

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NB: Members will note that all closed actions have now been archived as agreed in the March 2015 Trust Board meeting.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: 31st March 2015

| No. | Minute | Action | Lead | Timescale | Evidence of Completion |
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| 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 | April 2016 | <p>Updated September 2015 – Proforma awaiting amendment. Mrs Booth will aim to bring back to the October/November Board depending on feedback from CQC.</p> <p>Updated October 2015 – Mrs Booth has updated, leave open.</p> <p>Updated November 2015 – proposed changes to current arrangements now expected January 2016.</p> <p>Updated December 2015 – Further update including 2016 schedule of dates to be provided to the Trust Board in January 2016.</p> <p>Updated January 2016 – Intention to close in February 2016.</p> <p>Updated February 2016 – 2016-17 visit schedule published. Review of 'proforma' will be complete following final CQC report.</p> <p>Updated March 2016 – Mrs Booth to bring back to April 2016 Board meeting.</p> <p>Updated April 2016 – Mrs Booth to bring back to the May 2016 Board meeting. COMPLETE - CLOSE</p> |

Date of Board: 30th June 2015

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| B95 | 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 | April 2016 | <p>Updated August 2015 – Mrs Filby to pick up</p> <p>Updated September 2015 – Mrs Filby expects to report in October. <i>Post meeting note – Chairman agreed to delay report to November 2015.</i></p> <p>Updated October 2015 – Scheduled for November 2015.</p> <p>Updated November 2015 – update report received.</p> <p>Updated December 2015 – Will come back to the Board in January 2016.</p> <p>Updated January 2016 – Mrs Filby advised that the January meeting had been cancelled and rearranged for February. Mrs Filby will bring a full action plan to the Board in February. Dr Whittingham advised that the action plan should go to the Charitable Funds Committee first.</p> <p>Updated February 2016 – Charitable Funds Committee</p> |
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| | | | | | <p>expecting proposal at next meeting.</p> <p>Updated March 2016 – Dr Whittingham waiting for more information from the Charitable Funds Committee. Mr Bell advised that Simon Dunn should attend the committee as a member.</p> <p>Updated April 2016 – Mrs Filby reported that some actions would be completed by June 2016. Keep on Action Log.</p> |
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Date of Board: 29th September 2015

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| B103 | 9.4.1 | There was general agreement that the Charitable Funds Committee should commission a review of the staff lottery. | Dr Whittingham | March 2016 | <p>Updated October 2015 – Agreed that Charitable Funds Committee will adopt Board oversight of the staff lottery.</p> <p>Updated November 2015 – Change date to December Board.</p> <p>Updated December 2015 – Update to March 2016.</p> <p>Updated April 2016 – Simon Dunn had attended the April 2016 meeting of the Charitable Funds Committee CLOSE</p> |
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Date of Board: 24th November 2015

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| B112 | 8.2 | Proposals on robust governance arrangements between Together Ltd Board and Trust Board. | Mrs Booth | April 2016 | <p>Updated December 2015 – Mrs Booth is meeting with relevant stakeholders and will bring back to the Board.</p> <p>Updated January 2016 – Due to come back to the Board in April.</p> <p>Updated March 2016 – Due to be discussed at the April 2016 Board meeting.</p> <p>Updated April 2016 – Mrs Booth to update at the Board's May 2016 meeting. CLOSE</p> |
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Date of Board: 22nd December 2015

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| B114 | 7.8 | In relation to the patient story (Mr Smith), it was agreed that there was a need to ensure that all of the issues raised by members are incorporated in to an action plan. | Mrs Booth | April 2016 | <p>Updated January 2016 – Will come back to the Board in March.</p> <p>Updated March 2016 – Mrs Booth advised that she would report through QPEC to the Board in April 2016.</p> <p>Updated April 2016 – To be picked up by QPEC. COMPLETED - CLOSE</p> |
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Date of Board: 26th January 2016

