

Action tracker reference	Date of meeting	Minute	Minute title	Action	Lead	Due date	Complete	Status	Comments by action holder
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	26.04.16		Overdue	
31-2015/16	27.10.15	7	Finance and Investment Committee Chairman's log	Mrs Hewitt-Smith undertook to do a review of the Terms of Reference for reporting to the January Board of Directors meeting.	M.Hewitt-Smith	31.05.16		Due	Mrs Hewitt-Smith suggested that once the new structure had settled in, this should be reported to the May Board of Directors meeting; agreed.
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		Imminent	The new style performance report will be presented to Board in June
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		Imminent	
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			
4-2016/17	26.04.16	7	Integrated Performance Report	Mrs Hewitt-Smith to ensure Mr Reynolds has the opportunity to contribute to the FIC early review of the new performance report structure.	M.Hewitt-Smith	to be confirmed			
28-2015/16	27.10.15	6	Quality Assurance Committee Chairman's log	Ms James to undertake a review of existing governance arrangements and committee structures and report back to a future Board.	R.James	31.05.16	Completed		Reported to the May Board of Directors; action completed, recommended to be removed from the register.
1-2016/17	26.04.16	7	Integrated Performance Report	Ms James to bring an improvement plan to the Board of Directors May meeting to address the deterioration in performance at the front-end of the 62 day cancer patient pathway.	R.James		Completed		Reported on in the Integrated Performance Report to the May Board of Directors meeting; action completed, recommended for removal from register.

5-2016/17	26.04.16	7	Integrated Performance Report	Mrs Hewitt-Smith to present the capital expenditure programme to the Board of Directors May meeting.	M.Hewitt-Smith	31.05.16	Completed		Reported to the May Board of Directors; action completed, recommended to be removed from the register.
6-2016/17	26.04.16	7	Integrated Performance Report	Mrs Hewitt-Smith to present to the May Board of Directors meeting the year end accounts, 2016/17 budget and trends	M.Hewitt-Smith	31.05.16	Completed		Reported to the May Board of Directors; action completed, recommended to be removed from the register.