

**Agenda item 5/18**

**Part 1 Action Tracker – Board of Directors’ Meeting – 6 March 2018**

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Action owner	Outcome
72/17	Annual Guardian of Safe Working	Gather feedback from the junior doctor forum to ensure actions taken are resolving issues raised in the Guardian of Safe Working report	6 March 2018	Board	Celia Skinner	<i>Verbal update will be provided at the meeting</i>
87/17 – 5 December 2017	Consideration of Part 1 Action Tracker	71/17 – CS working with Cathy O’Driscoll in time for the Appraisal and Revalidation Annual Report (change target date on tracker)	4 September 2018	Board	Celia Skinner	<i>The RAG rating system will be implemented in time for the next report due in September 2018</i>
88/17 – 5 December 2017	Monthly including IPBR, the Finance Report	IPBR new format to be reviewed further	6 March 2018	Board	Martin Callingham	<i>Completed. Estates report is now included in the IPBR and recommendations from NEDs have been included.</i>
		Q2 mortality data to be presented at the next QAC meeting on 20 December 2017	20 December 2017	QAC	Celia Skinner / Neil Rothnie	<i>Completed. Q2 data was included in December IPBR.</i>

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		Duty of Candour data to be included in future reports	6 March 2018	Board	Diane Sarkar	<i>Completed. Data is included in January IPBR.</i>
		Revised maintenance backlog report to be presented at the next FRC meeting on 9 January 2018	9 January 2018	FRC	Carin Charlton / Paul Kingsmore / John Henry	<i>Completed. Backlog report was presented at the FRC on 9 January 2018.</i>
		Estates Capital spend risks to be reported to FRC on 9 January 2018	9 January 2018	FRC	Carin Charlton / Paul Kingsmore / John Henry / Adrian Buggle	<i>Completed. Report was presented to FRC on 9 January 2018.</i>
		C-section rates to be reported to QAC on 20 December 2017	20 December 2017	QAC	Diane Sarkar / Denise Townsend	<i>Completed. Report was presented to QAC on 20 December 2017.</i>
		Leavers data percentage (44%) to be clarified and reported to FRC on 9 January 2018	9 January 2018	FRC	Mary Foulkes / Sue Bridge	<i>Completed. Clarification was provided at FRC on 9 January 2018.</i>

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89/17	RTT and Cancer Harm Reviews Q2	Introduction of NHSI Psychological harms template / measure to be reported at QAC on 14 February 2018	14 February 2018	QAC	Diane Sarkar / Denise Townsend	<i>Completed. The template has not been received by NHSI but psychological harms are included in Harm reviews. The harm process was discussed at the QAC meeting on 14 Feb.</i>
90/17	Ophthalmology update	Trajectory data to be presented at QAC on 20 December 2017	20 December 2017	QAC	Yvonne Blucher / Ranjini Beveridge	<i>Completed. A presentation was provided to QAC on 14 February 2018.</i>
91/17	Nursing Establishment – August to October 2017	Narrative to be added to the care hours fill rates in future reports.  Themes of falls to be included in future reports.	6 March 2018	Board	Diane Sarkar	<i>Completed. This has been included in the re  Verbal update to be provided on themes of falls. This is already included in another report.</i>
95/17	Bullying & Harassment Survey	Action Plan to be monitored at the next Joint FRC meeting	26 March 2018	Joint FRC	Mary Foulkes	<i>Verbal update to be provided at the meeting</i>

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		Themes of complaints and actions taken to be included in report presented at next Joint FRC				
96/17	Workforce Equality report Race Standard	Action Plan to be updated	Board	6 March 2018	Mary Foulkes	<i>Verbal update to be provided at the meeting</i>
100/17	BAF Quarterly Review	Risk appetite to be assigned to all BAFs	6 March 2018	Board	Brinda Sittapah	<i>Completed.</i>
		BAF review to be at the beginning of the agenda at future meetings				<i>This will be actioned after discussion of the Board Effectiveness review</i>
104/17	Audit Committee Report	GDPR presentation to be given at the next Board Development Day.	Board Development	6 February 2018	Brinda Sittapah	<i>Completed. Presentation given at Board Development Day held on 6 February 2018</i>