

**PUBLIC TRUST BOARD MEETING – 26 March 2020**

**Action Log**

<b>RAG Rating</b>	
Green	Completed within date for delivery
Amber	Incomplete but within date for delivery/Not yet due
Red	Not complete within date for delivery
Blue	Update to be provided at meeting/Agenda Item

<b>Minute Ref/No</b>	<b>Date of Meeting</b>	<b>Agenda Item Heading/Topic</b>	<b>Action to be Taken</b>	<b>Action Owner</b>	<b>Date to be completed</b>	<b>Progress</b>	<b>RAG Status</b>
2020/46	26/3/20	Hospitals Transformation Programme (HTP)	Executive to consider the significant risk to the progression and validity of the HTP, following the HTP team running existing data through the same model as the exercise 18 months previously to model what activities would look like if they were delivered in a community setting. This appears to show that length of stay assumptions provided by the CCG are exaggerated and the volume of opportunities is far less. Executive to advise what the next steps should be, ie accept the assumptions being proposed by the CCG, or review plans	CEO (DTS/FD)	28/5/20	Progress and next steps, which will include a review of the core assumptions for inclusion in the OBC, are described in the 'Development of the 5 Year Plan'	
2020/47	26/3/20	Covid-19	Ensure Covid-19 risk is included in the BAF	IDG	30/4/20	Complete	
2020/48	26/3/20	Quality Improvement Plan	One plan to be created capturing CQC actions, HSE, CCG, Royal Colleges and any other issues, to provide consolidated Executive oversight, and act as an effective assurance mechanism to the Q&S Committee and Board	DTS/IDN	30/4/20	28 May Agenda item	

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2020/51	26/3/20	Board Assurance Framework (BAF)	Review of the BAF to be conducted, in line with the Operational Plan and new Clinical Strategy	IDG	28/5/20 30/7/20	New clinical strategy to be aligned with new risk management process (risk management review on 28/5 agenda) – BAF to be reviewed at that point	
2020/52	26/3/20	Audit and Risk Assurance Committee Report – Review of WLI policy	Executive to take forward a review of the WLI policy and previous reviews	CEO (AWD)	28/5/20 30/7/20	Update 14/5/20 – The WLI and Annual Leave Policy were discussed at an extraordinary LNC meeting on 13/5/20. During the subsequent three weeks the LNC will provide comments for management to consider, to ensure this can hopefully be addressed and concluded. The LNC are in agreement with the majority of the policy recommendations because it was drawn up with BMA guidance. To be revisited at June LNC meeting and conclusion reported at following Board meeting.	
2020/52	26/3/20	Audit and Risk Assurance Committee Report – Internal Audit Progress Reports	Executive to consider resource allocation to complete outstanding Internal Audit Progress Reports	CEO	30/4/20 30/6/20	Review of outstanding reports undertaken by each Lead Director. Confirmation provided to FD that all can be closed by end of June 2020.	
2020/52	26/3/20	Audit and Risk Assurance Committee Report – Risk Appetite Statement	Develop revised version of the Trust's Risk Appetite Statement	IDG with Executive colleagues	30/7/20		
2020/56	2/3/20	Board Reflection – suggestions for improvement	Progress SECC Wifi Signal Booster to aid smooth running of future virtual meetings	FD	30/4/20	No longer applicable due to all members participating in future Board meetings virtually via MS Teams for duration of Covid-19 pandemic	