

CONSOLIDATED ACTION LOG 2017/18

Board or Committee	Meeting Date	Minute Ref	Source Paper	Topic - if distinct from topic of source paper	Action	Executive Lead	By When	Status	Comment/
Trust Board Public	18-Jan-17	TB17/01/20	Annual Review Patient and Public Participation Strategy 2016-2019		To share Strategy with the Trust's Patient Participation Group, and with the Governors' Patient Experience, Membership and Quality Committee	Chief Nurse	08-Mar-17	To close	It was reported to the Board at its meeting on 8 March that the Strategy had been shared with Council of Governors' Patient Experience, Membership and Quality [PEMQ] Sub-Committee
Trust Board Public	14-Sep-16	TB16/09/10	Quality Report	Recruitment of PALS staff	To keep the Board updated on progress in the recruitment of PALS staff	Chief Nurse	08-Mar-17	To close	The Chief Nurse provided an update to the Board at its meeting on 8 March, confirming that the recruitment process was on-going and that it had achieved some success to date.
Trust Board Public	09-Nov-16	TB16/11/10	Quality Report	Theatres' productivity	To monitor improvements in theatres' productivity, and report to the Trust Management Executive and the Quality Committee	Director of Clinical Services	12-Apr-17	To close	Monitoring of improvements in theatres' productivity is on-going
Trust Board Public	08-Mar-17	TB17/03/10	Quality Report	Compliance with the safe and secure storage of medicines standards	To provide an update on progress in compliance with the safe and secure storage of medicines standards to the next meeting of the Audit Committee	Medical Director	12-Apr-17	To close	An update was provided to the Audit Committee at its meeting held on 27 April 2017, the report of which [Paper TB.2017.51] is submitted for consideration of the Board at its meeting on 10 May 2017.
Trust Board Public	18-Jan-17	TB17/01/14	Audit Committee Report	Information Governance toolkit	To submit Information Governance Toolkit Review to the Board	Chief Information and Digital Officer	10-May-17	To close	This is covered within the Information Governance Annual Update [Paper TB2017.55] submitted for consideration of the Board at its meeting on 10 May 2017
Trust Board Public	08-Mar-17	TB17/03/12	Integrated Performance Report Month 10	2 week wait breaches in cancer care related to 'hospital reason'	To take action to minimise the incidence of delays attributed to 'hospital reason'	Director of Clinical Services	12-Apr-17	To close	This has been addressed in the Action Plan developed to improve performance against the cancer standards, an update on which was presented to the Finance and Performance Committee at its meeting held on 12 April 2017
Trust Board Public	08-Mar-17	TB17/03/12	Integrated Performance Report Month 10	Staff turnover rate	To update on measures that were being aimed at improving the staff turnover rate	Director of Organisational Development and Workforce	12-Apr-17	To close	An update was presented to the Quality Committee at its meeting held on 12 April 2017.
Trust Board Public	08-Mar-17	TB17/03/19	CQUIN NHS staff health and well-being: Indicator 1b Healthy food for NHS staff, visitors and patients		To convey thanks on behalf of the Board for the considerable amount of work involved in this project	Director of Clinical Services	10-May-17	To close	Thanks have been conveyed to the Soft FM Client Contract Manager, and to the Public Health Registrar who undertook a considerable amount of work related to this project
Trust Board Public	14-Sep-16	TB16/09/16	Strategic Objectives		To update the Trust Board on development of the strategic objectives	Director of Assurance	12-Jul-17	Open	
Trust Board Public	18-Jan-17	TB17/01/20	Annual Review Patient and Public Participation Strategy 2016-2019		To report on progress against year 1 actions	Chief Nurse	12-Jul-17	Open	
Trust Board Public	09-Nov-16	TB16/11/11	Complaints and Patient Experience Annual Report 2015/16		To schedule for submission earlier in the cycle of business for 2017/18	Chief Nurse	12-Jul-17	Open	Currently scheduled in the Trust Board's Cycle of Business for submission in July 2017.
Trust Board Public	09-Nov-16	TB16/11/20	BRC3		To invite the Director of R&D to provide an update on the delivery of healthcare and basic research undertaken under the newly structured BRC.	Trust Secretary	12-Jul-17	Open	To schedule for consideration at a Trust Board Seminar in Q1/Q2 2017/18.
Trust Board Public	08-Mar-17	TB17/03/17	Staff Survey 2016		To provide an update to the Board on how the key themes identified within the Staff Survey 2016 were being addressed, following the opportunity for analysis of the national benchmarking data	Interim Director of Human Resources	13-Sep-17	Open	
Trust Board Public	18-Jan-17	TB17/01/19	Ionising Radiation [Medical Exposures] Regulations		To undertake further work to improve cross-site working and update the Board	Medical Director	13-Sep-17	Open	
Trust Board Public	18-Jan-17	TB17/01/19	Ionising Radiation [Medical Exposures] Regulations		Audit Committee to consider the outcome of a proactive risk assessment and report back to the Trust Board	Medical Director	13-Sep-17	Open	