

**Joint Working Board (Public)
Action Log for 07.02.18 meeting**

Action Date and Ref	Action	Lead	Target Closure Date	Current Position	Status
18.10.17/24	Establish a task and finish group involving executive and NED members across the group to scope out a more strategic BAF	DS	22.01.18	Completed as part of the risk workshop 22.01.18, to be discussed under risk and compliance update	proposed for closure
06.12.17/31	Circulate dates of facilitated workshops on service change to all Trust Board members.	TA	31.01.18	Dates to be circulated	open
06.12.17/32	Expedite the implementation of a robust teleconferencing facility across the Group	MC/JD/AS	31.01.18	Skype for business to be fully operational by end of January 2018 across 3 trusts	open
10.01.18/33	Provide a breakdown of media contacts and how the trusts responded to them at the next JWB meeting	VP	Feb JWB	completed - circulated by email 02.02.18	proposed for closure
10.01.18/34	Group Communications Strategy to be reviewed at next JWB meeting	VP	Feb JWB	on agenda for 07.02.18 JWB	proposed for closure
10.01.18/35	Paper setting out the status of each transformation project and their prioritisation to be presented to next JWB meeting	CS/TA	Feb JWB	to be incorporated into transformation update to 07.02.18 JWB	proposed for closure
10.01.18/36	Consider appointment of a senior clinical champion for the organisational form project	CP	Feb JWB	update to be provided at 02.02.18 JWB	open
10.01.18/37	Detailed report on nurse and midwife retention to be presented to next JWB meeting	MF/DS	Feb JWB	on agenda for 07.02.18 JWB	proposed for closure
10.01.18/38	Present proposed set of indicators/metrics for estates and facilities to be used across the group to the next JWB	MC/JD/AS	Feb JWB	to be incorporated into integrated performance report to 07.02.18 JWB	proposed for closure
10.01.18/39	Update report on RTT performance and the technical issue to be provided to the Mid Essex Finance and Performance Committee.	Dho/MC	Jan 18 FPC	update to be provided at 02.02.18 JWB	open
10.01.18/40	JWB agenda to be constructed with BAF as an early item	AS	Feb JWB	completed	proposed for closure