

**TRUST BOARD OF DIRECTORS
OUTSTANDING ACTION LOG
2011-13

PART A**

Date of Board: 25 September 2012

No.	Minute	Agenda	Action	Lead	Timescale	Evidence of Completion
71	29-09-4 (h)	A	Update on Monitors new provider Licence and the implications for this Trust	Mrs Booth	Apr 2013	Updated Oct 2012 – Board will receive an assessment of the impact of Monitor's decisions on the license. Updated Jan 2013 – report to Board in Mar 2013. Updated Mar 2013 – licence not yet received, expected before end of Mar 2013. Updated April 2013 – New Licence now received.
72	5.2	A	Review of Board sub-committees (after 6 months)	Mrs Booth	March 2013	To be discussed at the Trust Board in Mar 2013. Completed/closed Mar 2013 – to be discussed summer 2013 in line with normal business cycle.

Date of Board: 27 November 2012

No.	Minute	Action	Lead	Timescale	Evidence of Completion
A.4	27.11-6c	Board to discuss “gap analysis” to be undertaken against newly published PSA Standards for Board members	Mrs Booth/Dr Pease	May 2013	Updated Dec 2012 Updated Jan 2013 – report to Board in Feb 2013 Updated Feb 2013 – defer to Mar 2013, <i>subsequently revised in discussion with WB to May 2013</i> Verbal Update April 2013 – report in May 2013 Updated May 2013
A.5	27.11-6h	Date of Monitor's revised visit to be advised to board members	Mrs Jackson	As advised by Monitor	Updated Dec 2012 – revised visit under discussion with Monitor Updated Jan & Feb 2013 – remains outstanding with Monitor Updated Mar 2013 – H Forster in the process of arranging dates. Updated April 2012 – Monitor visit taking place 7-8 May.

Date of Board: 18 December 2012

No.	Minute	Action	Lead	Timescale	Evidence of Completion
A.11	8.1	Board to receive further report on the Saville affair following completion of national review by Kate Lampard.	Dr Dunderdale	TBC	Updated Jan 2013 – national timetable not yet certain. Updated April 2013 – to report at June/July 2013 meeting. Updated May 2013 – Ongoing Updated June 2013–Ongoing Updated July 2013 – Ongoing
A.12	8.2 (ii)	Board to receive a report on audit of ward to ward transfers following completion of the audit	Mrs Smithson	Mar 2013	Updated Jan 2013–report Mar 2013. Completed/closed Mar 2013.
A.13	10.3	Board to receive progress report on the Staff Rewards & Incentives strategy	Dr Pease	June 2013	Report to Board June 2013. Updated June 2013 – Closed

Date of Board: 29 January 2013

No.	Minute	Action	Lead	Timescale	Evidence of Completion
A.14	8.1	Board to receive a report on the national review of the LCP	Dr Dunderdale	TBC	Report to Board June/Jul 2013. Updated June 2013 – Ongoing, national review not yet published Updated August 2013 – Closed
A.15	8.2	Outcomes of visiting time review to be considered by QPEC	Dr Dunderdale	May 2013	Updated Mar 2013-report May 2013. Updated May 2013 – to be discussed at June's QPEC Closed June 2013 QPEC issued recommendations on options to be considered by CoG

Date of Board: 26 February 2013

None.

Date of Board: 26 March 2013

No.	Minute	Action	Lead	Timescale	Evidence of Completion
A.16	5.1	Report on progress in commissioning external review of clinical sustainability (ex Ernst Young)	Mrs Jackson	Apr 2013	Closed April 2013 – Ernst and Young appointed.
A.17	5.1	Further report on DoH progress in establishing the Keogh Review. Report from Chef Exec on meeting between 14 trusts & Sir Bruce on 10 April.	Mrs Jackson	Apr 2013	Updated April 2013 – Ongoing. Updated May 2013 – Ongoing Closed June 2013 – Keogh becomes standing item
A.18	8.3.1	Update on progress on completing outstanding C Diff RCAs	Dr Scott	Apr 2013	Updated April 2013 - Ongoing Closed May 2013 – RCAs completed
A.19	8.3.1.b	Update on development of revised guidance to staff on unacceptable patient behaviour (ref norovirus incident)	Mrs Booth	TBC	Updated April 2013 – report at May 2013 meeting. Discussed at May 2013 meeting – further comments to go to W Booth by 7 th June 13 Closed June 2013 – completed
A.20	8.4	Update on progress on discussions with the deanery & other trusts to improve Trust's position on clinician recruitment	Dr Pease	Jul 2013	Updated April 2013 – to be reported at the June 2013 meeting. Updated June 2013 – further update July 2013
A.21	9.2.1	Progress report on compliance with standards set out in IG toolkit	Mrs Booth	Apr 2013	Closed April 2013 – 95% achieved.

