

Action Tracker 2023/24 - Public Section - 30 November 2023

	BoD Meeting Date	Public or Workshop Meeting	Agenda No.	Agenda Item	Action Required	Person Responsible	Committee	Date action to be addressed by	Comments
9	28 September 2023	Public	4	Patient Story – James’s Story;	Thank you letter to be circulated to video contributors	Chris Scofield/ Jo Bray	N	30 November 2023	
10	28 September 2023	Public	11.2(i)	Workforce Chairs Summary Report	Consider use of additional demographics within future WRF Annual Reports	James Goodyear/ Jenny Lewis	N	30 November 2023	To be included in the next Annual Report (report once on the tracker)
11	28 September 2023	Public	11.4	Audit Chairs Summary	Provide assurance to the Audit Committee on rectifying action against the internal audit recommendation re. fire assessments	Craige Richardson	Audit	13 December 2023	The electronic recording of Trust Fire Risk Assessments (FRA), BORIS, developed a technical fault and as such a number of Trust FRA’s were deleted from the database. This problem has been rectified, all FRA’s are recovered and are now downloaded for storage as a precaution now. The Trust has assurance from BORIS TECL that this cannot be repeated and FRA’s are backed up.
12	28 September 2023	Public	12.2(i)	BLUE BOX ITEM – Integrated Quality and Performance Report	Emergency planning process to consider and explore further the potential threats from the environment	Phil Wood	N	07 December 2023	To be noted at RMC mtg 7 Dec 2023