

**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
30/07/20-1	<p><u>Welcome and Apologies</u> Actions associated with the Board Development Session that had taken place on 30 July 2020 with Bradford Council to be completed accordingly.</p>	<p><b>Cathy Elliott</b>  <b>Patrick Scott</b></p>	<p>October 2020</p>	
30/07/20-2	<p><u>Service User and Carer Experience: Aspiring Cultures Network</u> <b>Director of Human Resources and Organisational Development</b> to support the workforce workstreams being streamlined that was supported by a commitment by the Board on what work would take place during the following two years to support achievement of agreed actions and the Trust having diversity and representation within the workforce.</p>	<p><b>Sandra Knight</b></p>	<p>28 September 2020 – Workforce and Equality Committee</p>	<p><b><u>Completed</u></b> The Board is asked to consider this action closed, it has been handed to the Secretariat for the Workforce and Equality Committee.</p>

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30/07/20-3	<p><u>Service User and Carer Experience: Aspiring Cultures Network</u> <b>Deputy Trust Board Secretary</b> to invite Mr Nazar and Ms Kullar to join the Workforce and Equality Committee as attendees.</p>	<p><b>Fran Limbert</b>  <b>(Paul Hogg)</b></p>	August 2020	<p><b><u>Completed</u></b> The Board is asked to consider this action closed.</p>
30/07/20-4	<p><u>Chief Executive's Report and COVID-19 Update</u> <b>Acting Chief Operating Officer</b> to provide a report on the Trust's preparedness for Brexit to the Quality and Safety Committee.</p>	<p><b>Phil Hubbard</b></p>	4 September 2020 – Quality and Safety Committee	<p><b><u>Completed</u></b> The Board is asked to consider this action closed. It was presented to the Quality and Safety Committee on 4 September 2020.</p>
30/07/20-5	<p><u>Chief Executive's Report and COVID-19 Update</u> <b>Acting Chief Operating Officer</b> to provide a report to the Board on the Trust preparedness for the Winter planning workstream.</p>	<p><b>Phil Hubbard</b></p>	24 September 2020	<p><b><u>Completed</u></b> The Board is asked to consider this action closed, it features on the agenda for the Board of Directors meeting held in public on 24 September 2020.</p>
30/07/20-6	<p><u>Chief Executive's Report and COVID-19 Update</u> <b>Acting Chief Operating Officer</b> to provide updates on the pandemic to Board members by email as required in between formal Board meetings.</p>	<p><b>Phil Hubbard</b></p>	August 2020	<p><b><u>Completed</u></b> The Board is asked to consider this action closed.</p>

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30/07/20-7	<p><u>Chief Executive's Report and COVID-19 Update</u> <b>Acting Chief Operating Officer</b> to provide COVID-19 case studies to future Quality and Safety Committee meetings.</p>	<b>Phil Hubbard</b>	October 2020	<p><b><u>Completed</u></b> The Board is asked to consider this action closed, it has been handed to the Secretariat for the Quality and Safety Committee.</p>
30/07/20-8	<p><u>Board Assurance Framework</u> <b>Interim Director of Nursing and Professions</b> to provide an update on the clinical supervision workstream to the Quality and Safety Committee.</p>	<b>Gill Findley</b>  <b>(Phil Hubbard)</b>	4 September 2020 – Quality and Safety Committee	<p><b><u>Completed</u></b> The Board is asked to consider this action closed. It was presented to the Quality and Safety Committee on 4 September 2020.</p>