

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

Ref	Meeting Date	Agenda item	Action Point	Executive Lead	Due Date	Status	Comments
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	Closed	Agenda item Nov 2018 Part 1 Trust Board meeting; this is one of the new Working Together Group Priorities for 2018/2019
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	Closed	Agenda item Nov 2018 Part 1 Trust Board meeting; and included on forward plan: Trust is reviewing the development of its own measure for CHS staffing as no national not defined in current national guidance. This is being taken forward through the Appointments & Remuneration Committee initially; report to Nov 18 Board initially with regular six monthly updates to Board (Jan 2019 and July 2018)
	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		14-Nov-18		
255	12-Sep-18	WRES	Update report to be presented at Nov 2018 Board meeting that clarifies the key outcomes and in particular the actions being/to be taken in relation to bullying and harrasment	Tanya Carter	14-Nov-18	Closed	Update included in Integrated Performance Report
216	09-May-18	Chair's Report	Arrange a family story presentation to the Board from a bereaved family	Paul Gilluley	14-Nov-18	Closed	Included in forward plan as presentation will be planned during 2019
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	Closed	Update included in the CEO's Update Report (under Workforce)
240	11-Jul-18	Safeguarding Annual Report 2017/18	Consider how to take forward with partners/local safeguarding boards a concern raised regarding the safeguarding of looked after children	Paul Calaminus	14-Nov-18	Closed	The Trust is a member of the Safeguarding Board where the Trust receives assurance that children are being appropriately protected. Annual LAC Safeguarding report also provides assurance
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	Closed	Report provided by Internal Auditors at Audit Committee on 25 Sept; report also presented to QAC on 11 Sept. Regular quarterly in year reviews will be undertaken and reported to Audit Committee
174	29-Jun-17	Engagement & Inclusion Action Plan	Report to be considered first by the Appointments & Remuneration Committee	Tanya Carter	14-Nov-18	Closed	Engagement & Inclusion Action Plan and Equality & Human Rights Strategy to be taken forward by Chair of Appointments & Remuneration Committee and Trust Chair. Included as agenda item for Oct Appointments & Remuneration Committee
193	19-Oct-17	Quality Report: Equality, Diversity & Human Rights Strategy	Last agreed in 2014 and requires review			Closed	
251	12-Sep-18	Operational Performance: BAF risk 2	BAF R2 - failure to effectively engage with local agencies: gap analysis to be undertaken to identify the effectiveness of the actions being taken by the Trust	Mason Fitzgerald	01-Jan-19	Closed	This will be addressed within the Integrated Performance Report
243	11-Jul-18	Strategic Activity/ Performance & Compliance Report	Present a six monthly update report to Board. Future performance reports to include feedback provided at previous Board meetings: inc CHS and LD measures; narrative; priority targets; mitigating actions; links to strategic priorities	Mason Fitzgerald	01-Jan-19	Closed	Reports have been amended to reflect the feedback raised at Board meetings; it is recognised this report will change and develop over time
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	Lorraine Sunduza Mary Elford	01-Jan-19	In progress	Annual visit plan being created that will ensure all areas of the Trust are covered in a coordinated way by Executives and NEDS
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	23-May-19	Forward plan	
241 253	11-Jul-18 12-Sept-18	Annual Serious Incidents Report 2017/18 Mortality Review Update	Present to Board a review of patient safety management (in the context of the new Trust strategy) and identify how to share learning/good practice across the system/integrated care models as part of the development of governance arrangements	Paul Gilluley	25-Jul-19	Forward plan	External review has been commissioned and an update report will be presented in July 2019 and will include feedback/recommendations from the review

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In progress within timeframe
In progress with delay
Closed
Forward plan