

**ELFT
Action Log Trust Board (Part 1)**

Ref	Meeting Date	Agenda item	Action Point	Executive Lead	Due Date	Status	Comments
331	30-Jan-20	Integrated Performance Report	Acceptance rate for referrals to CAMHS to be email to Board	Amar Shah	26-Mar-20	Closed	Briefing note from Sarah Wilson and Amar Shah circulated
333	30-Jan-20	Learning From Deaths Report	Include glossary of terms	Paul Gilluley	26-Mar-20	Closed	Included in report
326	30-Jan-20	Chair's Report	NED site visits to include an evening visit	Lorraine Sunduza	26-Mar-20	Closed	Visits being arranged; although there may be a delay due to any coronavirus restrictions
327	30-Jan-20	CEO Report: Crisis Pathway	Crisis pathway briefing to be presented at QAC (cross cutting theme)	Lorraine Sunduza/ Paul Gilluley	26-Mar-20	Closed	Included on QAC Forward Plan
321	28-Nov-19	Integrated Performance Report	Review on how thematic learning from complaints is included in the Quality Report to provide Board oversight	Lorraine Sunduza/ Amar Shah	21-May-20	In progress	Complaints report to be presented bi annually to QAC which will include thematic learning (see 316 below)
328	30-Jan-20	Quality Report	More detailed narrative is included in the report particularly in helping to interpret the charts including clear measures showing trends over time, with accompanying narrative to make clear the source of the data (e.g. which teams/localities are included) and any other information relevant to interpretation.	Amar Shah	21-May-20	Not due	
329	30-Jan-20	People Plan	Replace the standing naming convention of 'straight' with heterosexual - to be discussed with user group	Tanya Carter	21-May-20	Not due	
300	25-Jul-19	SI Annual Report	Report on relationship between caseloads and incidents to be presented to QAC. Assurance to be provided that the Trust meets NHS England governance requirements, e.g. reports completed within required timeframe	Paul Gilluley	21-May-20	In progress	Will be included in external review report (see actions 241 and 253 below) - to be considered in first instance by QAC and then to Board
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	21-May-20	In progress	External review has been commissioned and an update report will be presented in May (initially to QAC) which will include feedback/ recommendations from the review
313	03-Oct-19	Audit Committee Annual Report 2018/19	All Board Committee's terms of reference to include requirement for an annual review of the effectiveness of the Committee	Cathy Lilley	21-May-20	In progress	Included in ToR review - agenda item May 2020
325	28-Nov-19	AOB: Population Health	Population Health Task & Finish group to consider how to communicate meaningfully with people in the Trust's localities who currently do not use our services to ensure their voices are heard	Richard Fradgely	23-Jul-20	Not due	
316	03-Oct-19	Quality Assurance Committee: Complaints Annual Report 2018/21	Complaints and PALS Annual Report 2019/20 to be presented at July Board meeting	Cathy Lilley	23-Jul-20	Forward Plan	Added to forward plan for July 2020. Approach agreed at QAC; bi annual report on complaints to be presented to QAC including annual NED review of complaints. PHSO complaints upheld will be presented to Board
330	30-Jan-20	Safe Working Q2	Consider triangulating information from Guardian Safe Working Report and FTSU - identify key themes and Board's responsibility	Paul Gilluley	24-Sep-20	Not due	
323	28-Nov-19	Integrated Performance Report	Updates on work and governance arrangements of Population Health Task & Finish Group	Richard Fradgely	24-Sep-20	Forward Plan	
334							

In progress

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		In progress with delay					
		Closed					
		Forward plan					