

OPEN ACTION LOG JANUARY 2022

Board Date	Minute Ref	Topic	Action	Lead	Due Date	Progress
OPEN ACTIONS						
27/05/21	O-52/2021	Quality Report	The Chairman asked that consideration be given to reinstating the Board Walkabout programme within IPC guidelines	AD Corp Affairs/CN	On agenda	Update provided in September 2021 minutes. Unable to progress walkabouts as detailed. Come back in February with further update.
ACTIONS DUE AT A FUTURE MEETING						
CLOSED ACTIONS for REFERENCE						
30/01/20	C-04/20	Financial Position	Operational Performance - Modern Healthcare Committee to look at Model Hospital	SM	CLOSED	With Covid-19 impacting all organisations costs differently, not that useful at present time to look at Model Hospital.
30/01/20	O-18/2020	Audit & Risk Committee Minutes	<ul style="list-style-type: none"> Add the Culture Report to the Board Reading Room. Provide Board members access to all Committees on Admin Control. 	LD	COMPLETE	
31/10/19	O-158/2019	Balanced Scorecard	Consider including the risk appetite, risks and KPI's for each strategic objective to form an integrated report.	SM	CLOSED	This information is now included as part of the Chief Executive's Risk Analysis Report
31/10/19	O-156/2019	Board Assurance Framework	Each sub-board committee to check that their risk ratings match the risk appetite.	SMa	COMPLETE	
31/10/19	O-155/2019	Emergency Planning Resilience & Response (EPRR) Assurance	Provide a summary of resolved actions/changes in the next report.	JAT	CLOSED	Has been seen at Nov TEC. Any further update to be sought prior to January's Board.

25/07/19	O-119/2019	Safeguarding Committee Annual Report	Clinical outcomes for women in HMP Bronzefield. It was AGREED to provide data and a high level narrative for the Board Report.	AL	COMPLETE	Decision taken to provide a standalone report to for submission to QCC in November. Reported to Board in January 2020.
25/07/19	O-113/2019	Chief Executive's Report	Facilitate the visit to the Bromley by Bow Centre for Non-Executives.	TS/SMau	COMPLETE	Visit arranged for 16 October.
25/07/19	O-123/2019	People Committee Minutes for May	Scheduling and alignment of sub board committees was under review. The Director of Finance & Information to investigate the facilitation of technology solutions for committee meetings.	SM	CLOSED	<ul style="list-style-type: none"> NED meeting took place on 6/9 re. scheduling and alignment of committees. Update: MDT videoconferencing facility is in the process of being procured as part of joint initiative with RSFT and Cancer Alliance. Also, Microsoft Office 365 licences will be purchased in 20/21, once national agreement is in place. Both of these initiatives will pave the way for virtual committee meetings.
27/06/19	O-99/2019	7 Day Services Board Assurance Report	Request the System Assurance Group to undertake a piece of system wide assurance	SR	COMPLETE	SOAG to table the agenda item at a future meeting
30/05/19	O-88/2019	AOB	Inform the Trust's Fundraising Manager that Hilary had volunteered to host the tea party at our Ashford Hospital site	LD	COMPLETE	Tea party at Ashford now cancelled due to lack of interest
30/05/19	O-80/2019	Progress against Corporate	Berkshire Surrey Pathology Service to provide a Divisional report.	TS	CLOSED	BSPS Report included.

		Objectives Quarterly Report				
30/05/19	O-81/2019	Integrated Digital Committee Bi-annual Report	Add this transformation project to the Board Masterclass timetable	LD	COMPLETE	Added
30/05/19	O-77/2019	PERFORMANCE	The Chairman recorded a 'well done' on the elective progress and the tremendous amount of work that had been achieved. Feedback a positive message to the teams from the Board.	JAT	COMPLETE	JAT delivered positive message and thanked the relevant teams
30/05/19	O-72/2019	Quality Report	Arrange for the Head of Patient Experience & Involvement to be introduced to the Council of Governors	SMA	COMPLETE	Invited to June's COG
30/05/19	O-66/2019	Staff Story	Circulate the delirium paper once published	DF	COMPLETE	Extract circulated in June. External publication of manuscript in approximately 4-6 months.
25/04/19	O-53/2019	Chairman's Report	Place NHSI Consultation response in Board Reading Room	LD	CLOSED	Response placed on Admin Control.
25/04/19	O-56/2019	Corporate Risk Register	The Deputy Chairman requested an outline implementation plan to the Audit & Risk Committee in May	SMau	CLOSED	Submitted to Risk & Audit Committee on 23 May
25/04/19	O-54/2019	Chief Executive's Report	Provide an introduction on the purpose of subsequent plays for staff and invite attendance from the community.	ST	CLOSED	Complete. Message sent prior to the next play scheduled on 12 June
25/04/19	O-49/2019	Patient Story	Arrange video – share the story with organisation	SMau	CLOSED	Arrangements in place.