Trust Board meeting Part 1 action log

Action No.	Paper Ref:	Topic	Action Required	Date Raised	Assigned To	Date Due	Progress
Meeting	**29-Mar-17**						
	BD/16/274	Annual Operating Plan	**b)** Bank and Agency spend. A deep dive on agency spend to go to F & P	29/03/17	AD	July	A meeting will be held to discuss the detail prior to F & P Committee to discuss bank and agency spend. To be included in the F & P assurance report.
Meeting	**26-Apr-17**						
	BD/17/019	Chairs report	The Chair asked if Sarah Knight, the Interim Company Secretary, could provide Executives with information on stakeholder events they could attend in the localities that they had been allotted too. Action : Company Secretary	26/04/17	Company Secretary	June	An information pack is being developed which will include dates for all CCG & Health and Wellbeing Boards, a list of key stakeholders within a locality and service business plans for those directors linked to a service. The information was collated and the pack has been circulated. Complete
Meeting	**31-May-17**						
	BD/17/041	Chief Execs Report	The first phase of Listening into Action (LiA) was now underway. The Board requested a presentation on the work in September or October.	31/05/17	Interim Company Secretary	October	A presentation is planned for the AGM on September 13th
	BD/17/046	Annual Quality Account	It was agreed that following the addition of stakeholder comments, and oversight by Quality & Standards Committee, the final report would be circulated to Board members for their information	31/05/17	Director of Nursing AD		Complete
	BD/17/048	Finance Report month 1	MO and STr would meet to discuss a breakdown of CIPs into risk categories and further clarity on the programme would be provided to the Board	31/05/17	MO/STr	June	Complete
	BD/17/048	Finance Report month 1	It was agreed that the deep dive would look into the costs of both bank/agency and substantive staff, with a detailed report being presented to the next meeting of the Board. It was agreed that MO would meet with AD and SSG Health to discuss the granularity required to fully understand the issue	31/05/17	MO/AD/SSG Health	June	Meetings took place on 28 June and 21 July. See action BD/16/274. Complete
	BD/17/053	Whistleblowing annual Report	MO raised concerns about the quality of case management files. The Board agreed to ask the incoming Director of HR to review the quality of case management files and report to a future Board meeting.	31/05/17	Director of HR	TBC	Horizontally reported to Q & S
	BD/17/055	Trust Risk Register	The Board requested that risks relating to the workforce should be re-visited and included within the register.	31/05/17	Nursing & Quality director - AD	June	Complete