

ACTION LOG

BOARD MEETING IN PUBLIC
25 JULY 2023

Actions are RAG rated as follows:

ON TRACK
Action on track to complete

OFF TRAJECTORY
Action is behind schedule

DUE DATE PASSED
Action not completed by the due date

NOT YET DUE
Action is not due for completion

COMPLETED
Action completed
Proposed for closure

Meeting Date	Action Ref	Minute Ref./ Heading	Action	Lead	Action due date	Update on current position/ Progress	RAG Rating	Evidence of completion
31-Jan-23	B47	3.4 Finance Report	G Mifflin to liaise with Company Secretary about which Board Committee to bring the Clinical Biotechnology Centre Business plan and agree a time scale.	Gail Mifflin Chief Medical Officer	Sep-23	Scheduled for the September Board.	GREEN	
06-Jun-23	B50	3.1 Chief Executive's Board and Board Performance Report	The job title for the Chair for the Forward Together Programme to be changed Independent Reviewer and the Job Description be circulated to the Board.	Deborah Mckenzie Chief People Officer	Jul-23	The chair changed to an Independent reviewer at the request of the Board. Subsequently we have been successful in joining a cohort of 11 other NHS orgs to work on anti-racism through a Design Lab. From this we will be able to learn together and benchmark ourselves. We are hopeful one of the Design Lab will agree to support us with independent review.	BLUE	
06-Jun-23	B51	4.1.2 Board Effectiveness Review Action Plan	The narrative for the action on the development of the long-term plan to be amended	Brenda Thomas Interim Company Secretary	Aug-23	The narrative will be updated and presented to the Executive Team when an update on the action plan is presented for discussion.	GREEN	
06-Jun-23	B52	5.2 Board Forward Plan	Board policies to be added to the Planner	Brenda Thomas Interim Company Secretary	Jul-23	An update has been provided in the Governance report. This has been fed through to the Board forward plan. The Board Committees forward plans will be updated accordingly.	BLUE	Board Forward Plan