

**Action log Part 1 – 06 June 2016  
(from meeting held on 05 May 2016 and earlier Boards if outstanding)**

Action from agenda item	Action	Lead for completing the action	Date to be completed	Update
6.1/37	<p>DR to write to Alan Warren, Chief Financial Officer to follow-up on a suggested amendment to the terms of reference</p> <p><u>Follow up to action 6.3/36:</u> SB requested that DR write to the Partnership Board to recommend the terms of reference include a drive for financial sustainability.</p> <p><u>Original action 20.3/34:</u> Feedback to be given to the Your Care, Your Future (YCYF) Partnership Board that the draft Terms of Reference did not include a drive for financial sustainability</p>	DR	June 2016	Completed. Letter has been sent.
5.3/37	SB and JH agreed to discuss how to ensure that actions raised a Board meetings which fell under the responsibility of a Committee were appropriately managed	SB/JH	June-16	Update in Chair's report
8.4/37	Thanks of the Non Executive Directors to be passed to the staff who had planned for the junior doctors' strike	JK	May-16	Completed.
10.2/37	The format for reporting completed actions in the Quality Improvement Plan to be simplified.	LE	June-16	Completed. On agenda
11.1/37	Month by month plan on delivery of operational plan to be circulated	DR	June-16	Completed. The plan went to the Finance, Investment and Performance Committee on 04 May 2016.