

Agenda item 1iv

**Board of Directors - Part I
Action Checklist
Following: 6 December 2018 Meeting
Reporting to: 3 January 2019 Meeting**

Ref	BoD mtg	Agenda No.	Issue	Responsible Director	Action Taken	To Agenda/ Action Date
190	06 Dec 18	5.ii	Education Strategy Updated document to be taken to Charitable Funds Committee – 12th February 2019	JR		Feb 2019
189	06 Dec 18	5.i	Research Strategy P Maxwell response to be circulated to the Board	RZ (AJ)		Jan 2019
188	06 Dec 18	3.ii	Quality Strategy Final drafting of the strategy would be delegated to JR/SP That reporting should be brought to the Board on a quarterly basis	SP/JR AJ	Complete Added to forward planner	Jan 2019 Complete
187	06 Dec 18	3.i	Governance BAF 871 To be removed as the underlying capacity and LOS risk was reported through BAF 868.	EM	BAF 871 removed	Complete
186	06 Dec 18	3.i	Governance BAF BAF tracker reports would be brought on a monthly basis to the Board and Committees. That an updated reporting template would be brought to the January meeting.	AJ	BAF tracker added to Board forward planner on a monthly basis & updated report in Board pack.	Complete
185	06 Dec 18	2b	PIPR – Staff wellbeing The Executive should review the provision of free tea and coffee for staff.	EDs	Considered at ED 17/12/18. To be reviewed again post move.	Complete

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184	06 Dec 18	2b	PIPR – Same day admissions A proposal on same day admissions would be brought to the Performance Committee in January.	EM		Jan 2019
183	06 Dec 18	2b	PIPR - Lorenzo Optimisation That AR to bring a report on competency to SPC and consider how patient feedback could be incorporated into this.	AR		Feb 2019
182	01 Nov 18	5	R&D RH to prepare a paper for the Board on future academic appointments.	RH		Feb 2019
180	01 Nov 18	2.b.v	PIPR: Apprenticeship Programmes OM to provide overview to the Board	OM		Feb 2019
179	01 Nov 18	2.b.ii	PIPR: Analysis of cancellations EM to provide analysis of cancellations including the NHS/Private rates of cancellation and cancellations that were documented at 'patient unfit' in September.	EM		Feb 2019
173	06 Sep 18	2.b.v	PIPR – People Management & Culture How do we capture the learning from the RP House move to inform our future plans	OM/EM/AR/JR	Review meeting to be scheduled.	November 2018
169	02 Aug 18	1.vi	Patient Story The Board requested scrutiny of the cases listed prior to the patient at second listing.	RH/JR	Reviewed at Q&R and reported to Board in Dec 2018	Closed
168	05 July 18	5.ii	Workforce Report To share information on Trust plans around unconscious bias training	OM	<u>Update October 2018</u> E-learning to be circulated to Non-Executive Directors after EDI review	October 2018
150	3 May 18	1.iv	Patient Story Case to be discussed at M&M once post discharge feedback received patient.	RH	<u>November 2018:</u> Feedback provided to October Board	TBC
149	5 April 18	4.i	Combined Quality Report Link case risk and comorbidities to mortality and discussion at Q&R. Benchmark with Basildon mortality rate and report back to Board.	RH	<u>October 2018</u> This will now go to Q&R November and Board in December 2018.	December 2018