

**Public Board of Directors OPEN Action Log
For receipt March 2023**

Public	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 1 January 2023	25/01/23	Item 00	Sheffield Place framework proposals	Trust to invite Emma Latimer back for a further discussion at one of the board workshops – Timing to be discussed and then agreed with EL – timing to be agreed and reflected on planner	This item has been added to the work programme with timing to be finalised. Propose action to be closed.	Jan Ditheridge/Shar on Mays/Deborah Lawrenson	April 2023
Action 2.1 January 2023	25/01/23	Item 08	Operational resilience and business continuity	Future reports to include links of the resilience of services with safer staffing data as the use of the safer nursing care tool is developed . VCSE is not always specifically required in this report and covered elsewhere.	A progress update on waiting lists will be provided which will include the approach to risk assessments and interventions for those on waiting lists. In the report to Board in March. Action closed	Neil Robertson	March 2023
Action 2.2 January 2023	25/01/23	Item 08	Operational resilience and business continuity	A suggestion was made that a message be included in the vaccination email reminders about the importance of participation to try to encourage further uptake. NR to consider as part of ongoing communication approach if this is possible	Communications have discussed with the platform provider – a message was included in the email reminder but could not be include in the text reminder. Action closed.	Neil Robertson	March 2023
Action 3 January 2023	25/01/23	Item 09	Back to Good	Progress since the last CQC visit and confidence levels around embeddedness of actions taken to be included in future reports.	This will be reflected in the confidential Back to Good reports received at board from April reporting onwards.	Salli Midgley	April 2023
Action 4.1 January 2023	25/01/23	Item 10	Transformation	Additional QEIA's be added to the process where there are delays to look at impact – PK to reflect into the work programmes working with MH and SMi – from April 2023	Action in progress as part of the process for any slippage going forward. Action proposed to be closed	Pat Keeling	April 2023
Action 4.2 January 2023	25/01/23	Item 10	Transformation	Put in place focussed discussion on the 5-year capital plan linked to discussion on strategic priorities PK to work with DL, JD and SM to advise on timing.	Capital plan referenced in the financial report being received in confidential session. Action proposed to be closed.	Pat Keeling	March 2023
Action 5.1 January 2023	25/01/23	Item 11	IPQR	Consideration to be given to using a simplified approach with use of prompts on the front of the dashboard to signpost analysis to support discussion and future reports to identify where all recovery plans are being seen and where they are on and off trajectory.	Further progress will be made in April to ensure it is clear when impact is expected.	Phill Easthope with Salli Midgley and Neil Robertson	March 2023
Action 5.2 January 2023	25/01/23	Item 11	IPQR	Discussion to take place with the chair of Finance and Performance committee regarding planning for CQUINS reporting in 2023/24	To be picked up as part of forward planning discussions with the Chair of the committee for 2023/24 – action proposed to be closed	Phill Easthope with Owen McLellan	March 2023
Action 6 January 2023	25/01/23	Item 12	Quality Improvement	The board has asked that future reports include reference to connectivity between the QI interventions and our research activity.	Future biannual reports will describe the connection between Quality Improvement and research activity - action proposed to be closed	Mike Hunter	March 2023

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Action 7 January 2023	25/01/23	Item 13	Financial Performance report	Board asked for confirmation to be provided on when the first cut of the budget for 2023/24 will be received at Board –	Detailed discussion took place at the 1 March 2023 additional development session and draft financial plan for 2023/24 on confidential agenda for March. Action proposed to be closed.	Phill Easthope	March 2023
Action 8.1 January 2023	25/01/23	Item 15	PLACE report	Work to take place to quantify the risks and priorities – PK and SMi to discuss and agree way forward and to confirm plans for this – to be taken back to QAC	This is on the QAC agenda for reporting in April 2023. Action closed.	Pat Keeling and Salli Midgley	March 2023
Action 8.2 January 2023	25/01/23	Item 15	PLACE report	Triangulation to be provided in the next PLACE report on links with the backlog maintenance work	This progress update will be brought to the Quality Assurance Committee and Finance and Performance Committee for any capital priority impact. The PLACE Report is brought to the Trust Board annually and the requirement is noted. Action proposed to be closed.	Pat Keeling	June 23
Action 9 January 2023	25/01/23	Item 17	NHS Equality delivery system	The risks associated with completed actions for domain 2 to be reviewed and strengthened to support understanding of issues given feedback received of poor staff experience of abuse and harassment in terms of diversity and inclusion despite measures being implemented Dates and progress to be included in the report Confirmation to be provided on the requirements and timing for annual presentation of this report at board.	The Equality Delivery System report is reflected in the Board work programme for reporting to Board in January 2024. All other actions will be taken forward by the head of Equality and Inclusion and will be incorporated in future reporting. Propose action to be closed.	Caroline Parry	February 2023
Action 10 January 2023	25/01/23	Item 18	Carers Strategy	Annual review of the approved Carers strategy to be added to the board planner for January 2024	On forward plan for January 2024. Action closed.	Deborah Lawrenson	March 2023
Action 11 January 2023	25/01/23	Item 22	Corporate Risk Register	Risk Oversight Group to undertake confirm and challenge on all high risks for reporting through committees in March 2023	Received at the ROG held February 28 2023 and reflected in papers received at committee and for board. Action proposed to be closed.	Deborah Lawrenson/ Amber Wild	March 2023
OPEN ACTIONS FROM PREVIOUS BOARD MEETINGS							
November 2022	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.	Board Visits are now in progress for booking and all visits will have a service user focus as part of the plan. No change to documentation. Outline of new approach has been shared with Board members. Action proposed to be closed.	Salli Midgley	Jan 23
November 2022	23/11/22	Item 8	Recovering from Covid	Business continuity plans to be tested to identify any gaps and a briefing provided to Board.	January Board noted with regard to business continuity plans the detail provided by NR on actions which	Neil Robertson	January 2023

