

Part 1 Meeting - Board Action Tracker – September 2014

Agenda item 276/14

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Action owner	Outcome
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 face to face exit interviews	Report deferred to September	Board	Acting 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	Chief Operating Officer / Acting Director of HR	
178/14	Nursing Establishment	Data on 'fill rates' compared to other Trusts to be provided when that data becomes available.	When data from other trusts becomes available	QAC	Chief Nurse	
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 / Keith Warrior	

180/14	IPR	Workforce: Report on Whole Workforce Metrics, including analysis of appraisal data. (See 120/14 above)	September	Board	Acting 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 (in August). Update September Board.	August & September	Executive Meeting & Board	Acting Director of HR	
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	
209/14	IT Strategy Update	Include more information regarding roll out and completion dates for projects. Provide information about schemes that are non-starters or where there are delays that could cause the strategy to go off track. Do other system C users have electronic whiteboards? Provide information as part of a separate PAS update; include what is still outstanding and update on the progress of the PAS Upgrades. Update on the All Health Provider portal (Pioneer Programme)	September	Board Development Session	Alan Tuckwood, Director of IT	
211/14	IPR	Feedback on the local 'Risk Summit' taking place on 9th September, to be shared with Board members.  Joint Audit of Readmissions (with the CCGs) to be carried out; analysis of the data to be taken to the Quality Assurance Committee (QAC).  Chief Operating Officer to include	September  October	Board  QAC	Chief Operating Officer  Chief Operating Officer  Chief Operating	

		outcomes/feedback of Business Unit Performance Review meetings in the next IPR.	August	Board	Officer	
247/14	High Risk Recruitment Trajectories	Copy of the Action Plan to be added, as an appendix, to next month's Board report. Include tracking of vacancies against agency spend	September	Board	Acting Director of HR	
253/14	QAC TOR	Correlate TOR when the BAF has been agreed and take to the next Board Development Session	October	Board Development Session	Trust Secretary	
254/14	Review of BAF	Board Members to feedback comments to the Trust Secretary. Audit Committee to agree formatting And sign off	By 3rd September 2014 12th September 2014		All	