

Agenda item 71/18
Part 1 Action Tracker – Board of Directors’ Meeting – 4 December 2018

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Lead	Action owner	Outcome
48/18	Action Tracker	Formal report on cancer patient harm reviews to be presented to QAC meeting	17 October 2018	QAC	Yvonne Blucher	Neil Rothnie / Clare Burns	<i>Completed. Presented to Quality & Safety Committee on 11 September 2018 and QAC on 17 October 2018.</i>
49/18	Board Assurance Framework	Targets for KPIs to be populated where not included	4 December 2018	Board	Yvonne Blucher	Site Leadership Team	<i>Completed. Targets have been included in the BAFs.</i>
50/18	Monthly Integrated Performance Report	Board to be advised of conversion rate from offers of employment to starters	4 December 2018	Board	Mary Foulkes	Sue Bridge	<i>Completed. Has been included in future IPBRs.</i>
50/18	Monthly Integrated Performance Report	Target date and trajectory for estates maintenance to be included in next report	4 December 2018	Board	John Henry	John Henry	<i>Completed. Narrative indicates that target would be met by end of December 2018.</i>
50/18	Monthly Integrated Performance Report	Report on agency spend to be presented at next FRC meeting	25 September 2018	FRC	Mary Foulkes	Sue Bridge	<i>Completed. This was presented to FRC on 25 09 18.</i>
50/18	Monthly Integrated Performance Report	More detail to be included in the finance report on central schemes (CIPs) and its forecast variance	25 September 2018	FRC	James O’Sullivan	Louisa Cowell	<i>Completed. This was presented to FRC on 25 09 18.</i>

Item no.	Board report	Action required	Target date for completion / presentation	How / Where will outcome be reported	Lead	Action owner	Outcome
50/18	Monthly Integrated Performance Report	Report to be provided to Joint FRC on MSB savings, in particular planned expenditure and committed expenditure and cost pressures	4 December 2018	Board	James O'Sullivan	James O'Sullivan	<i>Verbal update to be provided at the Board meeting on 4 December 2018.</i>
53/18	Quality Assurance Committee Report – 15 August 2018	Governance structure for pathology to be provided at the next QAC	17 October 2018	QAC	Yvonne Blucher	Jo Howard	<i>Completed. This was included in report provided to QAC on 17 October 2018.</i>