

ACTION TRACKER FOR PUBLIC MEETING OF BOARD OF DIRECTORS

OCTOBER 2014					
Agenda item no	Title of item	Agreed action/update	Lead officer	Deadline for completion	Completed
9	Performance report	Update on A&E position and strategy.	Mr C Newton via J.O'Connell	31.3.15	
		Update: subsumed within Mr O'Connell's review to be reported to the Board of Directors in March 2015			
		Update on emergency care pathway	Mr C Newton via J.O'Connell	31.3.15	
11	Pressure ulcers	Development of pressure ulcers assurance framework	Miss R Holt	24.2.15	
		Update: to be considered at the Quality Assurance Committee in February; completion deadline changed to 24.2.2015.			
16	NHS Staff Friends and Family Test	Report on actions as a result of staff feedback	Mr C Newton	27.1.15	Completed 24.2.15

NOVEMBER 2014					
Agenda item no	Title of item	Agreed action	Lead officer	Deadline for completion	Completed
8	Performance report	Info on services with the greatest fragility against target	Ms S Danieli	18.12.14	Completed 24.2.15
		Discuss independent review of c.difficile rates to identify trends	Miss R Holt/ Mrs A Hullick	18.12.14	Completed 24.2.15
9	Healthcare infection	Deep cleaning plan for 2015-16	Miss R Holt	TBC	
10	Quarterly quality report	Actions to address falls to be discussed at Quality Assurance Committee	Miss R Holt	TBC	

NOVEMBER 2014					
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13	Financial report	Future reports to include break down of margin by centres	Mrs M Hewitt-Smith	24.2.15	
		Audit of auditor's work for trust shared with governors	Mrs M Hewitt-Smith	21.1.15	Completed 24.2.15
		Consider how finance and investment committee can take on appropriate responsibilities of Transformation Steering Committee	Mrs M Hewitt-Smith	TBC	

DECEMBER 2014					
Agenda item no	Title of item	Agreed action	Lead officer	Deadline for completion	Completed
7	Chief Executive's report	Check whether there is an action plan to improve the rating of the trust's stroke services	Prof. T Hart	27.1.15	Completed 24.2.15
8	Performance report	Update on gastroenterology position Update: completion date changed to 24.2.2015	Prof. R Wilson	24.2.15	
9	Healthcare associated infection report	Update on cleaning position and contract as part of Mr Wilcox' next visit to the trust	Miss R Holt	TBC	
10	Mortality report	Consider how specialist palliative care coding can be improved	Prof. R Wilson	24.3.15	
11	Deprivation of liberty safeguards	Further update on position	Miss R Holt	28.4.15	
13	ICT investment programme	Discuss what investment available in line with recovery plan	Mrs M Hewitt-Smith Mr S Brownsell	TBC	
		Centralise all ICT spending	Mrs M Hewitt-Smith	TBC	

JANUARY 2015					
Agenda item no	Title of item	Agreed action	Lead officer	Deadline for completion	Completed
7	Performance report	Mrs Danieli agreed to update the Board when the final performance position was closed for cancer targets	Mrs Danieli	24.2.15	Completed 24.2.15
		Mr Newton confirmed that he would inform Monitor that the trust was at risk of failing the 62 day cancer target.	Mrs Parnell	24.2.15	Completed 24.2.15
		The Board requested that actions were put in place to strengthen the plans to improve Clostridium difficile and workforce to achieve performance targets	Mr Harrison Miss Holt	To be decided	
		Mrs Parnell agreed to inform Monitor that the Board were not satisfied that the existing plans in place would address the problems to bring the levels of Clostridium difficile back to the target and that the Board had requested that actions were put in place to strengthen the plans to improve Clostridium difficile and workforce to achieve performance targets.	Mr Newton	To be decided	
8	Healthcare Infection	Mrs Hunt to share the notes from the review meeting of Ward 7.	Mrs Hunt	To be decided	
		Mrs Peevor agreed to review the membership of the Infection Prevention and Action Group (IPAG) to ensure actions out of that group.	Mrs Peevor	To be decided	
13	Annual Planning Process	Mr Newton agreed to arrange for the high level detail version of the plan to be presented to the Council of Governors.	Mr Newton	31.3.15	

JANUARY 2015					
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14	Business Case Process	The Board required a review in six months of the process to establish its effectiveness.	Mr Newton	July 2015	
18	Summary of Patient Experience Stories	<ol style="list-style-type: none"> 1. Miss Holt to review the action column of the report to give further of its purpose and impact for both patients and the organisation. 2. Miss Holt to ensure patient stories are delivered within the available time. 	Miss Holt	To be decided	