

Public Board of Directors OPEN Action Log For receipt January 2023

Public	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 1	23/11/22	Item 00	Service user Story	It was agreed that the scope of Board visits will be reviewed to consider reporting to Board on themes and for this to include all areas including Corporate Services. Meetings planned with colleagues will look at amending the approach to Board visits to include how themes from the visits can be reported to Board.	New approach in planning for board visits to include service user direct contact. Themes to be reported quarterly within Learning Lessons report, including Corporate Services. Action proposed to be closed	Salli Midgley	Jan 23
Action 2	23/11/22	Item 00	Service user Story	In response to feedback it was agreed to review the risk management processes in place for virtual vs face-to-face interventions.	A review of clinical risk management tools and training is underway led by Clinical Risk and Patient Safety Lead with Head of Nursing. Action proposed to be closed	Salli Midgley	Jan 23
Action 3	23/11/22	Item 7	Board Committee (AAA) report	It was confirmed and agreed in relation to the People Committee that: <ul style="list-style-type: none"> The sickness absence target will be reviewed and benchmarked nationally to consider a different ambitious target Future AAA reports from People Committee to include timescales for actions Recovery plans for sickness and recruitment to be reviewed within an Agile mindset to consider a different approach 	<ul style="list-style-type: none"> Sickness target not yet agreed, benchmarking in progress. Reviewed target will be included as part of reducing absence project. Timescales are now included in the PC AAA report. Action proposed to be closed	Caroline Parry/ Heather Smith	Jan 23
Action 4	23/11/22	Item 8	Recovering from Covid	<ul style="list-style-type: none"> Business continuity plans to be tested to identify any gaps and a briefing provided to Board The December Board workshop on the review of strategies and the strategic objectives to include a review of the Recovering from Covid priority 	<ul style="list-style-type: none"> A verbal update will be provided at January Board. Action in progress. A written update will be provided at January Board	Neil Robertson Pat Keeling	Jan 23
Action 5	23/11/22	Item 9	Back to Good	<ul style="list-style-type: none"> Board agreed that the supervision risk would be framed within a recovery plan reporting to QAC and then to Board 	<ul style="list-style-type: none"> Reporting with recovery plan will commence to QAC from Back to good programme Board. Action in progress.	Salli Midgley	Feb 23
Action 6	23/11/22	Item 11	IPQR	<ul style="list-style-type: none"> Board agreed there is a need to keep focussed on trajectories and noted that the review of the IPQR report to ensure that the correct items are being reported on, benchmarked against national, system and local contract reporting will include targets and timescales which is in development 	<ul style="list-style-type: none"> Updated report to be presented to committees and Board in march/ April 2023. Action in progress.	Phillip Easthope	Apr 23
Action 7	23/11/22	Item 17	Annual Equality and Human Rights Report	<ul style="list-style-type: none"> The Board requested a one-page summary be developed and it was noted objectives will be refreshed for next year. 	<ul style="list-style-type: none"> A one-page summary is in development. Objectives will be refreshed for next 	Caroline Parry	Mar 23