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				The December Board workshop on the review of strategies and the strategic objectives to include a review of the Recovering from Covid priority [action already closed]	have taken place or are in train to be captured for assurance and to identify gaps and learning in the Operational Resilience and Business Continuity Report. These updates will be included in the report to be received in March 2023. An update on testing exercise in place is included in the operational resilience report. Action proposed to be closed.		
November 2022	23/11/22	Item 21	Annual Health and Safety report	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	A Health and Safety on a page will be circulated to the Board members end of March/April.	Pat Keeling	January 2023
November 2022	23/11/22	Item 21	Annual Health and Safety report	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	Items on track as part of business as usual. In addition the Health and Safety key assurance/ checklist items on a page will be provided to the Board at the end of March. Action proposed to be closed once circulated	Pat Keeling	January 2023
November 2022	23/11/22	Item 21	Annual Health and Safety report	Health and Safety reporting updates to be included on the Committee work programmes and updates referenced on the Committee AAA reports	January update - Health and Safety reporting updates are included on committee work programmes and a quarterly report will be provided at Board and is on the forward plan. March Update- items are on track. Action proposed to be closed	Pat Keeling/ Corporate Assurance	January 2023
July 2022	27/7/22	Item 16	Ockendon Report and Paterson Review	Actions to be mapped across to the Back to Good programme and to Board Committees to provide clarity on governance arrangements.	Update January 2023 - Paper to be presented to March QAC and then to Board for closure. At the January board it was agreed it should remain open until received. Although a specific Ockenden paper was not received at QAC in March the learning lessons report was received and picked up key proposals. This	Salli Midgley	November 2022

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					could be provided for information to the Board in confidential session if helpful as the detail is confidential. In addition we had a board development session on service user engagement which closed the outstanding ockenden action. Action proposed to be closed.		
July 2022	27/7/22	Item 17	Complaints Annual Report	Consideration to be given to including more interaction with service users through board visits programme	Board Visits are now in progress for booking and all visits will have a service user focus as part of the plan. No change to documentation. Propose action to be closed.	Salli Midgley	December 2022
July 2022	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.	Link to staff benefits page on Jarvis and some additional information have been shared with the Board in March 2023. Action proposed to be closed.	Caroline Parry	September 2022
January 2022	26/01/22 this date right Amber?	PBoD 26/01/22 Item 19	Safer Staffing – Clinical Establishment Review	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.	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 will remain open on the action log and if this pilot is successful it will be rolled out. CERT dashboard was in development and expected to be available in March 2023. The January Board agreed the action should remain open. Noted report due to be received at QAC in March and then Board. This is not running to timescale though is in progress. It is suggested this is brought back with the quality strategy update as this is where the QMS work is actioned from. If agreed action proposed to be closed.	Salli Midgley	July 2022
November 2022	23/11/22	Item 9	Back to Good	Board agreed that the supervision risk would be framed within a recovery plan reporting to QAC and then to Board	Reporting with recovery plan was reported to QAC in March 23 in the Back to Good report. Propose action to be closed.	Salli Midgley	February 2023

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November 2022	23/11/22	Item 11	IPQR	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	Updated report to be presented to committees and Board in march/ April 2023. Action in progress.	Phillip Easthope	Apr 23
November 2022	23/11/22	Item 17	Annual Equality and Human Rights Report	The Board requested a one-page summary be developed and it was noted objectives will be refreshed for next year.	The Annual report on a page will be provided to the next Inclusion and Equality Group meeting (April). A plan for development of the 2024 Equality Objectives is also going to the Inclusion and Equality Group in April. This will be shared with Board and then propose action to be closed.	Caroline Parry	Mar 23
November 2022	23/11/22	Item 20	Charitable Funds Annual Governance Update	The Board has asked for further work to take place to look at options for how this should be managed in the future with a further report due to be received in Q4	On the confidential agenda. Action closed.	Phillip Easthope	March 23
November 2022	23/11/22	Item 22	Corporate Governance report	Confirmation to be obtained on requirements around Non-Executive Director lead roles	Update provided in the Board Governance report March 2023. Action closed.	Deborah Lawrenson	March 23
November 2022	23/11/22	Item 22	Corporate Governance report	Summary on key changes as a result of the new Code of Governance to be provided	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.	Deborah Lawrenson	May/June 23
July 2022	27/7/22	Item 21	Governance Report	Updated Terms of Reference post consistency checking to be received at the September Board	TORs for the committees were approved in September 2022 with exception of Remuneration Committee (its review of effectiveness were received in November) and updated TORs are on the agenda for approval in March 2023. All were reviewed for consistency. Action proposed to be closed.	Caroline Parry /Deborah Lawrenson	March 2023
March 2022	23/03/23	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.	EDI dashboard developed for People Committee. Disparity Ratio to be added to workforce summary in IPQR from April 2023.	Phillip Easthope	Feb 23

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