

Public Board of Directors Action Log for receipt July 2022

Public	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
Action 37	22/06/22	PBoD Item 02	Quality Account	Errors within the report to be corrected. Requirement to be conveyed to Quality Team.	The errors within the Quality account have been amended and the link to the final report has been be circulated to Board members. Action closed	Amber Wild/Quality Team	Jul-22
Action 36	22/06/22	PBoD Item 02	Quality Account	Quality account 2022/2023 plan on a page to be written and shared with Board	Beverley Murphy has discussed with the head of Quality. To be actioned in July once the document is completed. Work underway, not yet complete.	Beverley Murphy/ Quality team	Jul-22
Action 35	22/06/22	PBoD Item 03	Statements of Compliance2022-23	Compliance statement to be updated to include reference to Firshill.	Statement updated and received for approval at Board. Action closed.	Deborah Lawrenson	Jul-22
Action 34	25/05/22	PBoD 25/5/22 Item 1	Learning and Reflections from the Service User Story	Work taking place through Flourish to engage with communities to be shared with the Governors	To be provided in July for circulation to the Governors. This will be shared and complete in July.	Beverley Murphy and Corporate Governance	Jul-22
Action 33	25/05/22	PBoD 25/5/22 Item 4	Action Log	Action logs to be separated for Public, Confidential and Development meetings and numbering to be used for all actions.	The action logs have been separated and updated. Action closed.	Corporate Gov	Jul-22
Action 32	25/05/22	PBoD 25/05/22 item 7	Committee Activity report	Correct Financial Plan information to be corrected to read £2.7 m deficit	Action closed	Deborah Lawrenson /Corporate Gov	Jul-22
Action 31	25/05/22	PBoD 25/05/22 item 7	Committee Activity report	Consider progression of the Alert, Advise, Assure reports	Noted to be reflected in ongoing improvements in discussion with Chair, Committee Chairs and Exec leads. Proposed to close action	Deborah Lawrenson	ongoing
Action 30	25/05/22	PBoD 25/05/22 item 7	Committee Activity report	Review of the Mental Health Code of Practice reporting	Reviewed at MHLC in June 2022 and will be tabled for September agenda in order to provide an assurance report to Board on Compliance with the code. Will be referenced in the AAA report and on forward plan action closed.	Mike Hunter	Sep-22
Action 29	25/05/22	PBoD Item 7	Committee Activity Report	Map the operational priorities to the strategic priorities in future Transformation Portfolio reports	Included in report to be received in July action closed.	Pat Keeling	Jul-22
Action 28	25/5/2022	PBoD Item 8	Recovering from Covid	Future Covid report to capture details of data to include evidence of the consideration of the service user experience; detail on process of assessment for determining virtual vs face-to-face contact to provide assurance	To be reflected in the regular Covid report The July report does reflect that pre covid activity has largely been recovered, it does not give the type of activity per service line. The document reports the covid recovery against	Beverley Murphy	Jul-22

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				on access to services and benchmarking against national changes	strategic priorities and is not a data driven report. A specific briefing paper about the balance of face to face v virtual was given to the Governors as this is where the majority of virtual activity takes place. It is suggested this action is reconsidered.		
Action 27	25/5/2022	PBoD Item 8	Recovering from Covid	A briefing has been commissioned and received for sharing with governors at their request on the assessment process for Improving Access to Psychological Therapies (IAPT) services.	Briefing shared action closed	Corporate Gov	Jun-22
Action 26	25/05/22	PBoD Item 9	Back to Good Progress Report	Report to QAC on Tendable to be shared with Board after receipt at QAC.	On agenda for July QAC. Report to be shared with the Board post meeting.	Corporate Gov	Jul-22
Action 25	5/25/2022	PBoD Item 11	IPQR	BM noted that she had asked FPC to look at substance misuse services because of expansion of contract and will discuss this outside of the meeting with PE and RM in terms of timing and what it should include	Timing and content to be agreed and reflected in the FPC workplan. Paper presented to FPC, action complete	Beverley Murphy	Sep-22
Action 24	25/05/22	PBoD Item 12	Financial Performance Report	Narrative in the report to be corrected with regard to out of areas beds and consistent wording to be used related to this across board reports.	Narrative changed for May 2022 Finance Report. Action closed.	Phillip Easthope	Jun-22
Action 23	25/05/22	PBoD Item 13	Q4 Mortality Review Report	Following on from the Service User story received at Board it was agreed more detail will be included in future reports on communication with families.	Noted. Will be included in Q1 report	Mike Hunter	Sep-22
Action 22	25/05/22	PBoD Item 14	Hygiene PLACE LITE Report	Review delegation of assessment from matron and use service user feedback in future planning and reflect in for next years PLACE reports	The review of delegation of assessment from Matrons has been noted for inclusion in the PLACE Report for 2023. In hand action closed	Beverley Murphy & Pat Keeling	Jul-22
Action 21	25/05/22	PBoD Item 15	Staff Survey	To reflect on the Board development programme the timing for a further session with the Board on the staff survey and progress with actions in place.	Noted on forward plan that a separate session on culture will be included in the board development plan. CP to confirm timing.	Caroline Parry	Timing to be confirmed

