

**ELFT**  
**Action Log Trust Board (Part 1)**

Ref	Meeting Date	Agenda item	Action Point	Executive Lead	Due Date	Status	Comments
305	03-Oct-19	CEO Report: primary care services	Update on the Trust's review of potential expansion into primary care services as a way to deliver the strategic priority to improve population health and to lead on the delivery of integrated care to be provided	Mohit Venkataram	28-Nov-19	In progress	Included on Trust Board agenda 28 November 2019
311	03-Oct-19	Integrated Quality & Performance Report	Report to include info on measures and responsibilities re achieving the target for primary health care checks (work is taking place to enable data to be lifted from RiO for inclusion in primary care measurement systems)	Amar Shah Richard Fradgley	28-Nov-19	In progress	
302	03-Oct-19	Patient Story: LGBTQ+ project	Funding requirements for the LGBTQ+ project in Bedford to be followed up	Kingsley Peter	28-Nov-19	Closed	KP taking forward
303	03-Oct-19	Matters Arising	Briefing on the new guidelines for medical staff to report to coroners to be circulated to Board	Paul Gilluley	28-Nov-19	Closed	Briefing note prepared for staff and circulated to NEDs (28.10.19)
312	03-Oct-19	Integrated Quality & Performance Report	Discrepancy in CAMHS 18 week treatment time indicators to be clarified	Paul Calaminus	28-Nov-19	Closed	Update to be provided to QAC
317	03-Oct-19	Questions	Follow up with Michelle Bradley and Dudley Manns the approach being taken to develop the Beacon to ensure that it is co-produced Update to be provided to People Participation Committee on 2 Dec and personal update to questioner	Paul Calaminus	28-Nov-19	Closed	
318	03-Oct-19	Questions	Issues with reception at Beacon and Crombie Houses to be raised with managers	Paul Calaminus	28-Nov-19	Closed	
314	03-Oct-19	Audit Committee Annual Report 2018/19	Review accuracy of attendance figures for Kingsley Peter	Cathy Lilley	28-Nov-19	Closed	Amendments made to annual Audit Committee report
301	25-Jul-19	Chair's Report: NED Visit IAPT	Follow up to the feedback provided by NEDs following the visit to IAPT (make service more accessible for people who are deaf/seeking support in relation to gender identity; support to reduce waiting lists, reaching out to communities to ensure people do not fall through the gap, help GPs have a better understanding of the services, think about digital solutions)	Paul Calaminus	30-Jan-20	In progress	
300	25-Jul-19	SI Annual Report	Report on relationship between caseloads and incidents to be presented to QAC. Assurance to be provided that the Trust meets NHS England governance requirements, e.g. reports completed within required timeframe	Paul Gilluley	30-Jan-20	In progress	Will be included in external review report (see actions 241 and 253 below)
241 253	11-Jul-18 12-Sept-18	Annual Serious Incidents Report 2017/18 Mortality Review Update	Present to Board a review of patient safety management (in the context of the new Trust strategy) and identify how to share learning/good practice across the system/integrated care models as part of the development of governance arrangements	Paul Gilluley	30-Jan-20	In progress	External review has been commissioned and an update report will be presented in the autumn (initially to QAC) which will include feedback/ recommendations from the review - report to be presented at Jan QAC
307	03-Oct-19	Quality Report	Board highlighted the need to ensure that the use of People Participation to describe our rights-based, recovery and improvement approach to service user participation is retained as an essential and distinct part of the Trust. The Board would be kept updated via a report to the People Participation Committee	Amar Shah	26-Mar-20		
319	03-Oct-19	Questions	Consider practicality of holding two (of the six) Board meetings in Bedford/Luton	Cathy Lilley	30-Jan-20	In progress	Options being considered

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308	03-Oct-19	Guardian of Safe Working	GMC is due to publish a report on junior doctor hours, systems and preparedness for Consultant roles. Consideration will be given to other sources of information that can be triangulated in the report where possible be presented at a future meeting when published	Paul Gilluley	30-Jan-20	Closed	Report to be considered at RemCo and assurance provided through exception report to Board. Report will be considered initially by JMC and Workforce Committee. Assurance will be provided through RemCo assurance report to Board
306	03-Oct-19	Quality Report	Triangulate information in reports to the Board (e.g. compliments, complaints, etc in the Quality Report)	Amar Shah Lorraine Sunduza	30-Jan-20	Closed	Quality Report now includes triangulation of information
309	03-Oct-19	People Plan	A review of some of the recent pressures in City and Hackney to be presented at a future QAC	Paul Calaminus/ Lorraine Sunduza	30-Jan-20	Closed	Included on QAC forward plan
316	03-Oct-19	Quality Assurance Committee: Complaints Annual Report 2018/21	Complaints and PALS Annual Report 2019/20 to be presented at July Board meeting	Cathy Lilley	23-Jul-20	Forward Plan	Added to forward plan for July 2020
313	03-Oct-19	Audit Committee Annual Report 2018/19	All Board Committee's terms of reference to include requirement for an annual review of the effectiveness of the Committee	Cathy Lilley	30-Jan-20	Forward Plan	
310	03-Oct-19	Strategic Activity	Board to be kept updated with developments in LTP	Richard Fradgley	Ongoing	Closed	Board will be kept updated with developments in LTP via briefing notes
315	03-Oct-19	Quality Assurance Committee: Complaints Annual Report 2018/20	Complaints upheld by the PHSO to be presented to the Board in future (via QAC)	Lorraine Sunduza	Ongoing	Closed	

In progress within timeframe
In progress with delay
Closed
Forward plan