

**Agenda item 48/18**  
**Part 1 Action Tracker – Board of Directors’ Meeting – 4 September 2018**

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Action owner	Outcome
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>Completed. Presented to FRC on 3 July 2018.</i>
6/18 – 6 March 2018	Monthly Integrated Quality and Performance Board Report, including the Finance Report	Document to be circulated detailing a breakdown of agency costs for medical staff	24 May 2018	Board	James O’Sullivan	<i>Completed. Circulated to Board members on 12 June 2018.</i>
31/18 – 24 May 2018	Monthly Integrated Quality and Performance Board Report, including the Finance Report	DS to follow up on written duty of candour compliance and advise the Board of the rate and any fines levied, if appropriate.	4 September 2018	Board	Diane Sarkar	<i>Verbal update to be provided at the meeting with confirmation if fine was levied for breach in May 2018.</i>
		External review report on mortality to be circulated to the Board when available	4 September 2018	Board	Celia Skinner	<i>Headlines of review report circulated to Board on 13 June 2018. Full report circulated to QAC members on 14 June 2018 and discussed at meeting held on 20 June 2018.</i>
		Future reports to include a breakdown of the RTT backlog in tabular form and national comparison data	4 September 2018	Board	Yvonne Blucher	<i>Completed – included in IPBR</i>

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31/18 – 24 May 2018	Monthly Integrated Quality and Performance Board Report, including the Finance Report	Cancer patient harm review to be presented to Southend Board	4 September 2018	Board	Diane Sarkar	<i>Verbal update to be provided at the meeting</i>
		Future reports to include figures for long term sickness.	4 September 2018	Board	Mary Foulkes	<i>Completed - Information included in IPBR</i>
		Clarification to be provided on sickness rate calculation.	4 September 2018	Board	Mary Foulkes	<i>With the exception of Moorfield and Chesterfield all other Trusts are using ESR and their sickness absence calculation and reports are based on calendar days (365 days).  The Department Health adapts the NHS data to ensure they meet the Cabinet Office requirements for reporting in the public sector, which is based on a 225 day year. This ensures consistency across the public sector.  Benchmarking will be carried out against other Trusts based on both calculations.</i>
		Board to be informed of percentage enhancement for bank nurses	4 September 2018	Board	Mary Foulkes	<i>Completed. Information circulated 22 August 2018.</i>

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32/18 – 24 May 2018	Safe Staffing Report	Actions and mitigations to be articulated clearer in future safe staffing reports.	4 September 2018	Board	Diane Sarkar	<i>Completed.</i>
33/18 – 24 May 2018	Director of Infection Prevention and Control Report – March 2018	Clarification/explanation to be provided on sharp rise of E coli cases	4 September 2018	Board	Diane Sarkar	<i>Completed. Data presented incorrectly rectified in current report pre/post 48 hr cases.</i>