

# TRUST BOARD OF DIRECTORS OUTSTANDING ACTION LOG 2015-18

## Public

*NB: Members will note that all closed actions have now been archived as agreed in the March 2015 Trust Board meeting. A copy of the archived actions can be found on Sharepoint under Trust Board of Directors.*

Date of Board: 24 June 2014

No.	Minute	Action	Lead	Timescale	Evidence of Completion
B71	24.06-7.3	The Board agreed to receive a report of the investigation in to the 'incident cluster' at its next meeting in July 2014.	Mrs Booth	July 2014	Updated July 2014. Report to be published August 2014. Further update to be provided to the Trust Board in August 2014. October 2014 – Mrs Booth awaiting report. November 2014 – Mrs Booth awaiting report. December 2014 – Mrs Booth is awaiting final sign off with NL CCG. January 2015 – Final sign off in December for NL CCG. Updated February 2015 – Mrs Booth agreed to be raised at ASI with a final sign off of incident cluster. Agreed to leave open until confirmation received from meeting. Updated March 2015 – Agreed to leave open as two cases have outstanding actions, which are being followed up. Updated April 2015 – 1 case is outstanding relating to discussions with external stakeholders and a meeting has been arranged. Updated June 2015 – Further update expected on remaining case at July public meeting. Updated August 2015 – Transferred to private meeting. Closed.

Date of Board: 24<sup>th</sup> February 2015

No.	Minute	Action	Lead	Timescale	Evidence of Completion
B79	6 – Para 4	A gap analysis to be undertaken against the recommendations published in the 'Freedom to Speak up Review' and action taken dependent on findings.	Mrs Booth	April 2015	Updated March 2015 – To be scheduled for April 2015. Updated April 2015 – Closed.
B80	7.2.1	In relation to the Quality Development Plan and KPI's, Mrs Booth is to ensure revised deadline dates are included in the next monthly report to the Board.	Mrs Booth	April 2015	Updated March 2015 – Agreed to leave open and for date to be revised to April 2015. Updated April 2015 – Mrs Booth has updated the deadlines. Closed.
B81	7.2.1	In relation to the low level of training achieved on dementia awareness of 19%, the Trust is to set its own internal "stretch" target and Mrs Booth is to adjust the KPI accordingly.	Mrs Booth	March 2015	Updated March 2015 – KPI's are now updated, agreed to close.
B82	9.1.1	The Board is to commission a review of the revised sub-committee structure which has now been in place for 6	Mr Gammon /Mrs Booth	April 2015	Updated March 2015 – Mrs Booth to complete for April. Updated April 2015 – In hand, Mrs Booth has requested

		months. This will be to access the benefits and areas for improvement as previously agreed. Mrs Booth to consider how this should be undertaken.			responses back by 11 <sup>th</sup> May 2015. Closed.
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**Date of Board: 31<sup>st</sup> March 2015**

No.	Minute	Action	Lead	Timescale	Evidence of Completion
B83	7.4	To review the proforma for the Directors' Visits and consideration to be given to measures to strengthen engagement with Ward Doctors.	Mrs Booth	January 2016	Updated September 2015 – Proforma awaiting amendment. Mrs Booth will aim to bring back to the October/November Board depending on feedback from CQC. Updated October 2015 – Mrs Booth has updated, leave open. Updated November 2015 – proposed changes to current arrangements now expected January 2016
B84	7.6	Mrs Griffiths to provide a further progress report in relation to Annual Compliance with Eliminating Mixed Sex Accommodation.	Mrs Griffiths		Updated April 2015 – Will go through QPEC. Closed.
B85	7.9	Mrs Davies to ensure that potential benefits of increased trust focus on clinical trials are raised with the sustainability plan's recruitment and retention work stream.	Mrs Davies		Updated April 2015 – Dr Dunderdale picking up through nursing and staffing on a weekly basis. Closed.
B86	9.3.1	A Board briefing to be arranged to provide an update to members on new legislation.			Updated April 2015 – Mrs Booth advised that this would be completed in sections due to the large volume. Closed.

