

**Boards in Common (Public)
Action Log for 03.04.19 meeting**

Action Source, Date and Ref	Action	Lead	Target Closure Date	Current Position	Status
BTUH 12.12.18/11	Board visit to Teletracking Hub: The Corporate Secretary to make arrangements for the Board to visit the teletracking hub in Billerica	AS	28.02.19	dates arrange February and March 2019	proposed for closure
BIC 06.02.19/01	Include outcome of internal and external QA inspections in future Risk and Compliance updates to Boards in Common	DS	03.04.19 BIC	completed	proposed for closure
BIC 06.02.19/02	Consider appropriate means of ensuring that improvements arising from best practice between sites are visible to Board members	CP/CS	03.04.19 BIC	update to be provided at meeting	open
BIC 06.02.19/03	Include timelines for change projects in the next Change Portfolio Report Review all workforce targets and trajectories at the next Workforce Committees in Common meeting to ensure they remain relevant and realistic	TA	03.04.19 BIC	completed	proposed for closure
BIC 06.02.19/04	All Committees in Common Chairs to provide written assurance reports to the Trust Boards in Common meetings.	DH	Feb 2019 WCIC	completed	proposed for closure
BIC 06.02.19/05	Consider how best to reflect the risk of inadequate communications and engagement with patients and the public within the BAF	CIC Chairs	03.04.19 BIC	completed	proposed for closure
BIC 06.02.19/06	Agree a process for reviewing Board and Committees in Common meetings	DS	03.04.19 BIC	will be reflected in next iteration of the Group BAF	proposed for closure
BIC 06.02.19/07		AS/NB/AT	28.02.19	completed - the Southend model of end-of-meeting reviews has been adopted	proposed for closure