

Agenda item 1.iii

**Board of Directors - Part I
Action Checklist
Following: 6 August 2020 Meeting
Reporting to: 3 September 2020 Meeting**

Ref	BoD mtg	Agenda No.	Issue	Responsible Director	Action Taken	To Agenda/ Action Date
246	6 Aug 20	6	Board Forward Planner This is to be reviewed to improve the effectiveness of the plan.	EDs/AJ	Parked items summarised and on Part II Board Agenda Dates for key reports to be confirmed. Timetable for strategy reviews considered with EDs and to be rescheduled on forward plan.	Oct 20
245	6 Aug 20	4	Workforce Trust plans for responding to a second wave of COVID19 to be taken to Q&R and Performance Committee	JR	Staff debrief learning presented to Quality & Risk on 27.08.20. Updated pandemic plan to be presented to Q&R in September 2020. COMPLETE	Sep 20
244	6 Aug 20	3.ii	Combined Quality Report Medical Examiner at NWAFT to be approached to ensure that information is provided to allow review of concerns raised. Response to be reviewed at Q&R.	RH		Sep 20
243	6 Aug 20	2.a.i	Perf Committee Chair's Report Request for high level reporting on recovery and restoration of services to come to Board for oversight and for review of reporting to bring in requirements of the NHS Phase Three recovery letter.	TG/EM	Recovery paper on agenda September 2020 COMPLETE	Sep 20
242	6 Aug 20	1.v	CEO update Publication of learning from COVID19 and the functioning of the CDC to be submitted to HSJ as well as clinical journals. Kate Waters to be approached to support this.	RH	Proposals for publication being taken forward.	Sep 20

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241	6 Aug 20	1.v	CEO update Board to receive highlight report on the staff debrief process following review though Q&R and PC.	JR/OM (IG/LHJ)	Staff debrief learning presented to Quality & Risk 27.08.20.	Oct 20
240	2 July 20	4.i	Workforce Report OM to consider how a proposal on reverse mentoring could be taken forward.	OM	Bid submitted to the RPH Charity for EDI Manager role which would support the establishment of this programme.	Sep 20
238	2 July 20	3.iii	Combined Quality Report JR to share minutes of multiagency safeguarding meeting with GR.	JR	Copies of minutes provided to GR. COMPLETE	Aug 20
233	6 Feb 20	5.ii	Guardian of Safer Working Options for rota management would be taken to the Education Steering Group and reported to Q&R Committee	RH	Action on hold	TBC
230	6 Feb 20	2.b	PIPR Monitoring of mood and morale on CCU to be taken to CCU Working Group.	JR	Action on hold	TBC
229	6 Feb 20	1.vi	CEO's Update Hospital Move Lessons Learned document to be brought to Board.	TG	Action on hold	TBC