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								
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	~~30/9/2022~~ ~~10/11/22~~ 27/01/23	Update 10/11/22 - Action to remain open, with a revised deadline of 9 Feb 23 BoD meeting, following the establishment of a working group to review the content, tone, and information provided in all patient letters, to ensure they were both informative and that the wording/tone of voice reflected a compassionate approach.	Open (Not Yet Due)
15	13/10/22	182/22	Ockenden Report Action Plan Progress Report	Formal report to be provided to Board on the findings and actions from a piece of work commissioned to review all previous Maternity reports, in line with the plan agreed as part of the dscussion related to Ms Scolding's report (agenda item 176/22 of 13/10/22 meeting)	DoN	27/01/23	Update 10/11/22 - Report to be presented at the BoD meeting in public on 9 February 2023 (there is no January meeting). **Request from Chair for this to be presented as a separate report.**	Open (Not Yet Due)