

BOARD ACTION SHEET PART 1

KEY: **BLUE** = COMPLETE / **GREEN** = ON TRACK / **AMBER** = AT RISK / **RED** = LATE

Item No.	Date of Meeting	Item	Action(s)	Action by	Date to complete by	Date Completed / update
P1/012/19	30-Jan-19	IPR Report - Month 9	Future performance and risk reports to be simplified and targeted to provide absolute clarity to where focus and attention by the Board and its Committees will be required	JSp/AW	24-Jul-19	25.09.19 - Ongoing - following an update to Digital Board, it is unlikely that the refreshed data process will be available prior to Spring 2020. January 2020: Report to Performance Committee in February 2020.
P1/203/19	27/11/2019	Staff Survey update	Staff survey results to be presented to Trust Board in March 2020.	JSh	29-Jan-20	For March agenda
P1/019/20	29/11/2020	Any Other Business	AW highlighted the NED mandatory training matrix to be circulated	AW	29-Jan-20	Completed
P1/03/20	29/01/2020	Minutes of previous meeting	P1/203/19(b) SL to provide narrative relating to nursing discussed at the November meeting	SL	26-Feb-20	
P1/04/20	29/01/2020	Matters Arising	AW to ensure Patient Story Action Plan delegated to Quality Committee	AW	20-Feb-20	AW discussed with Chair of Quality Committee - for Quality Committee Agenda in March
P1/07/20	29/01/2020	CEO Report	MT and EA to receive documentation for workshops	LB	20-Feb-20	Completed
P1/07/20	29/01/2020	CEO Report	Details of new Consultants to be presented at the February Board	SK	26-Feb-20	On Agenda
P1/10/20	29/01/2020	Improvement and Assurance Plan - CQC	Future reports to include findings from mock inspections	SL	26-Feb-20	On Agenda
P1/11/20	29/01/2020	Finance Report - Month 9	Month 10 report to include an update on financial planning negotiations with the Commissioners	JT	26-Feb-20	On Agenda
P1/13/20	29/01/2020	Audit Committee Chair Report	SL requested re-drafting of some of the narrative contained therein.	SL/AW	29-Feb-20	In progress
P1/13/20	29/01/2020	Audit Committee Chair Report	Committee to be kept updated on dates for formal approval of Annual Accounts	AW	29-Feb-20	In progress
P1/15/20	29/01/2020	Quality Committee Chair Report	Board requested the Quality Committee re-visit the issue relating to Meditech	SL/SB/AW	29-Feb-20	On Agenda at Quality Committee