

**Public Board of Directors OPEN Action Log**  
**For receipt at the January 2024 Board**

Public	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 28	22 Nov 2023	02	Experience story	SMi/PE to work with Exec team to look at ways in which funding can be provided (including potentially Charitable funds) to support roll out of welcome packs for hair and skin care for service users in, in patient units and training for staff in respect of specific cultural support needs  Bitesize training to be shared with the Board for information.	Bike race to Cleethorpes raised funds in excess of target. Service user and staff member are overwhelmed with the rapid response to their board story and will be meeting to plan roll out of their work following the fundraising  Expected to be shared by the end of the month.  Messages around the value of clinical areas considering opportunities for making a difference to experience to be shared through Cascade and via the Quality Improvement Team	PE/SMi	Jan 2024
Action 29	22 Nov 2023	04	Minutes of the Public Board of Directors meetings	Minor amendments to be made to the minutes of public Board meeting held on 27 September 2023	The changes have been made in the minutes.	AW	Jan-24
Action 30	22 Nov 2023		Transformation Report	Update to be provided in the next report on mitigation of risks around patients moving back into primary care – and highlighted to QAC and covered in AAA report to Board  Report to include reference to co-dependencies across programmes and ensure this is highlighted in recovery plans with reflection in terms of impact to be included.	This has been captured in the report to January Board. Propose to be closed.	NR	Jan 2024
Action 31	22 Nov 2023		Systems and Partnerships	Presentation shared with the Executive to be shared with Non-Executive Directors post December.	This presentation is going to EMT on 18.1.24 and will be shared after this.	MH/AW	Jan 2024
Action 31.1	22 Nov 2023		Systems and Partnerships	MH/SY/SM would have a discussion on health inequalities in advance of planning a session for a board development session on population health.	This has been reflected on the Board strategy / development work plan, to be confirmed for April 2024.	MH/SY/SM	March 2024
Action 31.2	22 Nov 2023		Systems and Partnerships	Update to be timetabled in following CEO discussions with CEO of the Citizens Advice Bureau regarding partnership working.	Noted on the Board strategy / development planner.	SY/AW	March 2024
Action 32	22 Nov 2023		Financial performance	SY/SM/OMcL and PE to meet and agree approach to providing regular check ins for FPC on the developing financial position.	FPC catch up took place on 5 January 2024 Action proposed to be closed.	PE	Jan 2024
Action 33	22 Nov 2023		Annual Equality and Human Rights report	Confirmation to be sought and provided on the Board's statutory responsibilities in respect of this report, equality and health inequalities. To be outlined in the next governance report. CP/DL  Easy read version of the report to produced with key messages published alongside the report on the website with key messages shared through the cascade. CP	Update to be included in March report.	CP/DL  CP	March 2024
Action 34	22 Nov 2023		Annual Health and Safety report 2022/23	The Annual Report was approved for publication subject to inclusion of confirmation on fire safety compliance and board level oversight has been met.	This document has been updated. Action proposed to be closed.	NR	Jan 2024

Open actions from previous board meetings in 2023/24 | closed actions are available in the 2023/24 actions archive

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Action 18.5	27 Sep 2023	Item 8	Board Committee Activity Reports	<b>Mental Health Legislation Committee (MHLC)</b> - Executive team to take forward issues raised in the report around Health Based Place of Safety and ensuring a joined-up approach to addressing issues concerning re-purposing; and with regard to issuing of notices as a result of issues with attendance of Associate Mental Health Act Managers at some tribunals.	Head of MH Legislation is also seeking legal advice around repurposing.  Update: Fromal legal advice was received a MHLC in December where it was confirmed d compliant approach. Action closed.	Exec team	Dec 2023
Action 19.1	27 Sep 2023	Item 9	Operational resilience and business continuity	HS asked for more detail to be included in future on the cover sheet to draw attention to risks and implications to support understanding on where focus is required in the discussion. <b>Action: All to note for board paper drafting.</b>	Reflected on the cover sheet received at January Board. Action closed.	ALL	Jan 2024
Action 20.1	27 Sep 2023	Item 10	Learning and Safety report Q1	HS commended the progress continuing to be made in learning and safety reporting. She asked for future reports to start to outline in more detail what has changed as a result of learning.	This is reflected in the report to Board in January 2024. QAC has asked that further reference to this takes place in further reporting. Action proposed to be closed.	SMi/VI	Jan 2024
Action 22.3	27 Sep 2023	Item 13	IPQR	SM noted in terms of work taking place to review the approach to the IPQR she and SY have noted duplication across documents. She asked that the initial focus be on ensuring the performance report is correct and then considering changes required to other related reports. She asked that consideration be given to work required on reframing of the IPQR and that this include discussion with Non-Executive directors and to reflect on timing related to capacity to do the work required. PE to develop plan for re-framing the IPQR and confirm timeframe for the board forward plan.	Agreed review of IPQR will be undertaken alongside committee review of KPIs. Sessio to be arranged with NEDs led by head of performance to discuss.	PE	Nov 2023  Revised date Feb 2024
Action 25	27 Sep 2023	Item 19	Financial Performance Report	MD asked for future forecasting to include detail on gaps and learning to try to prevent issues currently being experienced recurring.	Update reported to Nov board - In progress Forecasts are developed monthly and Finance will consider how risks identified in section 8 of the Finance report can be developed to ensure material risks are highlighted fully and work with FPC to ensure these are understood, including triangulation with section1 Financial overview and the bridge to the forecast out-turn which will be reflected in future reporting. <b>Action agreed to remain open</b>  Update: Risk section now more comprehensive. Proposed to be closed.	PE	Nov 2023  Nov 2023
Action 12	26 July 2023	Item 11	Quality Improvement Report	The Board asked that the next report set out more clearly in the main body of the report process, outcome measures, impact measures and examples.	This has been reflected in the report to January Board. Action closed.	MH/PR	Jan 2024

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