

**ACTION LOG - PUBLIC**

<b>DARK GREEN</b>	Completed and closed at BoD meeting
<b>LIGHT GREEN</b>	Complete / recommended to be closed at next BoD meeting
<b>AMBER</b>	Incomplete

Meeting Date	Minute Ref No.	Agenda Item Heading/Topic	Action to be taken	Responsible Officer	Update	RAG RATING
26/03/2020	2020/51	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	<b>29/09/20</b> - New BAF to be reviewed at the BoD Development Session in November 2020.	
26/03/2020	2020/52	Waiting List Initiatives [WLI] Review of Policy	Review the Waiting List Initiatives [WLI] policy and previous reviews.	Acting Workforce Director	<b>28/09/20</b> - WLI policy to be signed off in November 2020 by the JNC and the actions from the audit are scheduled for completion by the 31/03/21.	
26/03/2020	2020/52.1	Risk Appetite Statement	Develop revised version of the Trust's Risk Appetite Statement (Audit & Risk Assurance Report)	Interim Director of Governance	<b>29/09/20</b> - to be reviewed at the Board of Directors' Development Session in November 2020.	
26/03/2020	2020/56	SECC Wi-Fi Signal Booster (Board Reflection - suggestion)	Trust to commission survey of Wi-Fi at SECC as first step to development plan to improve coverage of Wi-Fi in meeting rooms used for Board	Interim Director of Finance	<b>23/10/20</b> - Additional WiFi points have been installed in SECC meeting rooms used for Board meetings.	Recommend to close
30/07/2020	2020/61	Ethical decision for elective activity	<b>MD</b> to initiate work on ethical decisions by the Ethics Committee for elective activity.	Medical Director	<b>08/10/10</b> - Dr Rose to update the Board of Directors' at the November 2020 meeting on the outcome from the questions to the Ethics Committee.	Recommend to close
08/10/2020	2020/62	Maternity Update	<b>DM</b> to meet with Prof. Deadman to discuss processes in place for gathering data included in assurance reports.	Director of Nursing / Director of Midwifery	<b>26/10/20</b> - DM and Prof. Clive Deadman discussed and agreed an assurance plan. This has been included in the Maternity Report for the BoD meeting on 05/11/20.	Recommend to close
08/10/2020	2020/63	Health & Safety training of the Trust's Board of Directors	<b>COO</b> to source a suitable nationally recognised syllabus for Health & Safety training of the Trust's Board of Directors	Chief Operating Officer	<b>23/10/20</b> - COO to advise the Chairman and Chief Executive of appropriate Health and Safety training.	Recommend to close