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Overdue

In Progress

Completed

Closed/Archive

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					year. Action in progress. - confirmation to be provided on when this will be available		
Action 8	23/11/22	Item 18	Digital Strategy	<ul style="list-style-type: none"> The Board asked for a Finance and Performance committee discussion on progress with identifying priorities and the timeframe for delivering them. 	<ul style="list-style-type: none"> Noted: The Board can be assured this will be picked up through FPC regular quarterly reporting arrangements. Action proposed to be closed 	Phillip Easthope	Jan 23
Action 9	23/11/22	Item 19	Clinical and Social Care (2021-2026) Strategy Annual review	<ul style="list-style-type: none"> It was confirmed further detail on the baseline and targets will be shared with the Chair of the Audit and Risk Committee for added assurance as these are developed. The Board asked for elements related to working with partners around addressing cost of living issues to be reflected in Year 2-work. 	<ul style="list-style-type: none"> This has been added to the implementation plan. Action closed 	Mike Hunter	Jan 23
Action 10	23/11/22	Item 20	Charitable Funds Annual Governance Update	<ul style="list-style-type: none"> The Board has asked for further work to take place to look at options for how this should be managed in the future with further report due to be received in Q4 	<ul style="list-style-type: none"> Action underway and due to be reported March 23 Action in progress 	Phillip Easthope	March 23
Action11	23/11/22	Item 21	Annual Health and Safety report	<ul style="list-style-type: none"> Board welcomed the report and the work which had taken place over the last year and requested further assurance on presenting the key things that the Board needed to pay attention to. It was recommended to develop a plan of health and safety on a page It was also agreed that a schedule of the key questions posed in the Board Health and Safety training session and assurances or concerns in relation to these would be presented to Board through future reports Health and Safety reporting updates to be included on the Committee work programmes and updates referenced on the Committee AAA reports 	<ul style="list-style-type: none"> A Health and Safety on a page will be provided to March Board. This will be included in the quarterly report provided at Board. Health and Safety reporting updates are included on committee work programmes and a quarterly report will be provided at Board. 	Pat Keeling Pat Keeling Pat Keeling/ Corporate Assurance	Jan 23 Propose to change target date to March 2023
Action 12	23/11/22	Item 22	Corporate Governance report	<ul style="list-style-type: none"> Confirmation to be obtained on requirements around Non-Executive Director lead roles Summary on key changes as a result of the new Code of Governance to be provided 	<ul style="list-style-type: none"> Will be provided in March 23 Key changes were covered in briefings provided as available through NSHP. Further work will take place as part of the review of Code in Q1 of new financial year to try and capture more fully 	Deborah Lawrenson	March 23 May/June 23
Action 13	23/11/22	Item 27	Any Other Urgent Business	<ul style="list-style-type: none"> Dr Mike Hunter and Beverly Murphy informed the Board that an amendment to wording was required to a paper presented to the Public Board in September 2022 relating to the Learning Disabilities Transformation programme. It was 	Report with amended wording has been circulated to Board. Following approval, the report will be published on the website.	Amber Wild	Jan 23

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				agreed that the amended wording would be sent to Corporate Governance to be shared with Board for approval and republishing on the website			
Action 14	28/09/22	Item 07	Board Committee (AAA) report	<ul style="list-style-type: none"> It was agreed that the Executive will be discussing and advising on approach to addressing resistant issues directors including review of recovery plans to determine timelines and approach using improvement methodologies. Status of recovery plans will be reported through board sub committees and referenced in reports to Board. 	<ul style="list-style-type: none"> Agile mindset methodologies have been shared with Board members on 21 12 22. Action closed. Review of recovery plans to be referenced within the Performance Framework reports to Board. Action proposed to be closed. 	Dr. Mike Hunter Phillip Easthope	Jan 23
Action 15	28/09/22	Item 8	Recovering from Covid	<ul style="list-style-type: none"> Work with the voluntary sector should be mapped and included in a future strategy session 	<ul style="list-style-type: none"> Action completed within slides for December Board. Action closed 	Pat Keeling	Dec 22
Action 16	28/09/22	Item 11	Learning Disability Services Transformation community model	<ul style="list-style-type: none"> A fully formed project initiation document should be developed Future reporting should include evidence of partnership working with voluntary sector on engagement and co-production; certainty about support, funding, people, an understanding of the risks of it not being a 24/7 service and what the offer is to people outside of the core hours. Monthly reporting to be provided via the Transformation Board with a report provided back to the Board on progress with the areas identified in January 2023 	<ul style="list-style-type: none"> Learning Disability Transformation Progress report is on the Board agenda for January 2023 (all actions to be reflected). Action closed 	Dr. Mike Hunter	Jan 23
Action 17	28/09/22	Item 13	Financial performance report	<ul style="list-style-type: none"> The Board asked for further assurance to be provided in future reporting including explicitly outlining percentage terms of recurrent and non-recurrent savings; clarity on discussion with the ICS regarding recovery of financial position and further clarity provided on the action plan to deliver the CIP. 	<ul style="list-style-type: none"> Information relating to recurrent and non-recurrent, and CIP is included on CIP slide by amount & percentage. Action closed 	Phillip Easthope Pat Keeling	Jan 23

