

**EAST KENT HOSPITALS UNIVERSITY FOUNDATION TRUST READING THE SIGNALS OVERSIGHT GROUP ACTION LOG**

| Date of Meeting | Min No. | Item                             | Action  | Target date | Action owner | Status | Progress Note (to include the date of the meeting the action was closed) |
|-----------------|---------|----------------------------------|---|-------------|--------------|--------|--|
| 09/05/2023      | 23/013  | Revised Draft Terms of Reference | In terms of purpose and the oversight the ToR should include the wording 'and influence'  | 20/06/2023  | FW           | Open   |  |
| 09/05/2023      | 23/016  | Any Other Business               | FW and NY to review the comms and engagement strategy and bring back to this group.       | 20/06/2023  | FW/NY        | Open   | Update 7th June 2023 - Deferred to August meeting                        |
| 09/05/2023      | 23/013  | Revised Draft Terms of Reference | Identify 2nd NED and 3 <sup>rd</sup> Governor Member                                      | 20/06/2023  | FW           | Open   |  |
| 09/05/2023      | 23/015  | Pillars of Change                | Clarify the level of staff engagement in developing the Maternity Transformation Plan and | 20/06/2023  | FW           | Open   |  |