

**Agenda item 82/16**  
**Part 1 Meeting - Board Action Tracker – Board of Directors’**

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Action owner	Outcome
63/15(ii) – 27 May 2015, part 1	Review of Standing Orders (SOs)	Scheme of Delegation (SoD) to be reviewed in future.	August 2016	Board	Brinda Sittapah / Katrina Leighton	<del>On-going</del> <del>Geoff Stokes/Brinda Sittapah and Katrina Leighton to meet and discuss.</del> <del>To be added</del> <u>Added</u> to October agenda.
98/15 – 7 October 2015, part 1	Communications Dashboard Summary – Update	Equality & Diversity to be included in the strategy.	October 2016	Board	Lucy Clayton Thomas-	<del>Added to Board work plan for</del> <del>October</del> <u>December</u> meeting.
		Reputation and public image to be included as well as accessibility issues to be improved in future strategy.	October 2016	Board	Lucy Clayton Thomas-	<del>Added to Board work plan for</del> <del>October</del> <u>December</u> meeting.
47/16 – 25 May 2016, part 1	Complaints Annual Report – 1 April 2015 to 31 March 2016	Trend analysis to be provided for complaints by theme in 6-monthly update report.	December	Board	Yvonne Blücher	<del>Not due until</del> <u>December 2016</u>
48/16 – 25 May 2016, part 1	Integrated Performance Board Report (IPBR)	Sample based audit into the impact of problems identifying diagnostic groups re coding on the SHMI results and action plan to be presented at Board Development Day by NR <del>and JOS.</del>	<del>September</del> <u>October 2016</u>	<del>Board Development Day</del> <u>Board</u>	Neil Rothnie	<del>To be added to Board Development</del> <del>Day</del> <u>To be included in IPBR</u>

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64/16 – 3 August 2016, part 1	Nursing Establishment - Safe Staffing Reports – May and June 2016	Benchmarking data relating to CHPPD to be presented to the QAC meeting in October if available.	19 October 2016	QAC	Yvonne Blücher	<i>Data will be included in staffing report which is presented to Board on 5 October. Details will be discussed at the QAC meeting on 19 October 2016.</i>
		Narrative to articulate the relation between RN fill rate vs. falls and pressure ulcers	5 October 2016	Board	Yvonne Blücher	<i>Completed</i>
		Nursing rate data provided in this report and in the IPR to be compared and aligned as appropriate.	5 October 2016	Board	Yvonne Blücher	<i>Completed</i>
		The two monthly reports to be combined into one board report for future meetings.	5 October 2016	Board	Yvonne Blücher	<i>Completed</i>
65/16 – 3 August 2016, part 1	Integrated Performance Report	Spot audit was requested to assure the Board that the actual 'time to initial assessment' is lower than the current figures recorded on Medway.	<del>5 October 2016</del> <u>7 December</u>	Board	Jon Findlay	
67/16 – 3 August 2016, part 1	Financial Position – Month 11	Risk assessment / impact of CapEx details to be discussed at Efficiency sub-committee.	August/Sept 2016	Efficiency Sub-Committee	James O'Sullivan	<del>Added to agenda of Efficiency Sub-committee? Completed</del> <u>– Presented at FRC 21 September 2016</u>

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<b>Items To Be Removed – Actions Completed</b>						
63/16 – 3 August 2016, part 1	Action Tracker	Tracking to be used for changes.	5 October 2016	Board	Karoline Singleton	<i>Completed</i>
		Date of meeting to be added to item number.				<i>Completed</i>
		Action relating to 48/16 to be amended to be a one-off exercise to be presented at Board Development Day.				<i>Completed</i>
65/16 – 3 August 2016, part 1	Integrated Performance Report	Stat/Man training targets to be further discussed at the next Board Development Day.	7 September 2016	Board Development Session	Brinda Sittapah	<i>Completed – added to agenda for Board Development Session on 7 September 2016.</i>