

Board of Directors held in Public 8 September 2022

Report Title:	Trust Board Action Chart
Executive/NED Lead:	Nick Hulme, Chief Executive
Report author(s):	Ann Filby, Trust Secretary
Previously considered by:	Board of Directors at each meeting.

☐ Approval

☐ Discussion

☐ Information

☒ Assurance

Executive Summary

The Trust Board action chart collates all actions arising from meetings and enables monitoring to point of closure. Action chart summary:

Number of actions	7								
Status	<table border="1"> <tr><td>Blue</td><td>3</td></tr> <tr><td>Green</td><td>4</td></tr> <tr><td>Amber</td><td>-</td></tr> <tr><td>Red</td><td>-</td></tr> </table>	Blue	3	Green	4	Amber	-	Red	-
Blue	3								
Green	4								
Amber	-								
Red	-								

Blue RAG items marked as completed will not feature on future iterations of this report.

Action Required of the Board of Directors

The Trust Board is asked to **note** the Trust Board action tracker status.

Link to Strategic Objectives (SO)		Please tick
SO1	Keep people in control of their health	<input checked="" type="checkbox"/>
SO2	Lead the integration of care	<input checked="" type="checkbox"/>
SO3	Develop our centres of excellence	<input checked="" type="checkbox"/>
SO4	Support and develop our staff	<input checked="" type="checkbox"/>
SO5	Drive technology enabled care	<input checked="" type="checkbox"/>
Risk Implications for the Trust <i>(including any clinical and financial consequences)</i>	If action is not taken and evidenced on board decisions, the board will not be assured that it has taken place.	
Trust Risk Appetite	Compliance/Regulatory: The board has a minimal risk appetite when it comes to compliance with regulatory issues. It will meet laws, regulations and standards unless there is strong evidence or argument to challenge them	
Legal and regulatory implications <i>(including links to CQC outcomes, Monitor, inspections, audits, etc.)</i>	Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 17: Good Governance.2 (d) (ii) maintain securely such other records as are necessary to be kept in relation to the management of the regulated activity.	
Financial Implications	There are no financial implications associated with this paper.	
Equality and Diversity	There are no equality, diversity of inclusion implications associated with this paper.	

REPORT TO THE BOARD MEETING IN PUBLIC – Action Chart

Blue	Completed and will be removed from chart for next iteration.
Green	Status updated and on track within the timescale.
Amber	Status not updated/completed and the deadline passed.
Red	Status not updated/completed and deadline passed by more than one month.

Minute Reference	Item	Agreed action	Responsibility	Deadline for completion of action	Item for future Board meeting	Action status	RAG
3 March 2022							
P13/22	Public Questions Anchor Programme	Presentation on the Anchor Programme to be scheduled for future Board meeting in Public.	Helen Taylor Rebecca Driver			Update: Presentation scheduled for July Board. Update June 2022: In discussion to find appropriate date. 15/8/22: Included on 8 September agenda in public	B
5 May 2022							
P18/22	Chief Executive Report	Chair and Chief Executive of ICS to be invited to attend an ESNEFT Board meeting in public to provide update.	Helen Taylor Rebecca Driver		TBC	Update June 2022: In discussion to find appropriate date for all parties. 2/9/22: Date has not yet been confirmed. Any additional update to be provided at the meeting	G
P19/22	Patient Story – Car parking	Numbers of penalty notices issued and the number rescinded to be shared with Board members after the meeting.	Paul Fenton			Update received from Paul Fenton July 2022: The total number of PCNs issued by ESNEFT across all sites for 2022 and to date is 8077 with 2789 rescinded after or before appeal (c35%). In 2020/21 over 50% of PCNs have been rescinded but, due to Covid, this is not seen to be a 'realistic figure. It should be noted the Trust retains full control over the cancelling of PCNs.	B
P27/22	Time Matters Board Programmes and Strategic Plan	Review of clinical strategy to be added to the Plan to provide greater visibility and the time scale for the work.	Shane Gordon			Update July 2022: In hand and will be included in the next quarterly report.	G
P28/22	Workforce and Organisational Development section of the Integrated Performance Report	Progress of the work being undertaken on quality and quantity of appraisals to be reported back to the Board in July.	Kate Read	July 2022	October 2022	Update June 2022: As per discussion at Trust Board meeting, the deadline for all Band 8a+ to complete appraisals was extended to 31 July. These will then be audited over the summer and a report will be submitted to POD in September and Board in October. The action is on track, but the deadline for completion was incorrect.	G
P29/22	Leadership Development Pathway	Director of Human Resources & Organisational Development to consider how Non-Executives could be included/	Kate Read			Update June 2022: Arrangements underway to invite NEDs to attend a session mid-way through the programme.	G

Minute Reference	Item	Agreed action	Responsibility	Deadline for completion of action	Item for future Board meeting	Action status	RAG
		participate in the planned leadership sessions.				2/9/22: We are working with the King's Fund to identify an appropriate additional session with Executives and representatives from Cohorts 1 and 2. Diary invite to follow once we have completed module 3 for Cohort 1.	
7 July 2022							
P37/22	Patient Story	Board thanks to be passed to Mrs G for sharing learning	Emma Sweeney			Thanks provided the following day	B