

Action log, July 2023

	Date	Outstanding actions	Who	When	Completed / comments
1	17/04/23	Look at increasing diversity of volunteers	LC	Ongoing	Included in new volunteer plan for 2023-24. Ongoing
2	17/04/23	Review remaining policies	AG & PS	By October Board meeting	Ongoing [see additional sheet]
3	17/04/23	Provide a mid-term budget review	LW & HL	By October Board meeting	Agreed that due to the tender not being out until November - we would not undertake a mid-year review. AG was reviewing income/expenditure with staff.
4	17/04/23	Develop Marketing & communications plan	AG, CD & JC	By end July	On the agenda. Completed
5	10/07/23	Consider new trustees to join our Board	Trustees	Ongoing	Advert / website recruitment under-way (week com 23 Oct)
6	10/07/23	Amend governance policy review date to 2 years	HL	Immediately	Completed
7	10/07/23	Link LW with Craven Cancer group	LS	Immediately	Completed
8	10/07/23	Add a glossary & acronyms to our website	CD	End of July	Completed

9	10/07/23	Future Board reports should be shorter and focus on impact	AG	Ongoing	Completed
10	10/07/23	Include our phone number on all public facing documents & website	CD	Ongoing	Completed
11	10/07/23	Share our new strategy in our next e-newsletter	CD	End of July	Completed
12	10/07/23	Produce a one-page summary of our strategy for the public	CD	End of Aug	Completed
13	10/07/23	Bring the volunteer review to the Oct Board meeting for discussion	LC	October	On the agenda. Completed.
14	10/07/23	Produce a Trustee annual report for accountant	AG & LA	Immediately	Completed
15	10/07/23	Distribute the final 2022/2023 accounts to all trustees prior to next Board meeting	LW	October	Accounts to be signed off by the Board (Lee & Pat). Completed.
16	10/07/23	Contact HDFT on EDI review to confirm Graham Brown has stepped down & agree replacement	AG	Immediately	Completed. Lee to take on this work.
17	10/07/23	Update impact summary to reflect recommendations and follow up and bring to October Board meeting.	AG & AR	October	This is ongoing. AG has contacted NHS/NYC/ICS to follow up on outstanding actions from our reports. Bring updated summary to Jan 2024 Board meeting.
18	10/07/23	Any comments on the Enter & View Policy to be sent to LC & PS	All	17 th July	Completed.
19	10/07/23	Add training for learning disabilities in the enter & view policy	LC	Immediately	Not done – as felt this was not relevant, due to low numbers of care homes including people with a LD.
20	10/07/23	Connect trustees with their LCPs	AG	Immediately	Completed.

21	10/07/23	Discuss options with team about AGM and report back to trustees	AG	End of Aug	Completed.
22	10/07/23	Review risk register to include risk target, actions and follow up	LP, AG & HL	End of Aug	On agenda.
23	10/07/23	Set LP up as an additional signatory on CAF bank	LW	End of Aug	Completed.
24	10/07/23	Introduce petty cash system	HL	Immediately	Agreed – that we [staff] didn't need this.
25	10/07/23	Organise an additional debit card for HL, and increase limit for AGs card	LW	End of Aug	Helen – has the application form to complete.
26	10/07/23	Send paper to trustees for financial subgroup & trustees send comments to LW	LW	Immediately	Not completed.
27	10/07/23	Source venue for next board meeting in Scarborough	LP	End of Aug	Completed.