

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

Ref	Meeting Date	Agenda item	Action Point	Executive Lead	Due Date	Status	Comments
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	24-Sep-20	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 Sept 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	24-Sep-20	In progress with delay	External review has been commissioned and an update report will be presented in Sept (initially to QAC) which will include feedback/ recommendations from the review. Date now deferred to Sept 2020 due to focus on COVID-19 agenda items
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	24-Sep-20	Forward plan	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	24-Sep-20	Forward plan	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	
335	26-Mar-20	CEO Report	Include presentation on crisis pathways at a future board meeting	Edwin Ndvolu	Dec-20	Forward plan	
337	21-May-20	People Plan	RemCo to receive data on service and/or geographical variation and 'hotspots' for reported bullying and harrasment	Tanya Carter	Dec-20	Closed	Included on RemCo forward plan
338	21-May-20	People Plan	RemCo to receive details inc underlying reasons for the increase in BAME staff reports of grievance and complaints (i.e. can this be attributed to improvements in speaking up opportunities)	Tanya Carter	Dec-20	Closed	Included on RemCo forward plan
339	21-May-20	People Plan	RemCo to receive information about the impact of COVID-19 on the take-up of support from the Employee Assistance Programme	Tanya Carter	Dec-20	Closed	Included on RemCo forward plan

In progress
In progress with delay
Closed
Forward plan