

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

| Ref | Meeting Date | Agenda item | Action Point | Executive Lead | Due Date | Status | Comments |
|------------|-------------------------|--|--|---------------------------------|----------------------------|------------------------|---|
| 336 | 26-Mar-20 | People Report | Update on Staff Survey (focusing on top five areas) and WRES | Tanya Carter | 21-May-20 | In progress | Included in Trust Board meeting in public agenda for May |
| 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 | Closed | To be included in IPR. 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 | Closed | Completed |
| 329 | 30-Jan-20 | People Plan | Replace the standing naming convention of 'straight' with heterosexual - to be discussed with user group | Tanya Carter | 23-Jul-20 | In progress | |
| 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— 23 July 2020 | In progress with delay | 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.. Date now deferred to July 2020 due to focus on COVID-19 agenda items |
| 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— 23 July 2020 | In progress with delay | External review has been commissioned and an update report will be presented in July (initially to QAC) which will include feedback/ recommendations from the review.Date now deferred to July 2020 due to focus on COVID-19 agenda items |
| 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 | Closed | Included on PHG forward plan |
| 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 | Lorraine Sunduza | 23-Jul-20 | Not due | 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 |
| 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— 24 Sept 2020 | In progress with delay | Due to COVID and focusing on key items, Audit Committee agreed this would be deferred to September 2020 |
| 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 | 26-Mar-20 | Patient Story | Review and identify improvements to Peer Support Workers appointment process to ensure a more streamlined and timely experience. NC to be invited to provide advice/knowledge. Board's Appointment & Remuneration Committee to review action plan and progress | Tanya Carter / Paul Binfield | 01-Nov-20 | Closed | Included on RemCo's forward plan |
| 335 | 26-Mar-20 | CEO Report | Include presentation on crisis pathways at a future board meeting | Edwin Ndvolu | 01-Nov-20 | Forward plan | |
| 337 | | | | | | | |

In progress

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| | | | Closed | | | | |
| | | | Forward plan | | | | |