**Date of Board: 28<sup>th</sup> April 2015**

No.	Minute	Action	Lead	Timescale	Evidence of Completion
B87	8.1	Non-Executive representation for the Assurance Group to be sought from all HLHF organisations.	Mrs Jackson		Updated June 2015 - Agreed and closed.
B88	6.2	A full action plan to be developed following the Health Education Yorkshire and the Humber Quality Management Visit.	Mrs Jackson		Updated June 2015 – Mr Roberts confirmed that the action plan was in place following receipt of the full report and this will continue to be worked on. Mr Roberts suggested an update come back to the Board via a sub committee. Mrs Jackson suggested this should be through QPEC and be incorporated into the QDP. Updated August 2015 – Closed.
B89	7.2.1	Mrs Booth to provide a date for the complete critical care plan to be brought to the Board.	Mrs Booth	May 2015	Updated June 2015 - Closed.

<b>B90</b>	7.4.1	Dr Dunderdale to provide an updated version of the report for Staffing Capacity and Capability on the Wards to the Board.	Dr Dunderdale		Updated June 2015 - Closed.
<b>B91</b>	7.7	The report and action plan from Mr Overton's patient story to be reported to the Board via QPEC's highlight report.	Mrs Shaw		Updated June 2015 – Dr Dunderdale will pick this up through QPEC. Closed.
<b>B92</b>	9.1.2d	Mr Hassall and Mrs Booth to establish deadlines for all of the proposed developments for the Business Governance Improvement Programme and present the implementation plan at the Board in May.	Mr Hassall Mrs Booth	May 2015	Mr Hassall confirmed that he is working up through Resources Committee and will respond as appropriate. Closed.

**Date of Board: 26<sup>th</sup> May 2015**

<b>B93</b>	8.1	Mr Deans and Mrs Jackson agreed to provide a copy of the HLHF operating framework for information to members.	Mrs Jackson Bob Deans	May 2015	Framework now distributed to members. Closed.
		Mr Deans offered to provide a further more detailed briefing to members on the community Hub concept.	Bob Deans	June 2015	Mr Deans to provide a longer Board briefing. Closed.

**Date of Board: 30<sup>th</sup> June 2015**

<b>B94</b>	5.1	Mrs Booth proposed to review the progress on the action plan for the Evaluation of Changes to Sub Committees in October 2015.	Mrs Booth	October 2015	Updated October 2015 – Work in progress. Updated November 2015 – Closed.
<b>B95</b>	7.6	In relation to the Savile Report, it was agreed that a review of the Trust's compliance with recommendation R7 would be sensible	Mrs Filby	January 2016	Updated August 2015 – Mrs Filby to pick up Updated September 2015 – Mrs Filby expects to report in October. <i>Post meeting note – Chairman agreed to delay report to November 2015.</i> Updated October 2015 – Scheduled for November 2015. Updated November 2015 – update report received.
<b>B96</b>	9.2.1	Board to seek the views of Governors as regards on site smoking.	Mrs Booth	October 2015	Updated August 2015 – Mrs Booth to pick up with Lead Governor. Updated September 2015 – Mrs Filby to report on the action

					plan to the October Board. Updated October 2015 – Leave until November 2015. Updated November 2015 – Closed.
<b>B97</b>	9.4.1	Mrs Booth to consider Audit Committee query on Remuneration Committee's role as regards 'terms of service'.	Mrs Booth	December 2015	Updated August 2015 - Mrs Booth to ensure Mr Bell and Mrs Heaton have the latest guidance. Updated September 2015 – Mrs Booth will resolve issue for October Board. Updated October 2015 – Leave until November 2015. Updated November 2015 – Still outstanding, update to December Board.

