

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	31.3.15	
		Update: to be considered at the Quality Assurance Committee in March.			

NOVEMBER 2014					
Agenda item no	Title of item	Agreed action	Lead officer	Deadline for completion	Completed
9	Healthcare infection	Deep cleaning plan for 2015-16	Miss R Holt	TBC	Completed 31.3.15
		Update: R.Holt informed the meeting that the rolling programme of deep cleaning had commenced.			
10	Quarterly quality report	Actions to address falls to be discussed at Quality Assurance Committee	Miss R Holt	TBC	Completed 31.3.15
		Update: R.Holt confirmed that actions to address falls had been reviewed at the February Quality Assurance Committee.			

NOVEMBER 2014					
Agenda item no	Title of item	Agreed action	Lead officer	Deadline for completion	Completed
13	Financial report	Future reports to include break down of margin by centres	Mrs M Hewitt-Smith	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
8	Performance report	Update on gastroenterology position Update: Professor Wilson informed the Board that work continued on this area, demand was increasing against a reducing resource, it remained an area of pressure with and urgency to resolve; completion date changed to 31.3.2015	Prof. R Wilson	31.3.15	
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	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	

FEBRUARY 2015					
Agenda item no	Title of item	Agreed action	Lead officer	Deadline for completion	Completed
6	Healthcare Infection	Miss Holt agreed to prepare a letter asking for the Trust to receive University status recognition.	Miss Holt	To be confirmed	
9	Performance Report	Mrs Hewitt-Smith agreed to ensure that performance to reduce the vacancy gap was included as a monitor area within the development of the integrated finance and performance report.	Mrs Hewitt-Smith	To be confirmed	
		Miss Holt agreed to look into why the area had above average pressure ulcers attributed to the patient's own home environment.	Miss Holt	To be confirmed	