

Action Points - Council of Governors PUBLIC 2024/25



Key:

Blue	Action Completed
Green	Action On Track
Amber	Action At risk of slippage
Red	Action Overdue

Action #	Minute/Action Reference	Agenda item/subject	Action	Accountable Officer	Target Completion Date	Status Update/Date of completion	BRAG
25 September 2025							
13	25/25	Chief Executive's briefing on Trust activities	Further information to be provided on the declarations made regarding Epic visit	Ann Filby	10/12/2025	26/9/25: This visit was part of preparations for the Trust's upcoming Electronic Patient Record (EPR) system go-live and forms part of the contractual requirements with Epic. These sessions are designed to help organisations understand best practice, optimise implementation, and to anticipate challenges. The visit was in accordance with standard processes.	B
14	29/25	Council of Governors' effectiveness review and Terms of Reference	Observation of Board committees to continue ensuring those allocated make every effort to attend; one meeting of Council in 2026/27 to be held later afternoon	Ann Filby	29/10/2025	Council committee membership and observers to Board Committees approved at Council held in private on 29/10/25. Four governors identified for each Board Committee, with Governors to take the lead on agreeing two Governors to attend every meeting in accordance with the Committee Terms of Reference. Information provided to new Council at 5/11/25 induction and individuals provided with meeting dates. Report to be provided to Council on 10/12/25 for completeness. 2026/27 meeting dates to be presented to Council 10/12/25 to include one late afternoon meeting.	B
10 December 2025							
15	49/25	Medium Term Plan	Provide more information about Clacton patients being transported to Colchester for diagnostic tests	Andy Higby	11/03/2026	CT and MRI activity was reviewed from the beginning of October to the end of January. Overall Claton-based patients make up a very small proportion of activity at Clacton CT - 181 patients in total were Clacton based but scanned in Colchester. Of these 71 were scans that could have taken place in Clacton. As a aside note those CTs that needed to be completed in Colchester were largely SDEC returners and CT guided biopsies that wouldn't be able to be moved to the CDC MRI- 500 patients in total were Clacton based but scanned in Colchester. Of these 332 were scans that could have taken place in Clacton. Actions agreed with the service to take forward: 1.CT booking being reviewed to ensure all patients are offered Clacton that can be unless there is a valid reason or patient choice 2.MRI to be picked up with Alliance at the February contact meeting	B
16	54/25	Lead and Deputy Lead Governor elections	Timetable to be shared	Anthony May	03/01/2026	06/03/26: Timetable shared, process undertaken and Lead and Deputy Lead Governors elected	B