

ELFT
Action Log Trust Board (Part 1) 16 September 2018

Ref	Meeting Date	Agenda item	Action Point	Executive Lead	Due Date	Status	Comments
227	09-May-18	Chair's Report	Present the Research Strategy to the Board, with QAC to receive update reports against the strategy	Paul Gilluley	12-Sep-18	In progress	On Sept 2018 Board agenda
247	11-Jul-18	Annual Information Governance Update	Clarify with Internal Audit the Trust's position in relation to the GDPR benchmarking report	Mason Fitzgerald	14-Nov-18	In progress	Update report to be provided to QAC in the first instance and then to Board
174	29-Jun-17	Engagement & Inclusion Action Plan	Report to be considered first by the Appointments & Remuneration Committee	Tanya Carter	14-Nov-18	In progress	Engagement & Inclusion Action Plan and Equality & Human Rights Strategy to be taken forward by Chair of Appointments & Remuneration Committee and Trust Chair
193	19-Oct-17	Quality Report: Equality, Diversity & Human Rights Strategy	Last agreed in 2014 and requires review				
196	19-Oct-17	Carers' Strategy Update	Report to Board on impact of action in reducing variation in carer support (comprehensive update in one year with interim reports on early actions)	Paul Calaminus	14-Nov-18	On forward plan	This is one of the new Working Together Group Priorities for 2018/2019. Report to Nov 2018 Board
210	9-May-18	Action Log	UPDATE TO Ref 180: Consider setting ELFT's own levels for safer staffing in community services, and a narrative as required	Paul Calaminus Lorraine Sunduza	14-Nov-18	On forward plan	Opportunities and proposals to be discussed at Appointments & Remuneration Committee initially; report to Nov 18 Board with regular six monthly updates to Board (Jan 2019 and July 2018 - on forward plan)
	11-Jul-18	Safer Staffing Six-Monthly Report	Consider how to include in future reports detailed comparative information in CHS; explanation of data and methodology; narrative which complements data; data for the Coborn Unit which is in line with actual staff booking processes which reflect patient need		01-Jan-19		
232	09-May-18	Action Log	UPDATE to Ref 205 and 211: Consider best ways to maximise the intelligence gained from NED visits including how actions identified are reported back	Mary Elford Lorraine Sunduza Amar Shah	14-Nov-18	On forward plan	Initial discussions to be held between ME and LS. Update report to Nov 2018 Board
213	09-May-18	ELFT Apprentices	Receive an update on the progress of the apprentices who presented to the Board and a pathway for all apprentices through ELFT (to be included in the Workforce Report)	Tanya Carter	14-Nov-18	On forward plan	On forward plan for Nov 2018 and May 2019 meetings
214	09-May-18	Chief Executive's Report	Present a formal Lessons Learned Report from the Bedfordshire Community Services, specifically learning on mobilisation and IT problems	Paul Calaminus	14-Nov-18	On forward plan	Proposals to be discussed at FBIC on 25 Sept 2018; update report to Nov 2018 Board
216	09-May-18	Chair's Report	Arrange a family story presentation to the Board from a bereaved family	Paul Gilluley	14-Nov-18	On forward plan	
241	11-Jul-18	Annual Serious Incidents Report 2017/18	Present to Board a review of patient safety management (in the context of the new Trust strategy)	Paul Gilluley	14-Nov-18	On forward plan	
243	11-Jul-18	Strategic Activity/ Performance & Compliance Report	Present a six monthly update report to Board. Future performance reports to include: - CHS and LD measures - identifying commonality with partners' strategies - links with population health networks - narrative detailing analysis of reasons for non-compliance and/or under performance - update reports on progress with discrimination, bullying and harrasment actions - length of stay and out of area placements - priority targets identified and reportig confined to these - accessible and consistent use of language - mitigating actions	Mason Fitzgerald	01-Jan-19	On forward plan	
236	11-Jul-18	CEO's Report	Clarify if serving an intervention notice to encourage people to access help in relation to the rehab and emergency support for homeless people in the City of London is compulsory	Paul Calaminus	12-Sep-18	Closed	Confirmed this is not a compulsory part of treatment
245	11-Jul-18	Performance & Compliance Report	Consider use of terminology in performance report at a Board Development Session so that trends can be assessed and controls designed	Mason Fitzgerald Amar Shah	14-Nov-18	Closed	Included on agenda for Oct 2018 Board Development Session
246	11-Jul-18	Performance & Compliance Report	Map measure to Board standing committees	Cathy Lilley	14-Nov-18	Closed	Included on agenda for Oct 2018 Board Development Session as part of the Trust's governance review
229	11-Jul-18	Chair's Report: Beds & Luton	Check availability of ethnicity data for unexpected deaths	Paul Gilluley	12-Sep-18	Closed	Included where available

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231	11-Jul-18	Chair's Report: Beds & Luton	Provide fuller minutes in response to questions from Governors	Cathy Lilley	12-Sep-18	Closed	Minutes will reflect the detail of the questions asked
169	29-Jun-17	Quality Report - Data visualisation platform	Schedule progress report on the data visualisation platform, incl the technicalities underpinning it	Steven Course	09-Jan-19	Closed	Project Board approved timeline of Dec 2019. Currently identifying a partner to maximise the commercial opportunity and provide development support. The project sits alongside the data warehouse upgrade which is a dependant on this platform. An update to the Board is expected to be provided in Jan 2019.
244	11-Jul-18	Performance & Compliance Report	Reinstate more detailed finance report to Board	Steven Course	12-Sep-18	Closed	integrated Performance Report now includes more detailed section on finances
248	11-Jul-18	Board Committees Terms of Reference	Minor amendments to People Participation Committee ToR to bring into line with other Board Committees' ToR	Marie Gabriel Cathy Lilley	12-Sep-18	Closed	
235	11-Jul-18	Chair's Report: Luton & Beds	Invite newly-appointed Associate NED for Beds & Luton to next Board meeting	Cathy Lilley	12-Sep-18	Closed	Newly appointed NEDs provided with list of all meetings
237	11-Jul-18	National Staff Survey 2017 Results	Communicate to staff the action being taken in response to the results	Navina Evans	12-Sep-18	Closed	Covered in CEO's blog
239	11-Jul-18	National Staff Survey 2017 Results	Present regular update and monitoring reports to Appointments & Remuneration Committee	Tanya Carter Mason Fitzgerald	12-Sep-18	Closed	Agenda item at meeting on 14 Aug 2018 and included on Committee's forward plan
240	11-Jul-18	Safeguarding Annual Report 2017/18	Consider the development of a statement outlining the Trust's position with regard to safeguarding of looked after children outside of the local area	Lorraine Sunduza	12-Sep-18	Closed	Trust has presence at local children safeguarding groups
217	09-May-18	Chair's Report: Beds & Luton	Consider incorporating specific family support, with best practice actions, in the policy for Working with Families when a Serious Incident Occurs	Paul Gilluley	11-Jul-18	Closed	Agreed a dedicated staff member to work with families is to be appointed. Report writing will be less clinical, with a focus on explaining to families what actually happened and future preventions
221	09-May-18	Chair's Report: Beds & Luton	Review the integrated report to illustrate trends	Mason Fitzgerald Paul Gilluley	11-Jul-18	Closed	Updated performance report presented at July 2018 Board

In progress within timeframe

In progress with delay

Closed

Forward plan