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| B116 | 7.3 | In relation to the review of Sis, Mrs Booth advised that she intended to consider whether it was possible to establish a causal link to be reported initially through TGAC. | Mrs Booth | March 2016 | In progress. Updated March 2016 – Mrs Booth advised that this would be brought to TGAC in April 2016. Updated April 2016 – Report received by TGAC. COMPLETED - CLOSE |
| B117 | 7.4.1 | Staffing levels – revised report: Dr Dunderdale felt that the report would provide a much more accurate, clinically based assessment of risk and therefore a much more accurate report of required staffing levels. Mrs Filby and Dr Dunderdale expected to be in a position to report on this basis by May 2016. | Mrs Filby/ Dr Dunderdale | May 2016 | Updated March 2016 – Dr Dunderdale advised that this would be picked up by the enhanced report in May 2016. Updated April 2016 – LEAVE OPEN |
| B118 | 7.6.2 | The Board agreed to include staff stories on its agenda in future. | Miss Mason/ Mrs Loughborough/ Simon Dunn? | March 2016 | Updated March 2016 – Dr Whittingham asked if staff stories could be included in future. Dr Dunderdale advised that Mrs Filby could organise this. Mr Bell suggested 1 in 4 should be a staff story. Dr Whittingham advised that Mrs Filby should provide an update at the April 2016 Board meeting. Updated April 2016 – Mrs Filby to arrange a mix between patient and staff stories on the agenda. CLOSE |

Date of Board: 23rd February 2016

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| B119 | 6 | Board to be updated on actions arising from the recent successful governance time-out | Mrs Booth | March 2016 | Updated March 2016 – Dr Whittingham asked about the Governance Time Out. Mrs Booth advised that this was arranged for April 2016. Updated April 2016 – Mrs Booth advised that this was on the TGAC agenda. COMPLETED - CLOSE |
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Date of Board: 29th April 2016

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| B125 | 7.4.1 | Mrs Filby advised that month on month trend information showing whether fill rates were improving or deteriorating over time would be provided at the Board's May 2016 meeting. | Mrs Filby | May 2016 | For Update |
| 126 | 7.4.1 | Patient Safety - Mrs Jackson advised that she had asked Mrs Filby and Mr Roberts to confirm what the Trust felt was safe and to then assess what the position would be | Mrs Filby / Mr Roberts | June 2016 | Updated April 2016 – Tara suggested this be added on the action log as won't be ready to give an update at the May Board |

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| | | on the number of wards that could be opened safely on the assumption that no agency nursing staff were employed. Mrs Jackson felt that this was a necessary response to the criticism of the Trust made by the CQC in their report about what they felt was the Trust's over-reliance on agency staff. Mrs Jackson also noted that the CQC had advised that the inspectors had witnessed no unsafe care. There was general support for this assessment but with some members being concerned about the implications for patients' ability to access hospital services if the Trust was obliged to actually close wards. | | | |
| 127 | 7.4.1 | Staff Survey - Dr Whittingham felt that the Trust needed to focus on the hospitals being a good place to work and to improve the staff's self-confidence in the quality of care they delivered. In response to a further question from Dr Whittingham, Dr Dunderdale advised that an integrated improvement plan would be considered by the Board in June 2016. | Dr Dunderdale | June 2016 | Updated April 2016 - NSS improvement plan to be considered by the Board |

Date of Board: 31st May 2016

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| 128 | 7.5 | Mrs Filby and Mrs Adamson confirmed that the Recruitment Team would be providing a board briefing in either June or July 2016 meeting to update the Board on developments in the Trust's recruitment process. | Mrs Filby / Mrs Adamson | July 2016 | For Update |
| 129 | 7.5 | Mrs Filby agreed about the importance of retention and agreed to provide report on actions being taken to improve the retention of registered nurses in July 2016. | Mrs Filby | July 2016 | For Update |
| 214 | 7.6.1 | QPEC Highlight – review of criteria to support effective decision making for medical outliers. | Mrs Fanthorpe | June 2016 | For Update |
| 218 | 9.1.1 | Resources Committee Highlight Report – Capital Plan / Update on discussions with NHSI. | Mr Hassall | June 2016 | For Update |
| 218 | 9.1.1 | Resources Committee Highlight Report – revised nursing establishment (Paediatric Wards) – update in 6 months. | Mrs Filby | October 2016 | For Update |
| 225 | 10.1 | Scheme of Delegation – Board to receive revised version following TMB Review. | Mr Hassall | July 2016 | For Update |