ACTION LOG

GREEN Complete / recommended to close

AMBER Incomplete but within due date for delivery / Not due

RED Not completed within date for delivery

BLUE Report to be provided at meeting / on agenda

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Meeting Date	Minute Ref No.	Private / Public	Agenda Item Heading/Topic	Action to be taken	Responsible Officer	Target Completion Date	Update	Status	RAG RATING
26/03/2020	2020/46	Public	Hospital 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. Executives to advise what the next steps should be, i.e. accept the assumptions being proposed by the CCG, or review plans.	Chief Executive	28/05/2020	Progress and next steps, which will include a review of the core assumptions fro inclusion in the OBC, are described in the 'Development of the 5 Year Plan'.	Closed	
26/03/2020	2020/47	Public	COVID-19	Ensure COVID-19 risk is included in the BAF	Interim Director of Governance	30/04/2020	Complete	Closed	
26/03/2020	2020/48	Public	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 of Directors.	Director of Transformation and Strategy	30/04/2020	28 May 2020 agenda item	Open	
26/03/2020	2020/51	Public	Board Assurance Framework (BAF)	Review of the BAF to be conducted, in line with the Operational Plan and the new Clinical Strategy	Interim Director of Governance	30/07/2020	New clinical strategy to be aligned with new risk management process (risk management review on 28/05/20 agenda) - BAF to be reviewed at that point.	Open	
26/03/2020	2020/52	Public	Audit & Risk Assurance Committee Report - Review of WLI Policy	Executive to take forward a review of the WLI policy and previous reviews.	Chief Executive / Acting Workforce Director	30/07/2020	Update 15/05/20 - The WLI and Annual Leave Policy were discussed at an extraordinary LNC meeting on 13/05/20. 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.	Open	
26/03/2020	2020/52	Public	Audit & Risk Assurance Committee Report - Internal Audit Progress Reports	Executive to consider resource allocation to complete outstanding Internal Audit Progress Reports.	Chief Executive	30/06/2020	Review of outstanding reports undertaken by each Lead Director. Confirmation provided to FD that all can be closed by end of June 2020.	Open	
26/03/2020	2020/52	Public		Develop revised version of the Trust's Risk Appetite Statement	Interim Director of Governance / Executive Directors	30/07/2020		Open	
26/03/2020	2020/56	Public	Board Reflection - suggestions for improvement	Progress SECC WiFi Signal Booster to aid smooth running of future virtual meetings	Finance Director	30/04/2020	No longer applicable due to all members participating in future Board meetings virtually via MS Teams for duration of COVIC-19 pandemic 17/07/20 - If no applicable then should be closed.	Open	