

Sherwood Forest Hospitals NHS Foundation Trust
Board of Directors Meetings (Public)

MATTERS ARISING / ACTIONS TRACKER
30 APRIL 2015

KEY:

GREEN	ACTION COMPLETE	AMBER	ACTION ON TRACK	YELLOW	UPDATE REQUIRED	RED	ACTION OVERDUE
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ACTIONS ARISING FROM EXTRAORDINARY MEETING 29th OCTOBER 2013

13.	13/ 126	CLINICAL SERVICE PLANS	Following discussions Directors APPROVED the Clinical Services plan as a blueprint and requested that action be taken to transform this blueprint into a firm plan with a definitive action plan.	PW	<p style="text-align: center;">DATE REVISED TO MARCH 2015</p> <p style="text-align: center;">DATE REVISED TO APRIL 2015</p>	<p>Following the completion of the Strategic plan, we are developing detailed implementation programmes for its many elements.</p> <p>This will focus at service line level and as part of the preparatory work we are commissioning an assessment of service line management maturity. It is intended that this will lead to high quality service line plans in line with the organisations strategy</p> <p>This action related to benefits analysis and discussion was taking place with relevant staff and consideration given to this being carried out by the research</p>	
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							department. PM agreed to seek further information from the NIHR on the Service Delivery & Organisational Programme. PW to take this action forward.	
ACTIONS ARISING FROM 30 OCTOBER 2014								
94.	14/263	QUESTIONS FORM MEMBERS OF THE PUBLIC	A member of the public requested that the Board consider installing a microphone system in the Board room as it was difficult to hear all conversations when Board members are facing away from the public table.	PO	DEC 2014 Revised JAN 2015 Revised Feb 2015 Revised March 2015		PO advised that the Executive Team are currently working through the options available to install a microphone system within the Board room. PO advised that the hearing loop was now in place and that a microphone will be available for the January meeting. This was referred to the February Meeting as the	

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							microphone still wasn't available. Installation to take place before the next meeting	
ACTIONS ARISING FROM 27 NOVEMBER 2014								
95.	14/277	MONTHLY NURSE STAFFING REPORT	GMc proposed that as the benefit realisation exercise to understand the data is likely to be complex the Trust identify a link with an academic partner to obtain the true data findings. SB responded that this avenue will be explored but it is anticipated that the introduction of the new e-rostering system will assist this process	SB	Jan 2015 Revised to Feb 2015		AH will discuss with Transformation Board with a view to PHD researchers or a suitable candidate assisting with this analysis. AH updated that this still needed discussing at Transformation Board. SB had spoken with patient safety, revealing cost pressures and will explore different avenues prior to the Feb meeting SB has contacted Cheryl Crocker (Patient Safety) to see how this can be taken forward.	

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99.	14/293	CHARITABLE FUNDS ANNUAL REPORT AND ACCOUNTS	TR advised that he was currently reviewing the process that the Charitable Funds Accounts are presented for approval and a further update will be provided in March 2015.	KR/TR	March 2015	KR highlighted that this related to the board of Trustees, which was independent from the BoD. Action COMPLETE	
ACTIONS ARISING FROM 18th December 2014							
100.	14/301	ORGAN DONATION	CW shall target awareness and progress any action through the Organ Donation Committee, with training requirements discussed with PO.	<i>CW/PO</i>	March 2015 Revised to April 2015	It was agreed that KF/CW would discuss training requirements.	
104.	14/308	MEDICAL ENGAGEMENT	A programme of shadowing of consultants is being initiated to involve all Board Members	<i>SL/AH</i>	Jan 2015 Revised to Feb 2015 Revised to March 2015 Revised to April 2015	AH reported that a programme was now in place and encouraged Board Members to Participate The programme was ongoing – 18 consultants involved. The Reference Group will be meeting at the end of March Feedback from Reference group on 31 st March will be reported	

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							back to Board	
105.	14/308	ENGAGEMENT STRATEGY	A reference group formed to inform the development of wider staff engagement mechanisms	<i>KF</i>	Mar 2015		Work to commence in relation to improved staff engagement. Discussions have commenced with Kings Fund in relation to the completion of a cultural diagnostic	
108.	14/314	CODE OF CONDUCT FOR GOVERNORS	With regard to the Governors who have not signed the undertakings for the Code of Conduct that was issued to them, the Board agreed that it should be raised at the next CoG meeting.	<i>SL/KR</i>	Feb 2015 Revised to March 2015 Revised to April 2015		KR advised that this action was on the CoG agenda. Although some more have been received. SL will write to the governors who still have not responded Item will be on the COG agenda All have now signed. Action COMPLETE	

