

Sherwood Forest Hospitals NHS Foundation Trust  
**Board of Directors Meetings (Public): Oct 2013 – Jan 2014**

**MATTERS ARISING / ACTIONS TRACKER**  
**29 January 2015**

KEY:

<b>GREEN</b>	<b>ACTION COMPLETE</b>	<b>AMBER</b>	<b>ACTION ON TRACK</b>	<b>YELLOW</b>	<b>UPDATE REQUIRED</b>	<b>RED</b>	<b>ACTION OVERDUE</b>
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**ACTIONS ARISING FROM EXTRAORDINARY MEETING 29<sup>th</sup> OCTOBER 2013**

13.	13/ 126	<b>CLINICAL SERVICE PLANS</b>	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	<b>DATE REVISED TO MARCH 2015</b>	Following the completion of the Strategic plan, we are developing detailed implementation programmes for its many elements. 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	
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**ACTIONS ARISING FROM 30 OCTOBER 2014**

90.	14/247	<b>CHIEF EXECUTIVE REPORT – PAS POST PROJECT EVALUATION</b>	The Trust will conduct its own benefits realisation exercise in due course and post project evaluation and will report the results back to the Board in January 2015.	PO	<b>JAN 2015</b>	PO said that a report will be provided in the private board meeting later that day..	
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93.	14/249	<b>QUALITY IMPROVEMENT PLAN – QGF</b>	TR questioned whether the revised QGF trajectory affected the trajectory overall. KR confirmed that the trajectory for achievement of a score of 0.0 is not affected by this change but a review will be undertaken in January 2015	KR	<b>JAN 2015</b>	KR will bring the latest update later in the meeting. COMPLETE	
94.	14/263	<b>QUESTIONS FORM MEMBERS OF THE PUBLIC</b>	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	<b>DEC 2014</b> <b>Revised JAN 2015</b> <b>Revised Feb 2015</b>	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 microphone still wasn't	

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							available	
<b>ACTIONS ARISING FROM 27 NOVEMBER 2014</b>								
95.	14/277	<b>MONTHLY NURSE STAFFING REPORT</b>	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	<b>Jan 2015</b>  <b>Revised to Feb 2015</b>		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	
96.	14/279	<b>QUALITY IMPROVEMENT PLAN PROGRESS</b>	KR concluded discussions by assured Non-Executive Directors that assurance pertaining to the progress of the QIP can be gained during a confirm and challenge session that will be diarised in January 2015	KR	<b>Jan 2015</b>		KR reported that the Confirm & Challenge event had taken place and the action was now Complete.	

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97.	14/285	<b>RESEARCH STRATEGY</b>	PO confirmed that he would review the options presented with the Executive Team and provide feedback accordingly.	PO	<b>Jan 2015</b>	PO reported that this action had been completed	
99.	14/293	<b>CHARITABLE FUNDS ANNUAL REPORT AND ACCOUNTS</b>	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	<b>March 2015</b>		
<b>ACTIONS ARISING FROM 18<sup>th</sup> December 2014</b>							
100.	14/301	<b>ORGAN DONATION</b>	CW shall target awareness and progress any action through the Organ Donation Committee, with training requirements discussed with PO.	<i>CW/PO</i>	<b>March 2015</b>		
101.	14/307	<b>FALLS ANALYSIS</b>	Data relating to falls needs continual scrutiny and efforts increased to reduce the statistics.	<i>SB</i>	<b>Jan 2015</b>	SB advised that the data relating to falls was being reviewed at Quality Committee and therefore this action was now complete.	
		<b>INFECTION CONTROL</b>	Signage refreshed on behaviors to look for	<i>AH</i>	<b>Jan 2015</b>	AH had discussed infection control issues and it was understood that challenges could be	

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							made by staff. This action was therefore complet.	
102.	14/308	<b>QIP/ACTION PLANS</b>	Relaunch for Quality Improvement Plan and re-circulation of instruction throughout the teams	<i>SB</i>	<b>Jan 2015</b>		SB reported that this action was now complete	
104.	14/308	<b>MEDICAL ENGAGEMENT</b>	A programme of shadowing of consultants is being initiated to involve all Board Members	<i>SL/AH</i>	<b>Jan 2015 Revised to Feb 2015</b>		AH reported that a programme was now in place and encouraged Board Members to Participate	
105.	14/308	<b>ENGAGEMENT STRATEGY</b>	A reference group formed to inform the development of wider staff engagement mechanisms	<i>KF</i>	<b>Mar 2015</b>		Work to commence in relation to improved staff engagement. Discussions have commenced with Kings Fund in relation to the completion of a cultural diagnostic	
106.	143/310	<b>WORKFORCE</b>	Non compliance with Mandatory Training will be reviewed further at the OD&W Committee	<i>KF</i>	<b>Jan 2015</b>		KF advised that this had been reviewed by OD&WC and actions determined.	
107.	14/311	<b>MoU BETWEEN NUH &amp; SFHT</b>	The Board approved the document and authorized the Chief Executive to sign on behalf of the Trust	<i>PO</i>	<b>Jan 2015</b>		PO advised that the MoU had been signed and the action was now complete	
108.	14/314	<b>CODE OF CONDUCT FOR GOVERNORS</b>	With regard to the Governors who have not signed the Code	<i>SL/KR</i>	<b>Feb 2015</b>		KR advised that this action was on the CoG	

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			of Conduct that was issued to them, the Board agreed that it should be raised at the next CoG meeting.			agenda	
109.	14/317	<b>PRESENTATION FOR ORGAN DONATION</b>	The presentation pertaining to organ donation be given to the Governors to raise their awareness of this key campaign	<i>KR</i>	<b>Jan 2015</b>	This action had been completed	
<b>ACTIONS ARISING FROM 29<sup>th</sup> January 2014</b>							
001	15/011	<b>QUALITY &amp; SAFETY QUARTERLY REPORT</b>	The paper needs redefining to simplify parts of the report and pull out the key messages.	<i>SB</i>	<b>Apr 2015</b>		
003	15/013	<b>PATIENT EXPERIENCE</b>	Compliments received should be shared as examples to other divisions and re-enforced across the organisation.	<i>SB</i>	<b>Mar 2015</b>		
004	15/013	<b>PATIENT EXPERIENCE</b>	Review the complaints regarding undiagnosed fractures, with benchmarks and comparisons that differentiate between departments and against other organisations.	<i>AH</i>	<b>Feb 2015</b>		
005	15/014	<b>MONTHLY FINANCE REPORT</b>	PMO will be tasked with reconciling the CIP reporting with the Finance CIP information and report back to the Board	<i>MA</i>	<b>Feb 2015</b>		

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006	15/015	<b>COMMUNICATION TO WIDER ORGANISATIONS</b>	Thank you messages heard through Team Brief	YM	Feb 2015			
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