

**OPEN ACTION LOG AS AT OCTOBER 2019**

<b>Board Date</b>	<b>Minute Ref</b>	<b>Topic</b>	<b>Action</b>	<b>Lead</b>	<b>Due Date</b>	<b>Progress</b>
<b>OPEN ACTIONS</b>						
<b>ACTIONS DUE AT A FUTURE MEETING</b>						
30/05/19	O-70/2019	Chairman's Report	Submit the Constitution to the Board annually.	LD	MAY 2020	Added to Board Schedule of Business
30/05/19	O-80/2019	Progress against Corporate Objectives Quarterly Report	Berkshire Surrey Pathology Service to provide a Divisional report.	TS	JANUARY 2020	Progress Report under review and to be informed following business planning process
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.	ST	JANUARY 2020	Decision taken to provide a standalone report to for submission to QCC in November and subsequent reporting through minutes to Board.
25/07/10	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	JANUARY 2020	NED meeting took place on 6/9 re. scheduling and alignment of committees. Pilot proposed - virtual IDC.
<b>CLOSED ACTIONS for REFERENCE</b>						

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.
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-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	SMau	CLOSED	Arrangements in place.

			organisation			
30/03/19	O-29/2019	Chairman's Report	Produce a loose template for walkabouts	SMA	COMPLETE	Final template agreed and for use from September onwards.
30/03/19	O-25/2019	Staff Story	Medical Director to speak to the surgeon about the experience and conciliatory process.	DF	CLOSED	
30/03/19	O-37/2019	Balanced Scorecard	The Psychiatric Liaison Service was referenced in the Balanced Scorecard and it was agreed to obtain clarification on this issue.	JAT	CLOSED	We are working closely with SABP on: enhancing the provision of psychological therapist support to our ED and some of the wards to help staff manage particularly challenging patients. Also discussing how we can support the management of physical health needs of the individuals who are inpatients in the mental health unit. The current psychiatric liaison service operates 24 hours per day 365 days per year but in the main consists of clinical nurse and psychiatrists – there are plans to enhance the service to include psychological therapies for the patient population.
30/03/19	O-44/2019	Board Assurance Framework	Provide an Appendix detailing the definition of the issues and hazards in relation to risk level. Provide a key to the arrows in Appendix 2 to ensure a consistent understanding between committees	SMau	COMPLETE	

31/01/19	O-12/2019	Learning from Mortality Reviews Q2 Report	AGREED to track and report on the sepsis cumulative backlog.	DF	COMPLETE	In March Report
31/01/19	O-11/2019	Quality of Care Committee Minutes	Place End of Life Steering Group paper in Board Reading Room	LD	COMPLETE	Placed in Reading Room
31/01/19	O-10/2019	Quality Report	AGREED to: Bring the SSNAP Data to Board Provide another graph to plot mortality at national level	DF	COMPLETE	Included in June's Report
31/01/19	O-07/2019	Annual Report and Timetable	Monitor and record progress of material	SMau	CLOSED	On track to be delivered to 23 May Extraordinary Board
25/10/18	O-143/2018	Safe Staffing Nursing Establishment Framework – 6-month review	Submit paper to Board on staff establishment following review by the People Committee in May 2019.	ST	COMPLETE	Submitted to July's Board
30/11/18	O-160/2018	Chief Executive's Report	The Chief Nurse and Director of Operations for Planned Care to consider taking forward "arts in hospital" for inpatients.	ST/JAT	COMPLETE	inaugural meeting on 3 July on Creative Health