

Part 1 Meeting - Board Action Tracker – JULY 2014

Agenda item 206/14

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Action owner	Outcome
05/13	Part 1 Action Tracker	HR Strategy – benefit and value of local conditions not picked up in the Strategy. Cost benefits analysis on sale of annual leave to also be included in the review of local terms and conditions that Director of HR is undertaking.	July 23rd	RemCom	Director of HR	To be Discussed further at next RemCom. <i>Remove from action tracker following the meeting</i>
319/13	Quarterly Employee Engagement survey	Quarterly report presentation to the September Board	September	Board	Director of HR	<i>On Board Calendar remove from action tracker</i>
07/14	IM&T Strategy	6 monthly update against the strategy, then to become an annual report thereon	July 2014 (and every July thereafter)	Board	Director of HR	
43/14	Staff Exit Questionnaire	Report back on: - the quality of appraisals; - capture the information that shows that appraisal training works; - Online exit interviews – look at possibility of giving the option of	Report deferred to September	Board	Director of HR	

		face to face exit interviews				
44/14	Workforce and Patient Equality, Diversity and Inclusion	Update on EDS 2 and pick up any recommendations arising from board development date on 7 May 2014. It was agreed at the April Board meeting that this report will go to the July Board	July 2014	Board	Director of HR	
120/14	Monthly IPR	Governance Framework for staff is needed. The Board is keen to see a solution and would subscribe to the governance framework for staff	September	Board	COO & Director of HR	
150/14	IPR - A&E	Weekly update (as provided to the Urgent Care meeting) regarding the Emergency Care Improvement Plan to be provided to the NED sub group via email.	Ongoing	Off Board	Chief Operating Officer	
150/14	IPR - Estates	Future reporting on Catering KPIs	July Onwards	Board	Director of Estates & Facilities	
176/14	Patient Story	Recording Equality & Diversity Characteristics: Present Complaints data so as to show reference to the nine Restricted Characteristics.	From Now Onwards	Off Board	Chief Nurse to inform staff	<i>Appropriate staff emailed Complete - remove from Action Tracker</i>
178/14	Nursing Establishment	Month on Month comparison to be shown in future reports to QAC. Data on 'fill rates' compared to other Trusts to be provided when that data becomes available.	July  When data from other trusts becomes available	QAC	Chief Nurse	
178/14	Nursing Establishment	Review the 40% Bank & Agency use for night time HCAs. Provide a Trajectory on Recruitment Report for the July Board	July	Board	Director of HR	
180/14	IPR	RTT Backlog: Report to show more granularity including number of	July	Board	Chief Operating	

		children and by speciality.			Officer	
180/14	IPR	Show trend analysis and timescales for compliance with 'Short Notice Cancellations' and 'VTE' Targets	July	Board	Chief Operating Officer	
180/14	IPR	Workforce: Review staff retention in 'hot areas' and include in Staff Engagement paper coming to the Board in September	September	Board	Lynda Steer / Director of HR	
180/14	IPR	Workforce: Recruitment Issues regarding vacant nursing posts to be included in July Report	July	Board	John Page / Director of HR	
180/14	IPR	Workforce: Report on Whole Workforce Metrics, including analysis of appraisal data. (See 120/14 above)	September	Board	Director of HR / Chief Operating Officer	
181/14	Employee Engagement Survey	Review recommendations (as written they do not capture concerns), discuss comments, and agree fundamental approach in Executives Weekly meeting. Come back to July Board	July	Board	Director of HR	<i>On Execs Agenda for 24<sup>th</sup> July</i>
182/14	Financial Position	Include a report on activity, what is needed and when it will get SUHFT back on track.	September	Board	Chief Financial Officer	