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Action 20	25/05/22	PBoD Item 21	Board Forward Plan	Updated forward plan to be provided to July Board	On agenda – timing to be confirmed for items identified – in hand action closed	Deborah Lawrenson	July – 22
Action19	23/03/22	PBoD 23/02/22 Item 9	Transformation Portfolio Board	In order to meet strategic objectives, there is a need to make sure that any brand-new buildings are properly registered with CQC prior to occupation. BM to work with Pat Keeling and Phillip Easthope on the programme timeline for discussion the inspector, and to allow enough running time to have these new buildings included onto the CQC register	The relocation of HQ has been discussed with the CQC. Action will be taken in advance of the move to new HQ. This action will be completed in August and is on track.	Beverley Murphy	Aug-22
Action 16	23/03/22	PBoD 23/02/22 Item 10	Integrated Performance and Quality Report (IPQR)	PE to give update to BoD on the date when the EDI work will be included in the IPQR.	New financial year KPIs being prepared for receipt at Committees in June 2022 Timeline for inclusion in IPQR being determined therefore this action remains open.	Philip Easthope	timing to be confirmed
Action 15	23/03/22	Pbod/23/02/22 Item 11	Financial Performance Report	The Chair asked if the ways in which agency spend is being addressed could be included in future reports to Board	Report being revised for Month 2. Month 12 had been written in error and this has been amended. Covered in July report. Action closed	Philip Easthope	Jul-22
Action 14	23/03/22	PBoD 23/02/22 Item 17	Corporate Risk Register	Corporate Governance to correspond with risk authors to move towards removing the risks from the register if appropriate and if not to facilitate review of the risk appetite for these risks. The Chair added that there is no mention of the progress in respect of establishing a risk committee in the report. Susan Rudd explained that the risk committee is yet to have its first meeting and that this will be added on to the register as a control when the committee is in place.	The Risk Oversight Group is scheduled to meet in August 2022. The externally supported risk management review has completed with the report and presentation received at ARC and Board. Actions being taken from this will be overseen at ARC.	Deborah Lawrenson	Jul-22

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Action 11	23/03/22	PBoD 23/02/22-20	Sustainability Strategy - strategy on a page	RM welcomed the strategy but asked what was meant by sustainable care models. He also queried the use of the battery icon graphic. Phillip Easthope responded that sustainable care models related to how the Trust provides care in a sustainable manner. Pat Keeling agreed with Richard Mills' comments about how the points can be interpreted and requested time to look at the language and icons used. Action: Pat Keeling to take forward and reflect back	Changes were completed to the strategy on a page in June 2022. Action closed	Pat Keeling	Jun-22
Action 10	23/03/22	PBoD 23/02/22-20	Sustainability Strategy	The Board agreed to this change to include sustainability under section 4 of the reports and reflected in the report template.	Committee report template has been updated to include sustainability under section 4 of the reports. New committee report templates have been circulated in June 2022 and it is expected to see committee and Board meeting reports completed on the new templates by July 2022. Timeline has been amended to July 2022 to reflect this.	Deborah Lawrenson	Jul-22
Action 8	23/03/22	PBoD 23/02/22 Item 20	Sustainability Strategy	Strategy to be re-circulated in final form.	It has been agreed with the Chair that this will be circulated via email as the changes are expected to be minor. Update on timeline for production of final Green Plan as of 14 July 2022, was that the final version is with the publishers and expected to be completed shortly. In hand to be closed when circulated.	Philip Easthope	Jul-22
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Action 4	26/01/22	PBoD 26/01/22	PLACE Lite	Consideration to be given to a structured approach to assessment of Nursing Homes, including where the Trust is a staffing provider and not the registered provider	Report was to be available for June. It was subsequently agreed that this item will be reviewed later in 2022/23 as part of the review of the strategic direction and core services. In hand as part of that work. Date for receipt to Board to be confirmed noted on Forward Plan. Action closed.	Beverley Murphy & Pat Keeling	New date tbc in Board forward plan

