

OPEN ACTION LOG June 2023

Board Date	Minute Ref	Topic	Action	Lead	Due Date	Progress
OPEN ACTIONS						
		Quality A/C improvement priorities	Check Governor quality improvement priority.	SMau	June 2023	It had been established that this was no longer a requirement for the Quality Account.
30/03/23	O-41/2023	Audit & Risk Committee AAA	Review how best to ensure visibility of Divisional and CRR risks to Board committees. Provide suite of guidance around annual BAF review/risk appetite.	SMau	June 2023	Process agreed and implemented. Four of five board committees have completed an annual review of BAF risks including risk appetite & organisational risks by strategic objective (Digital to be completed)
ACTIONS DUE AT A FUTURE MEETING						
01/12/22		Independent Investigation into East Kent Maternity and Neonatal Services: Kirkup Report	Rationalise reporting and bring recommendations to Board on areas of focus.	AL	July 2023	Await national maternity overview paper to be published which will bring the Ockenden and Kirkup recommendations together. On publication update to be included in Maternity & Neonatal Report to QCC.
CLOSED ACTIONS for REFERENCE						
30/03/23	O-31/2023	Surrey Heartlands Elective Centre	Communications and stakeholder management plan	BF	Closed	Plan circulated to board members on 31 March

29/09/22	O-118/2022	People Committee	Provide a workforce update narrative as part of the MHC updates to the Board	LMCK	Complete	Included in report
01/12/22		Patient Story	Develop internal and external communications (including social media) around positive patient stories including midwifery funded role	BF/CA	Closed	Comms to meet with Patient Experience on 6 Feb to progress the plan
01/12/22		CEO Report	Develop communications and stakeholder management plan around Elective Centre	BF/TS	Closed	The Director of Communications and Engagement SH ICS is working with an elective centre working group on a stakeholder comms plan
01/12/22		Learning from Mortality Reviews Quarterly Report	Item to be sequenced immediately after Quality report and new Chief of Patient Safety to attend next Board meeting	LD	Closed	Chief of Patient Safety to attend Open Board in February.
01/12/22		Board Assurance Framework	Review BAF KPI: Appraisal data	SMau/LMcK	Complete	Updated at People Committee in January
01/12/22		EPRR	Arctic Willow and EPRR reporting to be scrutinised at Modern Healthcare Committee in order to obtain assurance on behalf of Board	JAT	Closed	On MHC Agenda
29/09/22	O-109/2022	Chairman's Report	Publicise Board walkabouts via Trust wide comms & formalise feedback to NEDs on issues/actions arising. Share rolling programme with NEDs; increase visibility; consider inviting DD's to walkabouts.	SMau	Closed	All in progress. Review and learning to come back to Board.
28/07/22	O-80/2022	CE Report	The Chairman highlighted the reintroduction of Board walkabouts; feedback from discussion for review and learning to come back to Board.			
31/03/22	O-33/2022	CQC Action Plan	The decline in Mandatory Training rates was referenced due to Surrey Safe Care. The Chief Executive said consideration should be given to testing the effectiveness of training in practice and to monitor progress.	LMCK	Closed	Monitor progress and report back through People Minutes.
31/03/22	O-32/2022	CQC Action Plan	The Committee Chair noted that QCC had sought assurance that Divisions were clear on their priorities in relation to the plan.	AL/EB	Closed	DCN to ensure Divisions were clear on their priorities; monitor progress against plan and

						provide assurance to the Committee and subsequently to Board.
03/02/22	O-01/2022	Staff Story: Pre-Operative Assessment Unit Team	Matters for follow up <ul style="list-style-type: none"> • MRSA Policy • Patient feedback mechanism • ECG upload facility 	AL	Closed	MRSA Policy being reviewed by IPC Team. Viewpoint being installed into pre-op assessment. ECG upload being reviewed with the introduction of Cerner.
03/02/22	O-05/2022	Matters Arising and Action Log	Reference was made to the patient story Jan Board meeting and the suggestion to involve Beth in shaping the Trust's strategy and work to improve aspects of the carer journey for children with disabilities and overall outpatient appointment scheduling.	AL	Closed	Beth had been invited to take part on the outpatients improvement work due to her experience with appointments issues. To be linked in with the Trust Carer's lead to assist with shaping our carers strategy.
03/02/22	O-05/2022	Matters Arising and Action Log	The Board walkabouts remained under review; patient safety was paramount and restrictions were in place and an update would be provided at the next Board in March.	AL/SM au	Closed	An update was provided at March Board; planning would start in April with a view to re-starting these in May 2022
03/02/22	O-08/2021	Quality Report	Include an assurance summary on each of the indicators in the report, similar to that provided in the Performance Report, to provide a more rounded view and assurance on the quality agenda.	AL	Closed	The Report had been redesigned and would be developed over the coming months where appropriate.
03/02/22	O-10/2022	Learning from Mortality Reviews Quarterly Report	Paediatric mortality data and the lag in reporting; it was noted this was the Q2 report and if possible to include more up to date information for the next reporting period	DF	Closed	The Paediatric and neonatal mortality data within the LfD quarterly reports come to QCC and Board a quarter in arrears. Q3 LfD 21/22 will report to March QCC/Board; Q4 21/22 data is not yet complete; together with incorporating report writing time and upload a

						<p>week in advance.</p> <p>Investigate the possibility to be more specific to Paediatric mortality within the Quality report which would make it more contemporaneous.</p>
03/02/22	O-16/2022	Freedom to Speak Up Guardian Annual Report	Consider including information on speaking up and the various channels staff can use to raise concern at induction events.	LMCK	Closed	<p>LMcK to do slides for the new starters induction.</p> <p>The following was included in the New starter pack <i>Freedom to Speak Up This enables everyone to raise any concerns at an early stage and in the right way. It is only with your help that we can deliver a safe service and protect the interests of patients and staff. Our Freedom to Speak Up Guardians are available to support as an independent and impartial source of advice and support to staff who want to raise a concern. If you want to get into contact with them email: FTSUGuardian@nhs.net</i></p> <p><i>Info to be included as part of CE/Chair induction presentation.</i></p>
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.
	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.