

**Action log for the Board of Directors - public**

Log number	Action (including the title of the paper that generated the action)	Person who will complete the action	Meeting to be brought back to / Date to be completed by	Update report - comments
30/1/20-1	<u>Service User and Carer Experience</u> <b>Medical Director / Director of Nursing</b> to write to the Medical Director/Chief Nurse of BTHFT highlighting the carer story and learning outcomes discussed by the Board, suggesting story is repeated with BTHFT Board.	David Sims / Phil Hubbard	February 2020	
30/1/20-2	<u>Questions Received</u> <b>Chief Operating Officer</b> to provide update on the First Response Service and the Rapid Process Improvement Work to the Council of Governors on 26 February 2020.	Patrick Scott	26 February 2020	<p><b><u>Completed</u></b>            The Board is asked to consider this action closed.</p>
30/1/20-3	<u>Audit Committee Terms of Reference (ToR)</u> <b>Mr Lewis</b> to provide comments on ToR to Mr Chang.	Simon Lewis	ASAP	<p><b><u>Completed</u></b>            The Board is asked to consider this action closed.</p>

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30/1/20-4	<u>Board Assurance Framework (BAF)</u> <b>Lead Director</b> to review BAF Risk 3.3 to identify any current gaps in controls/required actions and update as appropriate.	Sandra Knight	February 2020	<p style="text-align: center;"><b><u>Completed</u></b></p> <p>The Board is asked to consider this action closed.</p>
30/1/20-5	<u>Chair's report</u> <b>All Board members</b> to send comments back to the Trust Chair by email on proposed 2020 Board programme.	All	February 2020	<p style="text-align: center;"><b><u>Completed</u></b></p> <p>The Board is asked to consider this action closed.</p>
30/1/20-6	<u>Integrated Performance Report</u> <b>Director of Nursing, Professions and Care Standards</b> to provide briefing note to Non-Executive Directors explaining difference between concerns and complaints and how they are managed across the Trust.	Phil Hubbard	February 2020	
30/1/20-7	<u>Chief Information Officer update report</u> <b>Chief Information Officer</b> to provide further update on the informatics workstream to a future Board meeting.	Tim Rycroft	March 2020	