

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

Public	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
To note: actions for 2024/25 for board and its sub committees will be numbered rising from 1. This will begin with May 2024 actions							
Action 9	24 July 2024	Item 8	Board Committee Activity Reports	It was agreed that clarity will be provided in future AAA reports on specific clinical and corporate staff areas in relation to mandatory training and supervision compliance	<p>An update on mandatory training is included in the AAA report. Areas below 80% were included the dashboard. People Committee requested that further evidence of the impact of actions is received at the committee meeting in January 2025.</p> <p>Propose action to be closed.</p>	CP	Nov 2024
Action 10	24 July 2024	Item 8	Board Committee Activity Reports	<p>It was noted there is a need to be clear which elements of reporting are received at specific committees on matters where oversight is delegated to more than one committee. The respective committees should be escalating to the Board in their AAA reports.</p> <p>It was agreed to share the HFMA guidance on FTSU oversight with committee chairs, and AD to pick up with the chairs of the committees to clarify separation of reporting through the AAA's as part of the joint chair of committees meeting to support future planning.</p>	<p>This has been noted for discussion at the Chairs of Committee meeting which is taking place on Wednesday 20th November and a verbal update will be given at the November Board of Directors meeting.</p> <p>Propose action to be closed following receipt of the update.</p>	Committee Chairs	Nov 2024
					<p>The NHS audit committee handbook which was published by the Healthcare Financial Management Association (HFMA) has been shared with committee chairs with the specific requirements on FTSU illustrated.</p> <p>Action closed.</p>	AW	Sept 2024
Action 14	24 July 2024	Item 12	Quality Improvement (QI) bi-annual report	It was agreed, at the suggestion of the Chief Executive, that discussion on future reporting will take place outside of the meeting to ensure synergy with broader plans around integrated change reporting and the Board asked that a proposal be brought back to the Board following discussion at EMT	<p>The development of the integrated change approach is continuing with a launch at the collective leadership group in December. Thereafter the integrated change report to Board will combine elements of the current transformation and QI reports, with local improvement initiatives being featured periodically (next in January 2025), and major changes remaining on a monthly cycle.</p> <p>Action proposed to be closed.</p>	EMT	November 2024
Action 28	25 Sept 2024	Item 9	Board Committee Activity Reports	It was agreed from the discussion on Quality Assurance Committee (QAC) that a report on the outcome of the fire safety review will be brought back to the Board as a specific agenda item.	A verbal update on the outcome of the fire safety review will be given at the November Board of Directors. The review is being monitored by EMT. Propose a new target date is considered for receipt of a report at the Trust Board.	JD	Nov 2024

Target Date:

Overdue	In Progress	Completed	Closed/Archive
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Action 29		Item 9	Board Committee Activity Reports	Committee supported the vision-based surveillance position statement which was presented to EMT and summarises the current position and what has been done in the previous 3 years. It was agreed to share the report with the Board, and it was requested that the AAA report for the Board is amended to reflect that Mental Health Legislation Committee (MHLC) supported the statement, which was approved by EMT	The report has been shared with board members on 13th November 2023. The AAA report has been amended to reflect that MHLC supported the statement, which was approved by EMT. Action closed.	AW	Nov 24
Action 30	25 Sept 2024	Item 10	Safer Staffing bi- annual review	Following a request for assurance that the escorted leave policy is fit for purpose and applied consistently across wards it was noted that this is a matter reviewed through MHLC reporting. It was agreed a discussion would take place outside of the meeting on the status of the policy.	A meeting has been scheduled for 4 th December 2024. Propose action to be closed	DL/BS/OFO	Nov 2024
Action 31	25 Sep 2024	Item 11	Mortality Q1 Report	It was agreed that further feedback on being an active member of the national mortality and learning from deaths group, which is a legacy of the Better Tomorrow project, would be provided.	An update on the membership of National and Learning from Deaths Group, national LEDER and national Structured Judgement Review (SJR) meetings has been shared and this information is included in the mortality report to board in November. Action closed.	HC/BS	Nov 24
Action 32	25 Sept 2024	Item 13	Suicide Prevention	It was agreed that planning would take place with the Corporate Governance team for engagement with governors and Members in order for them to support sharing of key messages and raising awareness into our communities.	The report presented at Board of Directors will be discussed at the Clinical Quality and Safety group (CQ&SG), where ideas for engagement with Governors and Members will be sought. It is proposed that work to progress the planning with governors and members is postponed to December 2025, and an update brought back to the Board in January. New date proposed for agreement.	AW / HC	Nov 2024 Jan 2025 Proposed new date
Action 33	25 Sept 2024	Item 16	Transformation Portfolio Report - Learning Disabilities programme review	It was agreed that an update on the clinical model for inpatient services and receipt of a deep dive discussion on quality including discussion on cultural changes related to the Learning Disabilities programme would be confirmed for receipt at Quality Assurance Committee (QAC).	The quality of care for service users during the Learning Disability Transformation Programme was received at QAC in November and will be reported through the AAA report to the Board of Directors. Timing for bi-monthly receipt of the update on the model for inpatient services has been added to the cross-committee tracker and has been noted on the QAC workplan. Propose action to be closed.	NR	Nov 2024
Action 34	25 Sept 2024	Item 16	Transformation Portfolio report Learning Disabilities programme review	It was agreed that that work takes place to provide user friendly information and a succinct list of key developments/ briefings for governors on the Learning Disabilities transformation, benefits to service users and remaining areas to complete to support the understanding of the programme to Governors.	The Council of Governors received an update at its meeting in October 2024 highlighting key updates, the intended benefits of the new model and next steps for delivery of the Learning Disability (LD) Programme. Action closed.	JD / AW	Nov 24

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Overdue

In Progress

Completed

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Action 35	25 Sept 2024	Item 23	BAF	It was agreed that review discussions of the Board Assurance framework (BAF) will focus on the gap between the current score and the target score, and this will be reflected in the January update to the Board.	This was discussed at ARC in October and the committee suggested the gap around the current and target score is to be reflected in the cover report going forward with assurance on how actions will impact the score and how the milestones and actions will be reached. Action on going.	DL	Jan 2025
Action 34	25 Sept 2024	Item 23	CRR	It was agreed that wording was missing from risk 5385 in relation to 'reporting' and requested that this is clarified to reflect that the risk relates to 'reporting systems'	The risk description has been amended and this has been approved by the Executive lead and at the People Committee in November 2024. Action closed.	CP/ AW	Nov 2024
Action 35	25 Sept 2024	Item 27	Board Work Programme	It was confirmed that work is underway to complete the NHS Health Inequalities statement with required mandatory fields for reporting. This will be presented to the Board before publication, and in the future will be aligned with the Annual Report.	This is included in the board report in November. This has been noted on the work programme to confirm timings for reporting at the Board of Directors. Action proposed to be closed.	JD	Nov 2024
Action 36	25 Sept 2024	Item 29	Meeting reflections	It was noted that work will take place to review the Board and committee cover reports to simplify the templates by the Associate Director of Communications and Corporate Governance designate,	Work has taken place to produce a new cover sheet following consultation with the non-executive directors, Executive directors and the Corporate Assurance team, and will be implemented from December 2024. Propose action to be closed	DP	Nov 2024
Open actions from previous board meetings in 2023/24 [closed actions are available in the 2023/24 actions archive]							
None							

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