

Public Board of Directors OPEN Action Log

For receipt at the September 2023 board

Public	Date of BOD	Minute Ref	Item	Action	Update	Lead	Target Date (RAG)
<p>To note: it was agreed actions for 2023/24 for board and its sub committees will be numbered rising from 1. This began with the May 2023 actions. There were no actions from the June extraordinary meeting.</p>							
Action 10a	26 July 2023	Item 9	Operational Resilience	<ul style="list-style-type: none"> Following a discussion on vacancy rates and re-deployment of colleagues in areas where services are no longer provided, it was an agreed an update providing the strategic context and detail on re-deployments which have taken place or are planned (including the re-allocation of corporate support wrapped around those teams or individuals), will be received at People Committee (September? 	This has been added to the forward planner for People Committee to be received in November. Completed as on planner. Action proposed to be closed	Caroline Parry	November 2023
Action 10b	26 July 2023	Item 9	Operational Resilience	<ul style="list-style-type: none"> Business Planning table outlining relationships with VCSE organisations and work underway to be shared with the Board 	Circulated to Board 20.09.23. Action closed.	Neil Robertson	September 2023
Action 11a	26 July 2023	Item 10	Quality Assurance Report	<ul style="list-style-type: none"> Back to Good Programme closure Report to QAC and BoD in September 2023. 	Deferred to the November Board	Mike Hunter	September 2023
Action 11b	26 July 2023	Item 10	Quality Assurance Report	<ul style="list-style-type: none"> A discussion to take place on the new approach to CQC inspections led by SMi at the October Board workshop/development session – updates on preparedness to be provided through the Quality Assurance Report 	The Quality Assurance Report is 6 monthly and next due to be received in January and is reflected on the Board forward plan. The CQC preparedness is scheduled for the October workshop session. Action proposed to be closed	Salli Midgley	October 2023
Action 12	26 July 2023	Item 11	Quality Improvement Report	<ul style="list-style-type: none"> 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. 	Not yet due.	Mike Hunter/ Pariya Rostrami-	January 2023
Action 13a	26 July 2023	Item 12	Transformation Report	<ul style="list-style-type: none"> Board agreed quantification of the wider impact of the EPR delay Needed to be clearer and more visible to EMT, FPC and the Board and there is a need to revisit the corporate risk entry 	Executive team received a presentation on progress with EPR and recommendations re go – live dates on 27 July. Strengthened governance arrangements being put into place for clinical and operational executive engagement and a review of risks and communication planning taking place. Progress reports have been given at each EMT. EMT requested an extraordinary FPC to be requested to receive and agree recommendations for go-live. This took place on 3 rd August 2023. Action closed.	Phillip Easthope	September 2023
Action 13b	26 July 2023	Item 12	Transformation Report	<ul style="list-style-type: none"> It was agreed quantification of the wider impact of the EPR delay would take place with clearer visibility at EMT, FPC and Board and the corporate risk entry re-visited. 	EPR risks have been reviewed and updated For discussion at FPC and are reflected in the risk report to Board.	Phillip Easthope	September 2023
Action 13c	26 July 2023	Item 12	Transformation Report	<ul style="list-style-type: none"> Update on 7 facet survey to be taken through FPC in September for onward reporting to Board through the AAA report. 	Report received at FPC in September and reported through the AAA report to Board. Action closed.	Phillip Easthope	September 2023

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Overdue	In Progress	Completed	Closed/Archive
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Action 14	26 July 2023	Item 16	Patient Safety Report	<ul style="list-style-type: none"> The Board asked that future reports include more detail on the areas which were verbally outlined in the discussion at the July meeting in terms of demonstrating continuous improvement. 	The Patient Safety Incident Response Plan will come to Board in November after it has been to QAC and EMT. This item will close in November	Salli Midgley/Vin Lewin	November 2023
Action 15	26 July 2023	Item 21	WRES/DRES	<ul style="list-style-type: none"> Information to be circulated to the Board, on where action has been taken (where appropriate) in cases where staff have provided feedback of experiencing discrimination from their manager. 	Completed. Action closed.	Caroline Parry	By September 2023
Action 16	26 July 2023	Item 27	CRR	<ul style="list-style-type: none"> Review to take place promptly on the 35 risks on directorate/team risks currently scoring above 12 to advise if any should be escalated more rapidly onto the CRR. 	A report was received at ROG in August. This figure related to Directorate Risks – overall there are 113 risks at team or directorate level (currently scoring 12 or above not yet escalated onto the CRR) that require review. Reports on this covered in risk report to EMT, Assurance Committees and Board. Programme of work in place. Action closed.	Deborah Lawrenson	By September 2023
Action 17	26 July 2023	Item 28	Corporate Governance report	<ul style="list-style-type: none"> Board declaration of interest to be updated to include confirmation re BS no change, change SMi from Interim to substantive with correct title and mark OMCL interests as both being from August then it can be published 	Completed. Action closed.	Deborah Lawrenson	August 2023
Open actions from previous board meetings in 2023/24							
Action 1	24 May 2023	Item 0	Learning and Reflections from the Experience Story	<ul style="list-style-type: none"> 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 introduced for month 3 received at FPC in August. action closed.	Phillip Easthope	July 2023
				<ul style="list-style-type: none"> 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 provided to People Committee including Workforce dashboard, Agency reduction programme board updates as appropriate and EDI reporting including Bank WRES data submissions made) – Received at People Committee in September - action closed.	Caroline Parry Caroline Parry	July 2023
Action 3	24 May 2023	Item 9	Back to Good Board Programme - Progress and Exceptions	<ul style="list-style-type: none"> 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 	Session on CQC approach to take place at the October Board workshop/development session at which point future reporting will be agreed. Updates will then be provided in the 6 monthly Quality Assurance Report. Action proposed to be closed.	Salli Midgley	October 2023

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Action 4	24 May 2023	Item 10	Transformation Portfolio Report	<ul style="list-style-type: none"> 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. 	July 2023 update – It was confirmed that a development session is not required on the process. Board will be kept informed of QEIAs on transformation programmes and was assured these are in hand for reporting through assurance committees with updates to be received through the AAA reports. A QEIA on clinical risk with regard to EPR go live will go through QAC.	Salli Midgley and Mike Hunter	September 2023
Action 6	24 May 2023	Item 13	Eliminating Mixed Sex accommodation annual declaration	<ul style="list-style-type: none"> 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 	This will be implemented in AAA reports from August 2023. Update July 2023 – if reflected in the AAA report this action can be closed.	Salli Midgley	September 2023

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