

**Agenda item 63/17**

**Part 1 Action Tracker – Board of Directors’ Meeting – 5 September 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	Yvonne Blucher	<i>An overarching Communications &amp; Engagement Strategy will be circulated to the Joint Executive Group and will be circulated to the Board</i>
		Reputation and public image to be included as well as accessibility issues to be improved in future strategy.	October 2016	Board	Yvonne Blucher	
26/17 – 4 April 2017	Monthly IPBR	Analysis to be conducted of members of staff with the longest outstanding appraisals (last 18 months) and to formulate an action plan.	September 2017	Board	Mary Foulkes	<i>This information is included in the HR section of the IPBR. Completed</i>
		Future IPBR reports to include action completion dates to be able to measure progress.	September 2017	Board	Yvonne Blücher	<i>The IPBR is being standardised across the 3 Trusts and it is expected that a new format will be available from October 2017</i>
32/17 – 4 April 2017	QAC Report	National target for IG training of 95% to be flagged with the Director of Nursing.	April 2017	Board	Diane Sarkar	<i>The national target cannot be changed. Completed</i>

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41/17 – 2 May 2017	Integrated Performance Report	Details of the complaints backlog target to be reported at the September Board	September 2017	Board	Diane Sarkar	<i>Completed</i>
41/17 – 2 May 2017	Integrated Performance Report	To email Board members updates on page 26, In-House – 2 of 6 monthly anti-lig pull-chord PPMs outstanding which are due to be completed in April.	September 2017	Board	Carin Charlton	<i>Completed</i>
		To email Board members on page 31, further detail on MEMS turnaround times non-compliance on critical repairs.				<i>Completed</i>
		An update report on MEMS to be presented to the Audit Committee.				<i>Completed</i>
		YB and CC to discuss MEMS outside of this forum.				<i>Completed</i>

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41/17 – 2 May 2017	Integrated Performance Report	Further update on nurse recruitment to be reported in full as part of IPBR	September 2017	Board	Mary Foulkes	<i>Completed</i>
42/17 – 2 May 2017	Nursing Establishment	Further detail to be included in the next report in relation to the re-launch implementation of Red to Green.	September 2017	Board	Diane Sarkar	<i>A full report was presented to the Quality Assurance Committee. Completed</i>
44/17 – 2 May 2017	Financial plan 17/18	A risk analysis of excluded schemes to be reported at the next FRC meeting on 4 July 2017.	September 2017	Board	James O’Sullivan	<i>Completed</i>
		Provide a re-forecast position at the next FRC meeting on 4 July 2017				<i>Completed</i>
		Enquiries to be made on the sale situation of Fossett’s Farm			Carin Charlton	<i>Verbal update to be provided at the meeting</i>

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45/17 – 2 May 2017	Guardian of safe working	Future reports to include issues that have been noted at the Junior Doctors' forum and details of fines and compensation figures across the 3 Trusts.	September 2017	Board	Celia Skinner	<i>Completed</i>
46/17 – 2 May 2017	Annual Staff Survey Results 2016	Circulate full copy of results to Board members via email.	September 2017	Board	Mary Foulkes	<i>Completed</i>
		Find out the national average response rate and circulate via email.				<i>Completed</i>
		Confirm which one of the 5 key areas of the Corporate Action Plan had not improved.				<i>Completed</i>
50/17 – 2 May 2017	Trust Risk Appetite	Link BAF to Trust Risk Appetite	September 2017	Board	Yvonne Blucher	<i>Completed</i>

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51/17 – 2 May 2017	Board Assurance Framework	Ensure that all the BAF Risks are consistent. Risks need to correlate with the Risk Appetite.	September 2017	Board	Brinda Sittapah	<i>Completed</i>
55/17 – 2 May 2017	Quality Assurance Committee (QAC) Report	To discuss pathology services issues and update Fred Heddell on the outcomes	September 2017	Board	Celia Skinner/Yvonne Blucher	<i>Completed. Update was provided at the Quality Assurance Committee</i>
		Pathology Report that was presented to the Quality Assurance Committee to be sent to CS.				<i>Completed</i>