Board of Directors **Action Log - Public Meeting**

Log number	Date of meetin	Agenda item	Item	Action	Lead Office	Deadline	Comment/ Feedback from Lead Officer	Action
2022								
9	10/03/22	047/22	Board Listening and Learning by Genba Methods	Request from the Chair for the inclusion of identified actions in future reports, together with progress against those actions	DPOD	Ongoing	Update 12/5/22 - action to remain open pending the embedding of identified actions and progress into future Genba Walk reports. **Update 29/6/22 - actions/progress updates to be included from August**	Recommend to close
10	09/06/22	103/22	Integrated Performance Report	Quarterly workplace plan to be provided to the BoD from August 2022 onwards, to provide a staffing overview, following a request for assurance on the management of staff availability	DPOD	29/07/22	Update 29/6/22 - the Quarterly workforce plan will be provided as a paper for the August Board	Recommend to close
14	14/07/22	124/22	IPR - Operational Summary	Request from the Chair for a review of the language/tone of voice used in patient letters, with a view to optimising communication with patients	ACOO / AMD	30/09/22		Open
15	14/07/22	126/22	Ockenden Report Action Plan	Request from the Chair for a basic summary to be provided to a future Board meeting of any actions underway or delivered, over and above the recommendations within the Ockenden Report	DON	30/09/22	Update 1/8/22 - narrative in August paper, and then proposal to take via MTAC and QSAC moving forward	Recommend to close
16	14/07/22	128/22	Incident Overview Report	Consider the feasibility of a monitoring process for absconded patients, who left ED before being seen. Request from the Chair for the feasbility of monitoring this group to be considered, to ensure they received appropriate follow up in the community if required. To be reported back to the next Board meeting if a monitoring process was considered operationally feasible (or advise secretariat otherwise in advance)	ACOO / AMD / DON	05/08/22	Update 1/8/22 - exec view is that this requires a deep dive at QSAC - to then reported via QSAC Summary Report to Board	Recommend to close
17	14/07/22	130/22	QSAC Monthly Report	Request from the Chair for a paper to be brought to the August meeting to provide understand and assurance on the mitigating actions being introduced to address declining paediatric triage performance	ACOO	29/07/22	ACOO to confirm situation at August meeting	Open