

Part 1 Meeting - Board Action Tracker – October 2014

Agenda item 310/14

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Action owner	Outcome
278/14	IPR - Patient Access	MRSA screening update and reasons for deterioration to be included in next IPR report	October	Board	Chief Operating Officer	
		Clinical Outcomes – dashboard summary to come to future Board meetings as part of the IPR, once agreed at QAC. Detailed reporting on clinical outcomes to be sent to QAC	December	Board	Medical Director	
278/14	IPR - Estates & Facilities	Written assurance to be provided on the quality and nutritional value of the food provided.	December	Board	Director of Estates & Facilities	
		Further information/clarity in relation to page 20 of the Medirest survey relating to patients getting enough help with eating their meal to be provided to the next Board	October	Board		
281/14	Quarterly	Executive Team to discuss 'the whole	December 10th	Board	Acting Director of	

	Employee Engagement Survey	issues of Staff Engagement' and report back to the Board			HR with Exec Team	
282/14	Staff Appraisals Report	Executive Team to consider the Board paper and report back to the Board	December 10th	Board	Acting Director of HR with Exec Team	
285/14	Report from the CEO	Details of the 'Signed up for Safety' National campaign to come back to the Board as an information item	October	Board	Medical Director	
287/14	Review of Board & Committee Meetings	New meeting cycle to be reviewed at the end of May	May 2015	Board	Trust Secretary	<i>Reminder in the Diary- Remove from action tracker</i>
Items To Be Removed - Actions Completed						
180/14	IPR	Workforce: Review staff retention in 'hot areas' include in IPR Report	October	Board	Acting Director of HR	<i>Part of October IPR Report - remove from Action Tracker</i>
211/14	IPR	Feedback on the local 'risk summit' taking place on 9 th September.	September	Board	Chief Operating Officer	<i>This item was covered in the IPR Report</i>
		Joint Audit of Readmissions (with the CCGs) to be carried out; analysis of the data to be taken to the Quality Assurance Committee (QAC).	October	QAC	Chief Operating Officer	<i>Completed 15th Oct. Remove from the Action Tracker</i>
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	<i>Completed - Remove from Action Tracker</i>
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	<i>Completed - Remove from Action Tracker</i>

277/14	Nursing Establishment Monthly Update	Report against current establishment in part one Board Reports. Report against Board agreed uplift figures in part two Board Reports	Future Reporting	Board	Chief Nurse	<i>Completed - remove from Action Tracker</i>
278/14	IPR - Patient Access	Update on the resilience bids submitted to the commissioners to be sent to the Board.	Immediate	Email Board Members	Chief Operating Officer	<i>Completed - Remove from Action Tracker</i>
278/14	IPR - Workforce	The workforce report section (on page 20) on Risks and Mitigation to be reviewed and updated.	October	Board	Acting Director of HR	<i>Part of October IPR Report - remove from Action Tracker</i>
279/14	Staff Exit Questionnaire	Updated report to be provided for next Board meeting	September	Board	Acting Director of HR	<i>Item completed, remove from action tracker</i>
280/14	High Risk Recruitment Trajectories	Clarification to be provided on appendix 3.2 of the report and sent to the Board	October	Board	Acting Director of HR	<i>Part of October IPR Report - remove from Action Tracker</i>

Items Ongoing or Followed Up Elsewhere

43/14	Staff Exit Questionnaire	Report back on: - the quality of appraisals; - capture the information that shows that appraisal training works;		Email to be sent to Board Members	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	November	Board Development Session	Chief Operating Officer / Acting Director of HR	<i>On November Board Development Agenda</i>
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	
209/14	I T Strategy Update	Include more information regarding roll out and completion dates for projects. Provide information about schemes that are non-starters or where there	November 5th	Board Development Session	Alan Tuckwood, Director of IT	<i>On November Board Development Agenda</i>

		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)				
253/14	QAC TOR	Correlate TOR when the BAF has been agreed and take to the next Board Development Session	November	Board Development Session	Trust Secretary	<i>On November Board Development Agenda</i>
278/14	IPR - Patient Access	RTT Trajectory and weekly update to be sent to the NEDs working sub group. Cancer: NHS 62 day target trajectory for improvement to be sent to the NEDs working sub group.	Ongoing	NED Sub Group	Chief Operating Officer	
278/14	IPR - Estates & Facilities	Provide a comparative review of Medirest' s and the Trust's patient surveys in relation to services and take to QAC		QAC	Director of Estates & Facilities	
283/14	Financial Position	Income and Activity to be looked at in more detail at the next F & I C	December 1st	F & I C	Chief Financial Officer	
286/14	Audit Committee Report	Sub Committee Agendas to be constructed in a more business-like way	Ongoing	Off Board	Trust Secretary	
286/14	Audit Committee Report	Action to be taken to ensure Board reports are presented and considered by the Executive Team before they are presented to the Board and Board Committees	Immediate	All	Executive Team & Trust Secretary	