

Action Log for the Board meeting held in public prepared for the September 2014 meeting

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Responsibility	Date Due	Progress	RAG
14.7	Quarterly Workforce report	July 2014	TR to pull together an overarching document for the Board to demonstrate all actions in place to improve turnover including a specific focus on the medical wards. A progress update will be given in September and the full report in November (as part of the workforce report)	TR	November Board	A verbal update to be given in Sept on progress	
15.3	Staff survey actions	July 2014	CI asked that engagement with junior doctors be made more explicit in the report which was agreed.	TR	September Board to confirm	Completed	
21.2	Corporate Risk Register	July 2014	CI asked if a risk should be included on turnover and high use of agency staff. SM suggested this may already be reflected. Action SM to email the Board with detail on where this was already covered and if it was not clear to add it as a separate risk. MJ noted an error on the diagram which referred to ITF – SM to update	SM	September	A range of risks to Quality have been discussed at QAC and are being risk assessed	
23.2	E & D annual report	July 2014	TR asked for a nomination of a Non – Executive Director to participate in the NEW E & D committee. It was agreed the Chairman would identify the NED outside of the meeting.	SB	September	Completed	
32	Questions	July 2014	Actions arising from questions from the public and from governors: <ul style="list-style-type: none"> TR – to follow up on suggestions around working with local public sector organisations and Kingston First around the high cost of living and potential impact on retention 	TR	September	Contact has been made with local organisations such as the Police.	

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Key				KG: Kate Grimes		NH: Nicola Hunt	
	Completed			RB: Rachel Benton		ST: Sarah Tedford	
	On Track			TR: Terry Roberts		JW: Jane Wilson	
	Some slippage			SM: Simon Milligan		DL: Deborah Lawrenson	
	Serious issue			DB: Duncan Burton		LW: Lisa Ward	