

### Board of Directors (Part 1): Action Tracker/Decision Log

Minute Ref	Action	Executive lead	Target date / date on which Board will be informed	Action Status	RAG rating
<b>13 Sept 2017</b>					
161/17	<p><b>Out of Hours Service re-location</b></p> <p><b>Action:</b> Further update on the Out of Hours Service to be reported back in three months.</p>	Chief Operating Officer	13 December 2017	Update provided to the meeting on 14 March 2018 – see minutes for full detail.	<b>GREEN</b>
<b>14 March 2018</b>					
26/18	<p><b>Integrated Report</b></p> <p><b>Action:</b> Review of the increase in administrative and clerical staff to be undertaken and reported back to the next meeting.</p>	Director of Workforce	9 May 2018	Update to be provided at the meeting on 9 May 2018.	<b>AMBER</b>

#### Key to RAG rating:

1. Red rating: for actions where the date for completion has passed and no action has been taken.
2. Amber rating: for actions started but not complete, actions where the date for completion is in the future, or recurrent actions.
3. Green rating: for actions which have been completed. Green rated actions will be removed from the action tracker following the next meeting, and transferred to the register of completed actions, available from the Assistant Trust Secretary.