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ACTIONS ARISING FROM 29th January 2015							
001	15/011	QUALITY & SAFETY QUARTERLY REPORT	The paper needs redefining to simplify parts of the report and pull out the key messages.	<i>SB</i>	Apr 2015	LD will arrange a meeting AH/TR/SL and authors to discuss (arranged for 19/3/2015) Further meeting being arranged for 23/4/2014 and update required for next Board meeting.	
003	15/013	PATIENT EXPERIENCE	Compliments received should be shared as examples to other divisions and re-enforced across the organisation.	<i>SB</i>	Mar 2015		
004	15/013	PATIENT EXPERIENCE	Review the complaints regarding undiagnosed fractures, with benchmarks and comparisons that differentiate between departments and against other organisations.	<i>AH</i>	Feb 2015 Revised to March 2015 Revised to April 2015	The meeting has been arranged for 6/3/2015 Update required for Board of the feedback from the visits. Reference group scheduled for 31 st March and feedback would be considered. Consultants had seen this as positive.	
005	15/014	MONTHLY FINANCE REPORT	PMO will be tasked with reconciling the CIP reporting with the Finance CIP information and report back to	<i>MA</i>	Feb 2015 Revised to March	Report include on the agenda for this Board meeting. Action COMPLETE	

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			the Board		2015			
006	15/015	COMMUNICATION TO WIDER ORGANISATIONS	Thank you messages heard through Team Brief	<i>YM</i>	Feb 2015		Action COMPLETE	
ACTIONS ARISING FROM 26th February 2015								
007	15/036	HMSR DATA COMPARISONS & CODING ISSUE	Seek external advice from George Eliot hospital regarding in relation to mortality/HMSR	<i>AH</i>	March 2015		A report was included on the agenda. Action COMPLETE	
008	15/036	C.Diff DATA	Review data from areas where c.diff is not such a problem to form shared understanding and learning opportunities	<i>AH</i>	March 2015		Cdiff data had been included in the Board Report. Action COMPLETE	
009	15/036	NURSE STAFFING	Monthly updates on nurse recruitment to be provided with thin the Workforce Report.	<i>KF</i>	March 2015		Complete	
010	15/041	CANCER WAITING TIMES STANDARD	Root cause analysis should be undertaken for patients who breached the cancer waiting times and a small sub group formed to progress ambulatory pathways.	<i>SBa</i>	March 2015 Revised to April 2015		Small sub group formed to progress KPI's	
011	15/041	ROSTERING & REPORTING METHODS	Performance indicator reporting needed to be improved	<i>KF/MA</i>	April 2015			
012	15/042	FIT & PROPER PERSON REQUIREMENTS	HR will send out 'self declaration' forms.	<i>KF</i>	March 2015		Complete. Update provided at March Board	

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ACTIONS ARISING FROM 26 th March 2015							
013	15/061	SCHEME OF DELEGATION	A scheme of delegation had been agreed by the Audit & Assurance Committee and directors approval had been given for a £50K allocated limit for Divisional Nurse Matrons. Clarification to be sought regarding the same allocation for other Nurse Matrons for wards.	<i>PR</i>	April 2015		
014	15/064	STAFF SURVEY	Action Plan to be considered by the OD&Workforce Committee and brought back to the next Board Meeting	<i>KF</i>	April 2015	On Agenda – update provided later in this meeting.	
015	15/066	COMPLIANCE FOR SUBMISSION OF THE IG TOOLKIT	The Trust had achieved its target of 80% against the IG Toolkit standards following a significant amount of work that GA and her team had undertaken. It was agreed that this excellent achievement would be shared via the Team Brief.	<i>JA</i>	April 2015	Action COMPLETE. Item appeared in Team Brief for April 2015	

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016	15/067	NON DOMESTIC RATES 2015/16	PW will confirm if approval had been given to the 2010 list, which was announced in the Budget as the Trust needed to apply by 31/3/2015. Also, checking rates 'holidays'.	<i>PW</i>	April 2015			
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