

PUBLIC BOARD ACTION TRACKER

| Key | |
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| Red | Action Overdue |
| Amber | Update Required |
| Green | Action Complete |
| Grey | Action Not Yet Due |

| Item No | Date | Action | Committee | Sub Committee | Deadline | Exec Lead | Action Lead | Progress | Rag Rating |
|----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-------------------|---------------------------------------------------------------------------------------------------------|--------------|-------------|--------------------------------------------------------------------------------------------------------------------|------------|
| 16/633.1 | 30/11/2017 | Strategic KPI's to be built into the quarterly OD & Workforce reports | Public Board of Directors | None | 01/04/2018 | J Bacon | | The strategy update reports will include them as standard | Green |
| 16/635.4 | 30/11/2017 | Discussion to be held regarding how best to sight Board members on the ongoing progress and milestones of matters relating to the Strategic Partnership | Public Board of Directors | None | 21/12/2017 25/01/2018 29/03/2018 26/04/2018 TBC | R Mitchell | A Haynes | Deferred until after the next Strategic Partnership Forum | Grey |
| 16/660 | 21/12/2017 | Themes from Quarterly Guardians Report to be submitted to Quality committee | Public Board of Directors | Quality Committee | TBC | TBC | | | Grey |
| 16/688 | 25/01/2018 | Car parking plan and smoking plan to be submitted to the Board of Directors. | Public Board of Directors | None | 26/04/2018 | R Mitchell | | On Agenda | Green |
| 16/689.1 | 25/01/2018 | How to ensure the financial security of Newark Hospital to be considered. | Public Board of Directors | None | 26/04/2018 | P Robinson | | Board Workshop April 2018 | Green |
| 16/689.2 | 25/01/2018 | Newark Hospital's market share and future targets to be included in the next update report. | Public Board of Directors | None | 26/04/2018 | P Wozencroft | | On Agenda | Green |
| 16/690.5 | 25/01/2018 | Quarterly in depth performance report and dashboard to be submitted to the Board of Directors | Public Board of Directors | None | 26/04/2018 | R Mitchell | | Detailed report regarding Emergency care - Scheduled for March Board, Cancer and RTT April Board | Amber |
| 16/691 | 25/01/2018 | Report identifying the winter lessons learned is to be submitted to the Board of Directors. | Public Board of Directors | None | 26/04/2018 | S Barton | | On Agenda | Green |
| 16/722.1 | 22/02/2018 | Standardise report across the five strategic priorities and determine ways to identify key milestones and how to communicate those | Public Board of Directors | None | 29/03/2018 26/04/2018 | R Mitchell | | Work in progress and will be shared at April Board | Amber |
| 16/722.2 | 22/02/2018 | Review how to achieve strategic priorities taking into account any external changes | Public Board of Directors | None | 25/10/2018 | R Mitchell | | | Grey |
| 16/751.1 | 29/03/2018 | 3 year financial plan to be refreshed and presented to Board | Public Board of Directors | Finance | 26/04/2018 | P Robinson | | Board Workshop session scheduled April 2018 as starting point | Green |
| 16/751.2 | 29/03/2018 | Risk Committee to provide feedback to Quality Committee in relation to Provision of sterile medical equipment | Public Board of Directors | Risk and Quality | 26/04/2018 | P Moore | | Quality Committee - May 2018 | Amber |
| 16/752.1 | 29/03/2018 | Training of Board of Directors members to Dementia Friend level and identification of Non-executive Director as dementia lead | Public Board of Directors | None | 26/04/2018 | S Banks | | Board Workshop May 2018 | Amber |
| 16/752.2 | 29/03/2018 | Engagement and Involvement Strategy to be developed by Quality Committee and presented to Board | Public Board of Directors | Quality Committee | 27/09/2018 | P Moore | E Jeffers | | Grey |
| 16/753.1 | 29/03/2018 | Discussion to be facilitated between Richard Mitchell and Amanda Sullivan (CCG) to agree how Nursing and Midwifery Strategy can be incorporated into wider system working | Public Board of Directors | None | 26/04/2018 TBC | R Mitchell | | To be discussed as an agenda item of the Execs to Execs meetings between SFHFT, Mid Notts CCG and Notts Healthcare | Grey |
| 16/753.2 | 29/03/2018 | Discussion on STP Workforce programme to be topic for Board Workshop | Public Board of Directors | None | | | | | |
| 16/755 | 29/03/2018 | Following CQC visit conduct review of preparations for visit | Public Board of Directors | None | 31/05/2018 | R Mitchell | | | Grey |
| 16/756.1 | 29/03/2018 | Ways to improve return rate for Friends and Family Test to be considered and compared to other similar Trusts | Public Board of Directors | None | 26/04/2018 | P Moore | | See April SOF report | Green |
| 16/756.2 | 29/03/2018 | Data Quality Group to make recommendation to Board regarding categories for bulk closure | Public Board of Directors | None | 26/04/2018 24/05/2018 | A Haynes | | | Grey |

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| 16/756.3 | 29/03/2018 | Anonymised survey to be conducted to establish reasons why staff do not take up offer of flu vaccination and which staff group they belong to | Public Board of Directors | None | 31/05/2018 | J Bacon | | survey being developed | Grey |
| 16/758.1 | 29/03/2018 | Clarification required regarding governance process for cyber security (Finance or Audit Committee?) | Public Board of Directors | Audit & Assurance | 26/04/2018 | S Higginbotham | | Cyber Security will be discussed at the Risk Committee and reported to Board through the Chief Executive report with regard to operational issues and Audit and Assurance Committee from an internal control perspective | Green |
| 16/758.2 | 29/03/2018 | Audit committee to establish if Standing Financial Instructions (SFI) process was followed in relation to renewal of contract for Medway PAS System | Public Board of Directors | Audit & Assurance | 29/03/2018 | P Robinson | | Completed and reported as a post meeting minute in the Board Minutes from March 2018 | Green |
| 16/758.3 | 29/03/2018 | Guidance to be developed for Executive Team regarding major issues being presented to sub committees in a timely manner | Public Board of Directors | Audit & Assurance | 29/03/2018 | P Robinson | | The minute above details the action being taken with regard to the governance process to be followed | Green |
| 16/767 | 29/03/2018 | Actions to address the areas where concerns were highlighted in the Survey and the conclusions from the focus groups should be brought to the Board of Directors | Public Board of Directors | None | 26/07/2018 | J Bacon | | Culture and Leadership report on agenda | Green |