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	Closed	Unable to change the data recording on ESR but an manually adjust when providing reports.
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	Trust wide Patient Safety Learning Lessons Seminar taking place in October 2020.
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 Quality Committee Part 1 continuing to meet focusing on assurance and governance; all reporting committees (e.g. Health & Safety Committee, Infection Control Committee, etc) continuing to meet and report on changes/actions/contingencies in relation to COVID. Parts 2 and 3 resumed in September 2020 ☐ SI process resumed to full review.				External review commissioned which will also include review of governance requirements and learning. Final report now received (August 2020). Findings and recommendations currently under review by Executives. Quality Committee Part 1 continuing to meet focusing on assurance and governance; all reporting committees (e.g. Health & Safety Committee, Infection Control Committee, etc) continuing to meet and report on changes/actions/contingencies in relation to COVID. Parts 2 and 3 resumed in September 2020 ☐ SI process resumed to full review.
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/ Lorraine Sunduza	01-Dec-20	In progress	The FTSU and GSW will liase to ensure triangulation in their reports. Will be covered in FTSU report due to go to Board later in the year
323	28-Nov-19	Integrated Performance Report	Updates on work and governance arrangements of Population Health Task & Finish Group	Richard Fradgely	24-Sep-20	In progress	Will be included in wider discussions on Board governance at October Board Development Session.
335	26-Mar-20	CEO Report	Include presentation on crisis pathways at a future board meeting	Edwin Ndvolu	Dec-20	Not due	
340	23-Jul-20	Quality Report	Consideration to be given as to how to provide assurance to the Board that innovation is sustained and extended to positive effect (ref impact of COVID-19 learning)	Amar Shah	Dec-20	Not due	Plans to be added to December Quality Report
341	23-Jul-20	Learning from COVID-19 Excess Deaths	A report on lessons learnt from wave one and how they are informing our plans for wave two/winter pressures will be provided to the Board	Paul Calaminus/ Paul Gilluely/	Dec-20	In progress	Update will be included in presentation to September Board, with a further report at the December Board meeting
342	23-Jul-20	Race and Privilege	Reflective session for Trust Board on race and privilege to help determine action to be taken in the light of systemic learning	Tanya Carter	24-Sep-20	Closed	Agenda item private session of Trust Board 24 Sept 2020
343	23-Jul-20	Integrated Performance Report	Exec Team to further consider how future reports can be 'forward looking' and how demand and supply might be incorporated including the implications on operations and finance (reset and recovery plan)	Amar Shah / Steven Course	Dec-20	Closed	Incorporated this into the current integrated performance report for September

In progress	
In progress with delay	
Closed	
Forward plan	