

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

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Responsibility	Date Due	Progress	RAG
9.9	Corporate Performance report	September 2014	CI asked for detail to be provided in the next report on the three service lines with financial challenges (cardiology, respiratory and trauma and orthopaedics). She also asked for agency spend to be provided split by service line as a percentage of spend, which would demonstrate their reliance on agency usage.	ST (CB)	Nov 2014	Updates have been provided in the FIC papers in November. Action Closed.	
9.11	Corporate Performance report	September 2014	JMC suggested, in terms of managing liquidity, that forecasting be included in financial reporting, she added that it was also important to see how the non-elective gap would be filled.	NB	Nov 2014	Covered in the paper. Action closed.	

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18.3	Questions from the public	September 2014	The Board was asked what actions had been taken forward following the patient story received at the July Board. DB explained that the medication issues had been raised with pharmacy and that a children and young person's Board was being established which he would chair and this would support the Trust to identify areas to focus on it was agreed an update on the pharmacy element would be provided at the next Board meeting in the CEO report.	DB	Nov 2014	Following the patient story to the Board in July 2014 there was an action to address the issues regarding availability of medications that are not stocked on the ward, which in this case was the paediatric ward. The ward staff have been reminded of how they can access medications out of hours if they do not have them as stock on the ward. There is a stock of some medications in the central emergency drugs cupboard; there is a directory of all the wards stocks available on the shared server so staff can see which wards have the required medication as stock so they can obtain from them; or alternatively the on-call pharmacist can be contacted and attend the Trust if necessary.	
Key				KG: Kate Grimes	NH: Nicola Hunt		
	Completed			RB: Rachel Benton	CB: Charles Bruce		
	On Track			TR: Terry Roberts	JW: Jane Wilson		
	Some slippage			SM: Simon Milligan	NB: Nigel Baker		
	Serious issue			DB: Duncan Burton	DL: Deborah Lawrenson		
					LW: Lisa Ward		