

Action Points - Board of Directors in PUBLIC



Key:

Blue	Completed and will be removed from chart for next iteration - presented to meeting prior to removal
Green	Status updated and on track within the timescale.
Amber	Status updated and the deadline passed.
Red	Status not updated and deadline passed by more than one month.

Minute Reference	Agenda item	Action	Accountable Officer	Target Completion Date	Status Update/Date of completion	RAG
02-Mar-23						
P43/33	Freedom to Speak Up	Recommendations supported; Director of People and Organisational Development to lead on revised self-assessment; six monthly reporting; work with Guardian to build his experience into the revised leadership training requirements	Debbie O'Hara Kate Read	01/09/2023 2/11/23	14/4/23: Six monthly reporting confirmed in Board work programme for 2023/24 26/6/23: Dr Jayne Chidgey-Clarke, National Guardian, is due to join a Board Seminar on 11 October. Self-assessment to be presented to POD in September and the Board for approval as part of FTSU report to Board in public on 2 November. 6/7/23: Agreed sufficient to close	B
04-May-23						
P52/23	Report from the Trust Chair	Message of congratulations to be sent to James Archard from the Board for his recent award	Helen Taylor	31/05/23	5/7/23: Letter sent, close	B
P59/23	ESNEFT as an Anchor Organisation	Measurement/dashboard and longer term plan to be reconsidered	Adrian Marr	02/09/23	28/6/23: There is no national guidance on measurements for Anchor Organisations. University College London has been commissioned to provide metrics, which will be completed and shared mid July. 31/8/23: The UCLP Measurement Toolkit for Health Anchors was published in July, ESNEFT have been working with the ICS to determine which indicators (out of the list of 58) would be most appropriate for all organisations within the ICS to use. A draft ICS dashboard was shared at a meeting on 24 August. The next steps are for each organisation including ESNEFT to review the proposed indicators and provide feedback by 26 September to enable confirmation of a set of agreed indicators ready for the first ICS Anchors Programme Board meeting in October. Further verbal update to be provided at meeting	G
06-Jul-23						
P75/23	Declarations of interest	Additional interest for John Humpston to be recorded	John Humpston Ann Filby		The Trust's e-system for recording interests was updated the same day and confirmation received that this was now recorded	B
P78/23	Patient Experience	Review support of chaplaincy team to medical staff communication training; Chair to contact Lead Chaplain to recognise the value of the work that they do	Angela Tillett Helen Taylor		25/7/23: Dr Harriet Roebuck, Palliative care consultant, contacted, who leads communication skills training, and she will link with Linda and the chaplaincy team.	B
P78/23	Patient Experience	Value of chaplaincy work to be fed back to the Head of Chaplaincy	Helen Taylor		Confirmed 31/8/23	B
P86/23	Health and Safety Annual Report 2022/23	Thanks to be passed to Mark Benbow, Head of Health and Safety, of his work and the clarity of this report prior to his departure and congratulate Penny Ellis-Nunn who has secured this role; communications to share elements of it	Shane Gordon		20/7/23: Letter sent to Mark Benbow 23 June. Congratulatory letter sent to Penny Ellis-Nunn 20 July.	B