

Board of Directors (Public)

Item 9

Updated 24 11 15

action log

No.	Agenda Item	Action	By Whom	Progress	Board review	Note
November 2015						
1	3.1 Monthly staffing	Presentation from Divisions to BoD on 15.12.15 to include evidence of changes in acuity linked to capacity and workforce planning.	TW	Divisional presentations received 15.12.15– Board to review through ongoing planning process	Dec 15	
2	3.2 Deanery Visit Update	Formal feedback, Trust's response and action plan to be reviewed at People Committee.	RAP		Jan 16	Timeline subject to receipt of formal feedback in time for December meeting of People Committee
3	3.4 Long term strategy for managing Multi Drug Resistant Organisms	Quality Committee to monitor progress on delivery of MDRO strategy.	RAP/ LC		Jan 16 and ongoing	Via BAF key issues reports
4	5.1 Performance Dashboard	Quality Committee to review how measures for quality are RAG rated and reported	SP/ LC	DNQ has reviewed and confirmed RAG rating methodology applied to quality KPIs	Jan 16	
5		Review recording and reporting of cancelled operations (IPC)	TW / MS		Jan 16	Via BAF key issues report
6		Further enhance dashboard to include all new regulatory requirements relating to use of agency and consultancy cap	MJ		Jan 16	Also review reporting of SIs/ Never events on dashboard for improved clarity
7	5.2 Finance Report	Produce and circulate to Board a full finance report every month, to provide assurance when no BoD meeting scheduled.	DJ		Dec 15 and ongoing	NEDs to raise any questions via e mail

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8		Circulate a briefing note to BoD on outcome of offer on capital slippage and associated accounting treatment.	DJ		n/a	Note circulated 09.12.15
9	6.4 Pandemic Flu Plan	Update to reflect current governance arrangements and produce an executive summary.	MJ		n/a	
October 2015						
10	3.1 Nurse Agency Staffing	People Committee to focus assurance work on workforce profile and impact / delivery of workforce-related improvement schemes	MJo / DH		Jan 16 and ongoing	Report via People Committee BAF Key Issues reports
May 2015						
11	6.1 External auditor's Report	Strengthen assurances on going concern for 16/17 planning round.	DJ		March 16	
April 2015						
12	Finance Report for period ended 31.3.15	Implement plan to improve management of debtors.	DJ		ongoing	Impact will be evidenced in future finance reports
March 2015						
13	4.6 Cardiology 5 year plan	Develop Clinical Strategy (Surgical and Respiratory Plans) for review by BoD by Summer 2015.	DH	Timeframe reviewed to allow establishment of new Divisional teams	16 Feb 2016	BoD has invited Divisional Triumvirate Teams and Clinical Leads to attend BoD strategy day 23.2.16