

**Agenda item 26/18**

**Part 1 Action Tracker – Board of Directors’ Meeting – 24 May 2018**

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Action owner	Outcome
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	4 September 2018	Board	Celia Skinner	<i>Not due yet. The RAG rating system will be implemented in time for the next report due in September 2018</i>
95/17 – 5 December 2017	Bullying & Harassment Survey	Action Plan to be monitored at the next Joint FRC meeting Themes of complaints and actions taken to be included in report presented at next Joint FRC	26 March 2018	Joint FRC	Mary Foulkes	<i>Completed – this was discussed at the joint FRC on 26 March 2018.</i>
96/17 – 5 December 2017	Workforce Race Equality Standard report	Action Plan to be updated	24 May 2018	Board	Mary Foulkes	<i>Completed – action plan was updated and EDIC (equality, diversity inclusion committee) exception report presented to QAC on 25 April 2018.</i>

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3/18 – 6 March 2018	Approval of Part 1 minutes of meeting held on 5 December 2017	Wording to be revised in relation to item 88/17 Operational Performance	24 May 2018	Board	Brinda Sittapah	<i>Completed. Minutes have been amended.</i>
5/18 – 6 March 2018	Consideration of the Action Tracker	Written report to be provided to update the Board on the junior doctor forum feedback, rotas and financial impact to the Trust	24 May 2018	Board	Celia Skinner	<i>This will be presented at the July FRC meeting as Q3 data has not yet been finalised.</i>
6/18 – 6 March 2018	Monthly Integrated Quality and Performance Board report, including the Finance report	Email to be sent to all staff to thank them for their efforts during the recent adverse weather conditions	March 2018	Board	Yvonne Blucher	<i>Completed. Email circulated to all staff following the Board meeting.</i>
		A breakdown of percentage of bank staff to be shown separately to the percentage of agency staff in future reports, also including cash equivalents	24 May 2018	Board	Mary Foulkes	<i>Completed. IPBR has been updated.</i>
		Evidence of medical staff figures of those that have moved from agency to bank to be circulated	March 2018	Board	Mary Foulkes	<i>Completed. Additional information sent by email with Board pack on 18 May 2018.</i>
		Timelines to be included as measures against the actions in the Estates and Facilities section of the report in future	24 May 2018	Board	Paul Kingsmore	<i>Completed. Included in IPBR.</i>

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		Document to be circulated detailing a breakdown of agency costs for medical staff to illustrate why the staffing costs are not reducing	March 2018	Board	James O'Sullivan	<i>A report will be provided to the July FRC meeting</i>
9/18 – 6 March 2018	CQC update	Final CQC report to be circulated to the Board when received	March / April 2018	Board	Diane Sarkar	<i>Completed – Report was circulated to the Board on 23 April 2018</i>
15/18 – 6 March 2018	Finance and Resources Committee report	Figures on page 2 of the report, Month 8 Finance report, to be amended from £4.9m to £0.4m	24 May 2018	Board	Brinda Sittapah	<i>Completed.</i>
16/18 – 6 March 2018	Quality Assurance Committee report	Committee reports to be higher on the agenda at future meetings	24 May 2018	Board	Brinda Sittapah	<i>Completed.</i>