

Action tracker reference	Date of meeting	Minute	Minute title	Action	Lead	Due date	Complete	Status	Comments by action holder
35-2015/16	26.01.16	14.1	Research champion	The Board agreed to consider nominating a research champion and to discuss at the February Board of Directors meeting.	NEDs	28.06.16		Due	
3-2016/17	26.04.16	7	Integrated Performance Report	Performance report structure presented to the Board of Directors May meeting.	R.James	28.06.16		Due	The new style performance report will be presented to Board in June
7-2016/17	31.05.16	7	Integrated Performance Report	CIP delivery plan would be reported to the June Board of Directors meeting	M.Hewitt-Smith	28.06.16		Due	
33-2015/16	26.01.16	10	Midwifery staffing review	The executive team to review the findings of the Birth Rate Plus assessment and report back to the Board.	G.Hunt	on-going		on-going	Plan to undertake a full assessment in 2016/17, to include potential regional and national changes which will impact on staffing levels.
4-2015/16	26.05.15;	5	Matters Arising	In view of the outsourcing of services, Mr Newton agreed to review the level of contract management resource to provide assurance to the Board of its robustness	to be confirmed	to be confirmed			Executive director lead to be confirmed under the new succession arrangements.
22-2015/16	29.09.15	3	Patient experience story	Mrs McArdle and Mr Heslop to visit the ophthalmology department to reassure staff on the recognition of the issues and focus on bringing about improvements.	S.McArdle D.Heslop	to be confirmed			
2-2016/17	26.04.16	7	Integrated Performance Report	Ms James to ask Dr Wood to benchmark performance issues with the 62 day cancer target to identify any learning.	R.James	to be confirmed			
14-2015/16	25.08.15	3	Patient experience	Changes being implemented in the discharge process should be evaluated against the KPIs and reported back to the Board in 6 months.	S.McArdle	28.06.16	Completed		Year-end position on performance against the discharge process KPIs on the June Board of Directors meeting agenda, and quarterly progress reports included in the Board of Directors forward agenda plan. Action completed and recommended to be removed from the register.