvements in discussion with Chair, Committee Chairs and Exec leads. A meeting has taken place in September with the Chairs of Committees and Dir of Corp Gov. Good progress being made with the reports and work taking place on use of tool for reporting from Tier II groups. Action completed proposed to be closed.	Deborah Lawrenson	Sep-22
Action 18	25/05/22	Item 7	Committee Activity report	Review of compliance with the Mental Health Code of Practice reporting requirements	The Mental Health Scheme of Delegation compliance report is on the September Board agenda. Action completed proposed to be closed.	Dr Mike Hunter	Sep-22
Action 19	25/5/2022	Item 8	Recovering from Covid	Future Covid report to capture details of data to include evidence of the consideration of the service user experience; detail on process of assessment for determining virtual vs face-to-face contact to provide assurance on access to services and benchmarking against national changes	The action is wider than Covid – virtual versus face to face is now a standing part of the report. Complete. Executive Director reported the experience measure is now a stream of work sitting within the Quality team which is being planned. Action proposed to be closed for the Board.	Beverley Murphy	Jul-22
Action 20	25/05/22	Item 9	Back to Good Progress Report	Report to QAC on Tendable to be shared with Board after receipt at QAC.	Report on Tendable Implementation update shared with the Board post receipt at June QAC. Action completed proposed to be closed.	Corporate Gov	Jul-22
Action 21	25/05/22	Item 13	Q4 Mortality Review Report	Following on from the Service User story received at Board it was agreed more detail will be included in future reports on communication with families.	Noted. Will be included in Q1 report. In hand action proposed to be closed.	Mike Hunter	Sep-22
Action 22	25/05/22	Item 15	Staff Survey	To reflect on the Board development programme the timing for a further session with the Board on the staff survey and progress with actions in place.	Noted on forward plan that a separate session on culture will be included in the board development plan. Action completed proposed to be closed.	Caroline Parry	Aug 2022
Action 23	23/03/22	Item 9	Transformation Portfolio Board	In order to meet strategic objectives, there is a need to make sure that any brand-new buildings are properly registered with CQC prior to occupation. BM to work with Pat Keeling and Phillip Easthope on the programme timeline for discussion the inspector, and to allow enough running time to have these new buildings included onto the CQC register.	The relocation of HQ has been registered with teCQC under the health and Social Care Act 2008. Action completed and proposed to be closed.	Beverley Murphy	Aug-22

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Action 24	23/03/22	Item 10	Integrated Performance and Quality Report (IPQR)	Update to be given to BoD on the date when the EDI work will be included in the IPQR.	IPQR updated to incorporate revised national targets. Revised financial KPIs incorporated into financial plan and currently being reported against. EDI dashboard developed and to be reviewed at September People Committee for decision re IPQR KPIs..	Phillip Easthope	Sept 22
Action 25	23/03/22	Item 11	Financial Performance Report	The Chair asked if the ways in which agency spend is being addressed could be included in future reports to Board	Agency spend has been reflected in the appendix to the Finance Performance report to be received at September FPC and Board of Directors. Action completed proposed to be closed.	Phillip Easthope	Jul-22
Action 26	23/03/22	Item 20	Sustainability Strategy	Strategy to be re-circulated in final form.	Document received from Publishers in August. Requested minor changes to title and approval date. Final version now anticipated from publishers and available on internet with all other strategies by Friday, 22 September	Phillip Easthope	Jul-22
Action 27	26/01/22	PBoD 26/01/22 Item 19	Safer Staffing – Clinical Establishment Review	January BoD minutes have been reviewed to clarify action to consider presenting quality dashboard as part of safer staffing report that triangulates safer staffing figures on one page., and for this to be added to the workplan. Safer staffing report to be added to the Board work plan for reporting more than once a year	Report on agenda for September. Dates for an annual report and mid-year report going forward are reflected on the Board planner. Action completed proposed to be closed.	Beverley Murphy	July -22

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