

Key	
	Not Yet Due
	Timeline Exceeded
	Update Required
	Risks to Delivery
	Action on Track
	Completed

PUBLIC BOARD ACTION TRACKER

Item No	Date	Action	Committee	Deadline	Exec Lead	Action Lead	Progress	Rag Rating
2	18/12/14	Target awareness and progress action through the Organ Donation Committee.	Board of Directors	May-15	G Briggs	G Briggs	KF/CW to discuss training requirements.	
3	18/12/14	A reference group formed to inform the development of wider staff engagement mechanisms.	Board of Directors	Mar-15	G Briggs	G Briggs	Work to commence in relation to improved staff engagement. Discussions commenced with Kings Fund in relation to the completion of a cultural diagnostic.	
5	26/03/15	The scheme of delegation allocated a £50K limit for Divisional Nurse Matrons, clarification needed on the same allocation for other Nurse Matrons for wards.	Board of Directors	Apr-15	P Robinson	N Wilkinson	Reviewed and revised arrangements will be recommended to Audit & Assurance Committee in July.	
12	30/04/15	An update was provided on the success of listening week. Staff attended sessions, raised concerns and commented. It was emphasised that all should be reviewed and Board should respond in a timely manner.	Board of Directors	May-15	K Fisher	Y Martin	A draft action plan is being produced for the executive team to take forward.	
13	30/04/15	Board discussed Mandatory Hand Hygiene Training (86% undertaken) is an area to focus on. It was asked if possible to obtain real time figures this will be produced to see if 10% variance is achievable for the next Board of Directors meeting. Completion of training is mandatory for successful appraisal, extra sessions were provided for this.	Board of Directors	May-15	K Fisher	L Radford	Compliance relating to hand hygiene ahead of CQC visit was 89% with additional sessions being undertaken by Infection Control. The overall compliance target was 90% which was set by the CCG. The Mandatory Training Policy changed for 1 April 2015 in line with new national requirements to include all admin and clerical staff to undertake hand hygiene training.	
14	30/04/15	All three RTT standards admitted, non-admitted and incomplete pathways continues to under achieve. In respect of Diagnostics & Outpatients work still being undertaken and being discussed with our partners.	Board of Directors	May-15	S Barnett	S Barnett	Regular updates for RTT standards provided in IPR. On agenda. Revised trajectories will be reported to Board in July.	
19	28/05/15	The assurance provided from the Breast Services event was highlighted and had spoken to the lead Consultant. The length of time it takes to approve a business case within the service was mentioned and the stage and which the process was at would be checked.	Board of Directors	Jun-15	S Barnett	S Barnett	The Business Case relates to the sentinel node biopsy and the case of Need is going to Julys meeting for sign off on equipment, costs, etc. Theatre staff will be attending the Radiation Protection course on 9 July 15 to allow them to undertake the	
39	25/06/15	With regard to the Carter Report, SL noted that other Trusts were being sought to participate and it was agreed that PW would liaise with Bob Truswell to ensure that the Trust was included.	Board of Directors	Jul-15	P Wozencroft	P Wozencroft	Complete. Partners were specifically selected	
40	25/06/15	With regard to coding, SBA asked if the uncoded consultant episodes would remain uncoded and as a consequence affect income. PR felt that this was not the case but agreed to check the income assumptions relating to this data.	Board of Directors	Jul-15	P Robinson	P Robinson	Following investigation all uncoded episodes at flex date are coded at freeze date so no risk to income.	
41	25/06/15	In response to MC regarding any risks associated with international recruits who were reaching the end of the 6 year period, GB agreed to check whether this was retrospective and how many staff might be affected.	Board of Directors	Jul-15	G Briggs	G Briggs	Not retrospective. No significant risk.	
42	25/06/15	KF confirmed that the Board of Directors was required to approve strategies and SL asked for comments to be forwarded to GB or discussed with him.	Board of Directors	Jul-15	All	All	Action Completed	
43	25/06/15	The Executive Team would review the Well Led Framework and resubmit to the Board of Directors in July.	Board of Directors	Jul-15	Exec Leads	Exec Leads	Initial discussion taken place. Further work to be undertaken for presentation to September Board	

