

Action Log prepared for the Board meeting held in public on 25 November 2015

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Resp	Date Due	Progress	RAG
5 (e)	Chairman's Report	June 2015	Show Nursing & Midwifery Conference video to the Board at the next opportunity.	DB		LW investigating best means as format not easy to translate for sharing.	
7.3.16	Trust Performance	June 2015	TR to add information to future workforce reports to show by Service Line staff quota expectations and actual.	TR		Format of workforce reports has been revised and will continue to evolve.	
10.2	Questions from Public	July 2015	Undertake analysis of impact of the living wage on the future sustainability of the organisation.	TR/JF	31.03.16	Work in progress. It has been confirmed that all Trust staff are paid above the living wage.	
11.3.1	Health & Safety Annual Report	July 2015	Report to Board on impact of introducing swipe card access to some wards.	DB		In progress. Capital funding has been identified to fund the work required.	
7.4/7.5	Staff Story	October 2015	Summary of Walkabouts completed and Schwartz Round dates to be circulated.	SS	25.11.15	Emailed on 6.11.15.	
10.6	Workforce Report	October 2015	Circulate KPI trajectory chart monthly; bring focus to Admin & Clerical in reports.	TR	25.11.15	Included in the board report and workforce committee KPIs	
12.3	Recovery Plan	October 2015	Circulate McKinsey ToR to NEDs	AR	31.10.15		

Key	
	Completed
	On Track
	Some slippage
	Serious issue

KG: Kate Grimes	LW: Lisa Ward
RB: Rachel Benton	JF: Jo Farrar
TR: Terry Roberts	JW: Jane Wilson
SS: Susan Simpson	DB: Duncan Burton