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Action 1	26/01/22	PBoD 26/01/22 Item 19	Safer Staffing – Clinical Establishment Review	January BoD minutes have been reviewed to clarify action to consider presenting quality dashboard as part of safer staffing report that triangulates safer staffing figures on one page., and for this to be added to the workplan. Safer staffing report to be added to the Board work plan for reporting more than once a year	Staffer staffing review added to BoD workplan for receipt in July 2022 and January 2023 – the safer staffing update due in July has been deferred due to illness of the report author. The report will now come in September.	Beverley Murphy	Jul-22

Actions to move to the action log archive

Action 18	23/03/22	PBoD 23/02/22 Item 9	Transformation Portfolio Board	PE commented on the benefits realisation and the triangulation of this with the people, financial and quality aspects and requested this be looked at in more detail in the next report.	Covered in the report. Action closed.	Pat Keeling	May-22
Action 17	23/03/22	PBoD 23/02/22 Item 10	Integrated Performance and Quality Report (IPQR)	BM to ensure the narrative is updated to cover further detail on those not seen within 72 hours after discharge) so that the circumstance is understood, thus providing the Board with further assurance	Verbal update provided at BoD meeting in May: the IPQR has included further detail on 72hr reports for the last 2 months. Action is closed.	Beverley Murphy	May-22
Action 13	23/03/22	PBoD 23/02/22 Item 19	Research and Innovation Strategy	MH to bring back a report to the Board regarding the resource required.	The Research and Innovation strategy is included in the review of timelines for all enabling strategies. There is nothing specific to be brought back to Board. Action closed.	Dr Mike Hunter	Jun-22
Action 12	23/03/22	PBoD 23/02/22 Item 19	Research and Innovation Strategy	Corporate Governance to ensure reviews of the strategies are included in the Board work plan.	The updated Board forward workplan will be received in the July 2022 meeting. Action closed.	Deborah Lawrenson	May-22
Action 9	23/03/22	PBoD 23/02/22 Item 20	Sustainability Strategy	Spelling error to be corrected in the document.	Amendment made and action closed.	Philip Easthope	May-22
Action 7	23/03/22	PBoD 23/02/22 Item 21	Any other urgent business	The Caldicott and annual SIRO report goes to the Audit and Risk Committee and can then be reported to Board for further assurance.	SIRO annual report is due for receipt at July ARC meeting. As the ARC was put back due to auditors being unable to attend (impacting on circulation of an ARC approved report to Board) - this report will now be provided to the Board in September. Noted on forward plan. Action closed.	Mike Hunter Deborah Lawrenson	Jun-22

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Action 6	23/03/22	PBoD 23/02/22 Item 21	Any other urgent business	Board to be kept sighted on the plan for Data Security and Protection Toolkit and to confirm timing for receipt.	Update provided through receipt of AAA Report from April ARC Meeting. Further updates will be provided through AAA ARC escalation report; routine 6 monthly update and Annual Report from Digital Information Governance Group, which is due to be received at ARC in July. In hand action closed.	Philip Easthope	Jul-22
Action 5	26/01/22	PBoD26/01/22	Service User Experience Story	Explore patient/carer military group and bring back to the Board	In hand – it was agreed in May timing to be confirmed at the most appropriate point for the service user to be involved. Action closed. BM to advise on timing in due course at the appropriate juncture.	Beverley Murphy	May-22
Action 3	26/01/22	Pbod 26/01/22	PLACE Lite	Review of catering contracts, Pat Keeling to link with Heather Smith	This was to have been planned for June with Helen Payne. This has been completed and most contracts are identified as due to be re-tendering in January 2023. The plan to retender will now be overseen by the food and nutrition group. Action closed.	Pat Keeling	Jun-22
Action 2	26/01/22	Pbod26/01/22	IPQR	Investigate streamlining links between BAF, CRR and IPQR through Risk Oversight Group	Externally supported Risk Review completed June 2022. First Risk Oversight Group taking place in August. This specific action will be considered as part of plans to take forward recommendations due for receipt at October ARC – in hand action closed.	Deborah Lawrenson	Jul-22