

Agenda item 05/17

Part 1 Meeting - Board Action Tracker – Board of Directors’ meeting – 28 February 2017

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Action owner	Outcome
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-	<i>Added to Board work plan for April meeting. Due to changes in the communications team (Claire Hankey being seconded to the Mid and South Essex Success Regime programme) this item has been rescheduled for the April meeting.</i>
		Reputation and public image to be included as well as accessibility issues to be improved in future strategy.	October 2016	Board	Lucy Clayton Thomas-	<i>Added to Board work plan for April meeting.</i>
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 2016	Board	Yvonne Blücher	<i>Completed</i>

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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.	7 December 2016	Board	Jon Findlay	<i>Completed J Furley considered the proposal and after discussion with the relevant team, it was agreed that we do not need to do an audit but some actions will need to be taken to address the issue. All staff will be reminded that triage times have to be recorded and then inputted. GP SEEDs receptionist will also be requested to input triage/streaming time as this doesn't happen at present.</i>
85/16 – 5 October 2016	Integrated Performance Board Report (IPBR)	Trajectory graphs to be included in future reports.	December 2016	Board	Jon Findlay	<i>Completed</i>
		Data and trends for delayed discharge to be included in future reports.				<i>Completed</i>
		Results/outcomes of initial coding/SHMI audit to be presented to QAC on 19 October 2016.	19 October 2016	QAC	Neil Rothnie	<i>Completed This was presented to the QAC at their meeting on 19 October 2016.</i>

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		Audit into the improvements/changes made to coding relating to SHMI to be presented to the Board on 1 February 2017.	February 2017	Board		<i>To be added to agenda for February meeting.</i>
86/16 – 5 October 2016	Operational Productivity and Access Targets (OPAT) programme overview	Anecdotal evidence of impact and improvement achieved through the OPAT programme to be presented to the efficiency sub-committee.		Efficiency Sub-Committee	James O’Sullivan	<i>Completed This was presented to the FRC at their meeting on 23 November 2016.</i>
87/16 – 5 October 2016	Patient Led Assessment of the Care Environment (PLACE)	Outcomes of pilot carried out on two wards to be presented to the Board meeting on 7 December 2016.	December 2016	Board	Jan China	<i>Completed This has been included in the Estates & Facilities part of the IPBR.</i>
88/16 – 5 October 2016	Financial Position	JOS to present readjusted forecast position to the next Board meeting on 7 December 2016.	December 2016	Board	James O’Sullivan	<i>Completed</i>
95/16 – 5 October 2016	Scheme Delegation of	Comments received prior to the meeting to be incorporated and any further comments to be emailed to JOS and BS.	December 2016	Board	James O’Sullivan	<i>Completed</i>
		Any further amendments to be made through tracked changes.				<i>Completed</i>
		JOS to look at authority levels where there is no upper limit (e.g. 4.2 Pay) and link/difference between ‘approval of spend’ and ‘award of capital contract’ (5.3 Capital Schemes).				<i>Completed</i>
105/16 – 8 December	Integrated Performance Board	YB to provide an update on timescale for clearing the complaints backlog.	February	Board	Yvonne Blücher	<i>Completed</i>

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2016	Report (IPBR)	JC to provide a written update on mortality rates	2017		Jan China	<i>To be added to the April Board agenda for John Henry to action</i>