

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

Public	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 35	24.01.24	Item 4	Minutes of the Public Board of Directors meetings	The Board approved the minutes of the public Board of Directors meeting held on 22 November 2023 subject to minor amendments provided in advance of the meeting by AD.	Recommended amendments have been actioned. <b>Action closed.</b>	AW	Mar 2024
Action 36	24.01.24	Item 12	Lived Experience Report	In respect of the service user involvement pathways outlined in the report, it has been requested for detail to be drawn out in future reports of the links between this and the governor and membership engagement work.  Follow up detail from the Board stories and follow up actions noting these were positive examples to be captured for Well Led	The Director of Corporate Governance has met with the Deputy Director of Nursing and the Engagement team lead to discuss opportunities to utilise the new membership database to engage and to work will be taken forward to link in Governors and Members in the inclusion strategy development programme of work underway. Progress will be included in future reports. <b>Propose action to be closed.</b>	SMi/DL	Mar 2024
Action 37	24.01.24	Item 13	Patient Carer Race Equality Framework (PCREF)	Delivery plan for the co-production workshop dates to be shared with the Board.  Board discussion to be factored into Strategy Board/Development planner on engagement with inequalities agenda and new governance arrangements	Board discussion is planned for the April Strategy development workshop in April with an update for receipt at the public Board in July. The University Review work on PCREF will be included in reporting received at the Board of Directors in July. This has been noted on the work programme. <b>Propose action to be closed.</b>	SMi	Mar 2024
Action 38	24.01.24	Item 17	Systems and Partnerships briefings and updates	It was requested that a table is provided in future reports on where responsibilities and contribution lie by organisation.	Information on what an external group has discussed and what it means for the Trust is included in the report submitted and will continue to be included in future reports. <b>Action closed.</b>	JD	Mar 2024

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

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Overdue	In Progress	Completed	Closed/Archive
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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. <b>closed.</b>  Messages around the value of clinical areas considering opportunities for making a difference to experiences have been shared through Cascade and via the Quality Improvement Team.  Following the experience story in November, the bitesize training on Black Hair and Skincare was circulated to Board members on 14 March 2024. The team will be rolling out this training, starting with Forest Close in April. <b>Action closed.</b>	PE/SMi	Jan 2024
							Mar 2024
Action 31.1	22 Nov 2023		Systems and Partnerships	MH/SY/SM would have a discussion on health inequalities in advance of planning session for a board development session on population health.	A workshop session is planned with the Board in April on MHA and QI with external facilitation. <b>Propose action to be closed.</b>	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 – timing to be confirmed.	SY/AW	March 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.  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 pending detail to be included in the next governance report.  <b>This element of the action is closed</b>	CP/DL	March 2024
						CP	
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.  It was noted that the narrative does not clarify how confirmation on fire safety compliance and board level oversight has been met and it was noted that confirmation has been received from internal audit which has been shared	Further discussion has taken place outside of the meeting to finalise questions regarding fire safety compliance and Requirements around compliance with board level oversight with the Chair and the Director of Strategy prior to closure of this action. This is ongoing	JD/SM	Jan 2024
							Mar 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.	Feedback was received from nine Executive and Non-Executive Directors across a series of four engagement sessions in February 2024. The expectation is that this work will be completed and a final paper brought for approval to Finance and Performance Committee in May. <b>Propose action to be</b>	PE	Nov 2023
							Revised date was Feb 2024 – proposed to move to

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					closed.		May 2024

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