

## Board of Directors

Thursday 2 May 2019

<b>Report Title:</b>	Trust Board Action Chart
<b>Executive/NED Lead:</b>	Nick Hulme, Chief Executive
<b>Report author(s):</b>	Ann Alderton, Company Secretary
<b>Previously considered by:</b>	Executive Management Team

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 as at 2 May 2019		
Status	Blue	3
	Green	1
	Amber	0
	Red	0

### 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"/>
<b>Risk Implications for the Trust</b> (including any clinical and financial consequences)		<b>If action is not taken and evidenced on board decisions, the board will not be assured that it has taken place</b>
<b>Trust Risk Appetite</b>		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
<b>Legal and regulatory implications</b> (including links to CQC outcomes, Monitor, inspections, audits, etc)		None noted
<b>Financial Implications</b>		None noted
<b>Equality and Diversity</b>		None noted

**REPORT TO THE BOARD MEETING IN PUBLIC – Action Chart**  
May 2019

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
<b>Minutes from 31 January 2019</b>							
P09/19	Finance and Performance Committee CKI	The Committee was now receiving data on the average patient waiting time and had suggested that this was something that QPS might want to look at.	CM/HT	28 February	N	Reported and discussed at February meeting of QPS	Blue
P15/19	Report of the Freedom to Speak Up Guardian	The Chair flagged to the Communications team that the Board endorsed the work of the Freedom to Speak Up Guardian and noted that Tom Fleetwood had offered to provide a briefing session to the Non-Executive team if this was felt to be beneficial.	DW/DG	30 June	Y	Board Development Programme for 2019/20 being developed and will include this	Green
P16/19	BAF / CRR	Julie Parker highlighted that the assurance committees were required to carry out deep dives into those risks allocated to them and questioned whether the Board should carry out a similar review of the risk allocated to the Board, with EMC carrying out a deep dive on the risks allocated to the Executive Management Team. It was agreed that this would be considered by the Company Secretary.	AA	31 March	N	Following review of transitional BAF by EMC, all risks have been mapped to the assurance committees, and not the Board and EMC	Blue

Minute Reference	Item	Agreed action	Responsibility	Deadline for completion of action	Item for future Board meeting	Action status	RAG
P23/19	Public Questions	The Chair apologised for the difficulties with the sound levels advising that the Boards expectation was that the appropriate technology was in place and for the next Board meeting in public on 2 <sup>nd</sup> May the use of microphones would be considered.	AA	2 May	Y	Microphones will be used for all future meetings of the Board and Council in public	Blue