

Agenda item 71/15

Part 1 Meeting - Board Action Tracker – Board of Director’s meeting 5 August 2015

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Action owner	Outcome
18/15	Review of Corporate Risk Register (CRR)	Future reports to provide a summary about movement of risks	August 2015 (CRR to be presented at every other meeting) ASAP	Board	Acting Chief Nurse	<i>On agenda for August Board meeting</i>
		Risk 2151 to be reviewed as its description is too specific			Medical Director	<i>On agenda for August Board meeting</i>
		The possibility of consolidating risks 1996 and 2287 to be considered			Chief Financial Officer	<i>On agenda for August Board meeting</i>
31/15	Staff Survey and Engagement Activities	Update to be provided to Board in 6 months	October 2015	Board	Director of HR	<i>On agenda for October Board meeting</i>
32/15	Staff Appraisal Report	A further two reports to be presented to the Board	August and October 2015	Board	Director of HR	<i>On agenda for August and October Board meetings</i>

33/15	Statutory/Mandatory Training Compliance	Figures to be validated	August 2015	Board	Director of HR	<i>Verbal update by the Director of HR at the August Board meeting</i>
50/15(i)	Nursing Establishment – Bi-monthly Update	Possibilities around the Trust being included in London weighting area to be investigated	August 2015	Board	Chief Executive	<i>Verbal update by the Chief Executive at the August Board meeting</i>
		Benchmarking exercise of tracking/live staff management to be carried out and reported to Board			Acting Chief Nurse	<i>On agenda for August Board meeting (part of the nursing establishment report)</i>
50/15(ii)	Nursing Establishment – 6-monthly Update	Possible correlation between sickness rate and vacancies to be investigated and emailed to the Board	August 2015	Board	Acting Chief Nurse	<i>On agenda for August Board meeting (part of the nursing establishment report)</i>
52/15	Monthly Integrated Performance Report (IPR)	Findings from IST visit regarding lung and urology pathway to be reported	Findings due in October	Board	Chief Operating Officer	<i>On agenda for October Board meeting</i>
63/15(i)	Review of Standing Financial Instructions (SFIs)	Shortened summary version of document to be devised and disseminated to all relevant staff	August 2015	Board	Chief Financial Officer	<i>Off Board action In progress</i>
63/15(ii)	Review of Standing Orders (SOs)	Scheme of Delegation (SoD) to be reviewed in future	October 2015	Board	Trust Secretary	<i>On-going - Working group met on 22 July 2015</i>
Items To Be Removed - Actions Completed						
51/15	Complaints Report 2014/15	Evidence to be provided to show that a robust process for learning from incidents is in place	July 2015	QAC	Acting Chief Nurse	<i>Completed – at QAC on 15 July 2015</i>

57/15	Review of Board Assurance Framework (BAF)	Risk 4 to be reviewed by FIC	June 2015	Finance & Investment Committee	Trust Secretary	<i>Completed – reviewed at FIC on 24 June 2015</i>
		'Consultation of strategy' to be added to Risk 8	Immediately	Board	Trust Secretary	<i>Completed</i>
64/15	Constitutional Changes	Document to be finalised, published on the trust website and to be sent to Monitor	Immediately	Board	Trust Secretary	<i>Completed</i>
65/15	Review of Board Calendar	Dates of Board Development Days and FIC meeting dates to be added	August 2015	Board	Trust Secretary	<i>Completed</i>