**Date of Board: 28<sup>th</sup> July 2015**

<b>B98</b>	9.5.2e	Review of the Trust's internal policy for DOLS where patients are being transferred between wards.	Mr Ferris	TBC	Updated August 2015 – Mrs Booth to meet with Craig Ferris for an update. Closed September 2015 – Mrs Booth updated on work completed on the wards inc risk assessments, which take into account DOLLs risk. MCA training targeting those wards. Monitor via QPEC.
<b>B99</b>	9.4.2e	Mrs Adamson to advise whether retention data for nurses could be reported by ward.	Mrs Adamson/ Mrs Heaton	October 2015	August 2015 – To come back to the Board in September. <i>JW - Check position at October Board.</i> Closed October 2015 – Provided monthly through staffing controls and will be highlighted to Board if there are any issues and picked up through Resources Committee. .

**Date of Board: 25<sup>th</sup> August 2015**

<b>B100</b>	8.1	Mrs Jackson advised that the HLHF roadmap is currently being refreshed and that it will be presented to the Board when this process is complete.	Mrs Jackson/ Mr Deans	TBC	Updated September 2015 – HLHF heavily embedded in agenda. Closed.
<b>B101</b>	9.5.1	In relation to the new fundraising strategy, the committee had agreed to draw the Board's attention to the urgent need for the Board to advise the committee of its fundraising targets and priorities.	Mrs Jackson	TBC	Updated September 2015 – Mr Hassall confirmed that this would be incorporated into the operational planning process. Closed October 2015 – Ongoing debate regarding fundraising key ideas. List will go to the next Charitable Funds Committee.

**Date of Board: 29<sup>th</sup> September 2015**

<b>B102</b>	7.5.1	QPEC had been advised that Dr Kamath does not currently have protected time in his diary to act as clinical lead for dementia. The committee felt that further consideration should be given as to how the Trust supports the delivery of this growing agenda.	Mrs Jackson/ Mrs Filby	December 2015	Updated October 2015 – Still current and not yet resolved. Reverted to Mrs Filby. Update November 2015 – Still outstanding, Mr Roberts has discussed with Mrs Filby and identified a job description which is being adapted (approx. 4 hours of work each week). Need to fit into job plan and identify funding within his directorate.
<b>B103</b>	9.4.1	There was general agreement that the Charitable Funds Committee should commission a review of the staff lottery.	Dr Whittingham	December 2015	Updated October 2015 – Agreed that Charitable Funds Committee will adopt Board oversight of the staff lottery. Updated November 2015 – Change date to December Board.

**Date of Board: 27<sup>th</sup> October 2015**

<b>B104</b>	7.4.1	Consider extending monthly staffing report to include report of “pipeline” of vacancies and new recruits.	Mrs Heaton	January 2016	Updated November 2015 – revised report expected January 2016. .
<b>B105</b>	7.6.1	Board to receive proposal on re-establishment of IPCC as board sub-committee.	Dr Whittingham	November 2015	Updated November 2015 – Closed.
<b>B106</b>	7.8	CFC to consider funding for presentation of voice banking at US conference.	Dr Whittingham	TBC	Updated November 2015 – Closed.

**Date of Board: 24<sup>th</sup> November 2015**

<b>B107</b>	6	Board to receive update via TGAC on progress on improved Q3 performance on 62 day wait urgent GP RTT target.	Mrs Booth	December 2015	
<b>B108</b>	7.5.1	Completion of roster revisions at GDH.	Mrs Filby	TBC	
<b>B109</b>	7.5,1	Extension of the table in section 3 of the monthly report on “Staffing Capacity & Capability on our Wards” to include a column providing specific assurance from the Chief Nurse as to whether or not the ward remained safe.	Mrs Filby	TBC	
<b>B110</b>	9.2.2	Mrs Jackson to update the Board on discussions about the re-establishment of the Area Prescribing Committee on a northern Lincolnshire wide basis.	Mrs Jackson	TBC	

<b>B110</b>	9.2.2	Mr Roberts to discuss concerns that junior doctors are increasing reliant on the pharmacy team to ensure that patients' medicines are reconciled.	Mr Roberts	TBC	
<b>B111</b>	8.2	Proposals on robust governance arrangements between Together Ltd Board and Trust Board.	Mrs Booth	April 2016	