Date of Board; 30 April 2013

No.	Minute	Action	Lead	Timescale	Evidence of Completion
A22	7.2	The Chairman to contact the CEOs of the four local authorities to formally advise them of revised arrangements for local authority membership	Dr Whittingham	Jul 2013	Updated June 2013 – Further update July 2013 Updated July 2013 – Dr Whittingham has contacted the local authorities – Ongoing

					Updated August 2013 -Dr Whittingham has sent letters to all of the four local authorities but as yet is to receive a response back.
A.23	9.6	Appraisal framework for Chairman to be up-dated.	Mrs Booth	TBC	Closed June 2013
A24	7.3	Recruitment of NED (to replace Mrs Wilson)	Dr Whittingham	Jul 2013	Closed July 2013 – Anne Shaw offered post subject to references etc
A25	8.1.1.d	Final report on PLACE inspections taken place in April and May	Dr Dunderdale	Sept 2013	Updated July 2013 - report subject to national embargo – publication expected in Sept 2013 Updated August 2013 – report to the Board in Sept

Date of Board: 28 May 2013

No.	Minute	Action	Lead	Timescale	Evidence of Completion
A26	7.1.2	The completed Board of Declarations and Self Certifications to be shared with the Council of Governors	Mrs Booth	July 2013	Updated June 2013 – to be discussed at July 2013 meeting Updated July 2012 – Closed
A27	7.1.4	Final KPMG report on the Board Assurance and Self Certification and Mortality to be brought to the Board	Mrs Booth	June 2013	To be considered by Board in June Closed June 2013 – report received by Board
A28	7.2	The Board to undertake an annual review to confirm their commitment to these standards annually	Mrs Booth	TBC	Closed June 2013 – Mrs booth confirmed will be included in Board's annual business plan
A29	8.5	Report to be completed on doctors staffing levels	Dr Pease	June 2013	Closed June 2013 – Board received report and agreed to delegate responsibility for a detailed review to QPEC
A30	8.6	Alternative titles for “Zero Tolerance” to be submitted to Mrs Jackson and Mrs Booth	Mrs Booth/Mrs Jackson	June 2013	To be signed off via email prior to the June Trust Board Closed June 2013 – endorsed by the Board

Date of Board: 25 June 2013

No.	Minute	Action	Lead	Timescale	Evidence of Completion
A.31	5.3	Board to receive action plan in response to KPMG report on Board Assurance & Self Certification & Mortality	Mrs Booth	July 2013	Closed July 2013 – Action Plan received
A.32	7.1	Board to receive draft Action Plan arising from Ms Smithson's leadership of provider group on sustainable services review	Ms Smithson	Nov 2013	Updated August 2013 – Update received in August. Board to be updated on a quarterly basis
A.33	8.1.1	Report back on CoG response to QPEC proposals on visiting times referred to Meeting of CoG on 3 July	Dr Dunderdale	July 2013	Closed July 2013 – proposal approved.
A.34	8.2.1	Further report and recommendations on future of acute stroke service	Ms Smithson/Dr Scott	TBC	Updated July 2013 – Proposal agreed by Board , Board to be kept updated on progress on implementation Updated August 2013 – Report received at August's Board. Board to receive reports on progress and issues
A.35	5.2	Confirmation that actions agreed with CQC were completed by the deadline	Mrs Booth	July 2013	Closed July 2013 – Confirmed

Date of Board: 30 July 2013

No.	Minute	Action	Lead	Timescale	Evidence of Completion
A36	5.1	Board to receive revised schedule of directors visits (to include NEDs)	Mrs Booth	Aug 2013	Closed August 2013 –Received by Board in August
A37	30.07.6 a)	CEO's weekly mortality progress meetings to be taken over by MPC	Dr Whittingham	Aug 2013	Closed August 2013 – confirmed that outstanding actions from CEO weekly meetings have been formally taken over by MPC.
A38	7.3.1	Board to receive a progress report on progress towards 7 day hospital	Mrs Jackson	Nov 2013	Updated August 2013 – Progress report received Board to receive updates on quarterly basis.
A39	8.2	Board to receive final proposals on revisions to Trust constitution	Mrs Booth	Sept 2013	Updated August 2013 – Proposal to be received for approval in Sept.

Date of Board: 27 August 2013

No.	Minute	Action	Lead	Timescale	Evidence of Completion
A40	7.4	Progress on implementation of recommendations of Neuberger Report (into LCP) to be monitored by QPEC.	Dr Dunderdale	TBC	
A41	7.6.1	Board to confirm approach to bringing patient stories directly to the Board	Dr Whittingham	TBC	