

Action Log for the **Public** Board of Directors' Meeting

| Action Key | Green: Completed | Sky Blue: Update to be provided at meeting | Amber: In progress, not due | Red: Not completed, action due |
|----------------------|---|--|---|--------------------------------|
| Action Log Reference | Action (including the title of the paper that generated the action) | Person who will complete the action | Meeting to be brought back to / Date to be completed by | Update report - comments |
| 1. 12/01/23 | <u>Learning from Your Experience – Oral Health</u> The source of the return on investment figures to be shared outside the meeting with Simon Lewis. | Sharon Walker | Feb 2023 | Completed on 12 January. |
| 2. 12/01/23 | <u>Minutes of the previous public Board meeting held on 10 November 2022</u> The minutes to be amended to remove Therese Patten from the attendance table. | Helen Robinson | March 2023 | Completed. |
| 3. 12/01/23 | <u>Chief Executive's Report</u> The Chief Executive and Trust Chair would write a letter of thanks to Kirsten England on behalf of the Board. | Therese Patten/Linda Patterson | March 2023 | Completed. |
| 4. 12/01/23 | <u>Integrated Performance Report</u> Benchmarking information in relation to sickness levels would be helpful in the Integrated Performance report. | Bob Champion | March 2023 | |

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| <p>5. 21/01/23</p> | <p><u>Alert, Advise, Assure Report: Finance, Business and Investment Committee held on 24 November 2022</u></p> <p>The Director of Nursing, Professions & Care Standards committed to discussing the possibility of a Joint Committee focussed on Lynfield Mount Hospital with the Director of Finance, Contracting and Estates, the Medical Director and the Interim Chief Operating Officer outside the meeting.</p> | | <p>Phil Hubbard Mike Woodhead David Sims Kelly Barker</p> | <p>Feb 2023</p> | <p>March Update: A Strategic Programme Board oversees the progress made on the Lynfield Mount re-development, with other meetings and workshops taking place with a variety of colleagues and partners. The Board will be kept updated on the re-development plans, including continued discussion with partners, and options appraisals. It is asked that this action is considered closed.</p> |

Actions closed at the last meeting

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| 1. 10/03/22 | <p><u>Recent Board Service Visits</u></p> <p>The Director of Nursing, Professions & Care Standards to discuss with the Trust Board Secretary how actions arising during Go See visits would be tracked and where they should be reported.</p> | <p>Phil Hubbard/ Fran Stead</p> | <p>May 2022</p> | <p><u>UPDATE August 2022</u></p> <p>A review of the Go See process is underway with new proposals coming to the Board in December.</p> <p>A Go See Action Log has been created, which will be presented to the Executive Management Team meeting. It is proposed that this action be closed.</p> |
| 2. 08/09/22 | <p><u>Learning from Your Stories – Staff Story</u></p> <p>The Executive Management Team to spend time considering how the iCare programme could be mainstreamed and embedded into the Trust.</p> | <p>EMT</p> | <p>November 2022</p> | <p>December update: Options appraisal being drafted which will be presented to EMT for consideration and agreement of how the iCare model could be embedded within the Trust.</p> <p>It is proposed that this action be closed.</p> |
| 3. 10/11/22 | <p><u>Chair's Report</u></p> <p>Responsibility for Emergency Preparedness, Resilience and Response (EPRR) needed to be added to the Board Skills Matrix.</p> | <p>Corporate Governance</p> | <p>December 2022</p> | <p>Completed.</p> |

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| 4. 10/11/22 | <p><u>Winter Planning</u></p> <p>The Trust Board Secretary to bring the Board Business Continuity proposal back to a future Board meeting with some examples of how it would work in practice.</p> | Fran Stead | December 2022 | Completed. |