Public Board of Directors OPEN Action Log
For receipt at the July 2023 board

Public	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
To note: it was agreed actions for 2023/24 for board and its sub committees will be numbered rising from 1. This will begin with May 2023 actions							
There were no actions from the June extraordinary meeting							
Action 1	24 May 2023	Item 0	**Learning and Reflections from the Experience Story**	• Finance and Performance Committee will receive a breakdown of historic and current/planned spend by ward area on substantive staff, bank staff and use of agency to understand what we are spending and if the balance in use is changing (given our aim is to reduce the use of agency).	Revised agency CIP reporting implemented for month 2 finance report, received at FPC July. High expenditure areas will be introduced for month 3 which will be received at FPC in August.	Phillip Easthope	July 2023
				• People Committee will be updated on the response to issues raised including approach to the booking of shifts. • The Board will receive updates on progress through the committee reports and via updates on work taking place to pull together reports regularly received around the equality, diversity and inclusion agenda	Reports will be provided to People Committee including Workforce dashboard, Agency reduction programme board updates as appropriate and EDI reporting (to also include Bank WRES data submissions made 14/7/23, outcomes will inform further action)	Caroline Parry Caroline Parry	July 2023 July 2023
				• The Board visits programme is being extended to ensure we reach a wider range of service users and staff including temporary staff such as our bank colleagues and the Board are reflecting on service user, carer and staff stories more generally	It has been confirmed that this is being incorporated into the new board visit schedule, on each visit there is dedicated time for Board members to spend with service users and join service user groups/activities. Action proposed to be closed.	Salli Midgley	July 2023
Action 2	24 May 2023	Item 7	**Board Committee Alert, Advise, Assure (AAA) Committee reports**	• The Board asked that for the next report to People committee (July) on WRES and WDES that consideration be given as to how further assurance could be outlined on how we are improving the disparity ratio and how we benchmark. If this is not going to be covered in this next report to consider how we can give this more focus at board and make a recommendation for the relevant planner.	Update included in the WRES/WDES report to Board in July. Focus on the disparity ratios actions and benchmarking will also be included in the next report to People Committee from the Equality and Inclusion assurance group in September 2023. **Action Closed.**	Caroline Parry	July 2023
Action 3	24 May 2023	Item 9	**Back to Good Board Programme - Progress and Exceptions**	• Consideration to be given to approach and timing for reports to board on readiness around regulatory compliance and advise on timing for the board forward planner	Timing to be confirmed. It is proposed that a initial item be brought to Board Developmen	Salli Midgley	Timing tbc
Action 4	24 May 2023	Item 10	**Transformation Portfolio Report**	• An update will be provided to the Board on the Electronic Patient Record with risks, communications and an updated timeline shared via email to the Board before the next meeting.	Completed 26 June 2023. **Action Closed**	Phillip Easthope	July 2023
				• It was noted that a number of Quality Equality Impact Assessments (QEIA) on programmes are underway. An additional assessment will take place to look at impact of delays on quality/safety/service users. Timing to be confirmed for a Board development session on new QEIA developments (to the process) with an update on aspirations and focus for progress.	Clarity required on this action	Salli Midgley and Mike Hunter	Timing tbc
Action 5	24 May 2023	Item 11	**Integrated Performance and Quality Report (IPQR)**	• An update to be circulated to Board via email giving a timeline for IPQR review and for inclusion of reporting against the Mental Health Investment standards and urgent care priority targets	Completed 18 July 2023. The revised timeline for the regional reporting dashboard and priority target was confirmed (draft for committees in August and a final version for	Phillip Easthope	July 223

Target Date:	Overdue	In Progress	Completed	Closed/Archive

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					September Board). **Action Closed**		
Action 6	24 May 2023	Item 13	**Eliminating Mixed Sex accommodation annual declaration**	• Benchmarking and level of concern to be included in reporting of sexual safety incidents through AAA report from Quality Assurance Committee to ensure that Board are sighted on the risks and implications	A quarterly patient safety report will be submitted to board which will clearly identify sexual safety incidents. The first report with the level of detail required will be submitted September 2023.	Salli Midgley	September 2023
Action 7	24 May 2023	Item 15	**Performance reviews**	• The Board agreed that it would be helpful to have the performance reviews brought to life and the performance framework to be provided to the Council of Governors October meeting.	The Performance Development Review Framework is scheduled on the Council of Governors work programme for receipt at its meeting in October 2023. **Action Closed**	Phillip Easthope/ Amber Wild	July 2023
Action 8	24 May 2023	Item 18	**Annual Operational Plan 2023-2024**	• Document to be updated to reflect references to PLACE targets on IAPT making clear the difference between the PLACE target and PLACE Plan. Wording around the MHIS to be refined to make this clearer and the updated document to be circulated to Board.	The summary report to the Board was updated to clarify the distinction between Place targets and SHSC targets/ contributions to Place targets and the IAPT prioritisation at Place in respect of no additional investment allocated for 23/24. The final Operational Plan document with links was circulated to the Board on 24.5.23 and the final version has been uploaded to the website. **Action Closed**	Pat Keeling	July 2023
Action 9	24 May 2023	Item 19	**Gender Pay Gap Report 2023**	• Work will take place to clarify the interpretation of the principles for the proportion received from clinical excellence awards and an updated document will be circulated to the Board.	Liz Johnson has followed this up with Executive Director of People and action will be completed following a discussion with Medical Director.	Caroline Parry Mike Hunter	July 2023
OPEN ACTIONS FROM PREVIOUS BOARD MEETINGS 2022-23							
Action 1 from March 2023	22/03/23	Item 00	**Replacement for IPQR related actions**	PE to set out what a revised IPQR will look like and when this will be achieved – taking into account all previous requests for change and requirements to support achievement of priorities and management of risks. *[see previous action logs re use of prompts and signposting to oversight of recovery plans, inclusion of CQUINs, inclusion of EDI data and disparity ratio to be included in workforce summary]*	The new IPQR was originally expected to be ready for receipt at the July Board. The IPQR new development timescales are linked to the EPR project delays in relation to two areas: 1. The EPR work is being prioritised 2. The data warehouse project is being delayed and will be completed estimate 3 months after EPR completion. Once the EPR dates have been confirmed timelines for IPQR development can be refined, given expected delays in EPR project and 3 month timeline for data warehouse project, it is likely to be March 2024.	Phillip Easthope	May 2023 July 2023

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