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Action 18	28/09/22	Item 17	Risk of delay in accessing community services	<ul style="list-style-type: none"> Future reporting to include areas identified during Board discussion: assessment of safety whilst on waiting lists, workforce and service user co-production, risk action plans, engagement with voluntary sector. SPA and EWS waiting time trajectories to be include in the Transformation portfolio report Continued monitoring of the risks and mitigations related to waiting lists to be highlighted through the AAA reports from Quality Assurance Committee 	<ul style="list-style-type: none"> Improvement plans report will include areas identified by Board for presentation to QAC in January 23 (all actions to be reflected) Improvement plans were received in QAC in January and are included in the AAA report to Board Action proposed to be closed	Salli Midgley	Jan 23
Action 19	27/7/22	Item 16	Ockendon Report and Paterson Review	<ul style="list-style-type: none"> Actions to be mapped across to the Back to Good programme and to Board Committees to provide clarity on governance arrangements. 	<ul style="list-style-type: none"> It is proposed the original action plan which shows where actions are monitored will be shared back with the Board and that when received action should be closed. Update January 2023 - Paper to be presented to March QAC and then to Board for closure Action in progress proposed to change target date to March and rag rate as amber	Salli Midgley	Nov 2022 Propose to change target date to March 2023
Action 20	27/7/22	Item 17	Complaints Annual Report	<ul style="list-style-type: none"> Consideration to be given to including more interaction with service users through board visits programme 	<ul style="list-style-type: none"> Proposal on a revised approach and schedule to Board visits to be available December 2022 with an aim to commence January 23. As per action 1, service user engagement will be embedded in new board visit approach Action proposed to be closed	Salli Midgley	Dec 22
Action 21	27/7/22	Item 18	People Plan Update	<ul style="list-style-type: none"> In relation to staff benefits it was confirmed that the staff newsletter "Connect" had a recent feature on staff benefits. 	<ul style="list-style-type: none"> The range of staff benefits and links to these on Jarvis to be circulated to the Board. A summary of SHSC Staff Benefits will be shared with Board members via email 	Caroline Parry	Sept 2022

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					(by 25.01.23) Action open - information to be shared with Corporate Assurance team for circulation		
Action 22	27/7/22	Item 21	Governance Report	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 received Annual Reports and Terms of reference from all Board subcommittees in October. Action closed Remuneration Committee review of effectiveness were received in November. The TORs are due for receipt at Rem Com in February and then Board Action in progress 	Deborah Lawrenson and Executive Leads	Nov 2022
Action 23	23/03/22	Item 10	Integrated Performance and Quality Report (IPQR)	<ul style="list-style-type: none"> Update to be given to BoD on the date when the EDI work will be included in the IPQR. 	<ul style="list-style-type: none"> Revised target completion date Feb 2023 PE/CP to meet to ensure this is completed Action in progress 	Phillip Easthope	Feb 23
Action 24	26/01/22	PBoD 26/01/22 Item 19	Safer Staffing – Clinical Establishment Review	<ul style="list-style-type: none"> Quality dashboard to be presented as part of safer staffing report that triangulates safer staffing figures on one page, and for this to be added to the workplan. 	<ul style="list-style-type: none"> It was advised previously that the Quality dashboard cannot be delivered within this same time period as it is undergoing testing via a pilot with CERT and will be brought back to Board. This section on the action 	Salli Midgley	July -22 Proposed to change target date to March 2023

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					<p>will remain open on the action log and if this pilot is successful it will be rolled out.</p> <ul style="list-style-type: none"> CERT dashboard in development and will be available in March 2023 <p>Action in progress – proposed to change due date to March and rag rate as Amber</p>		

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