

Action Log prepared for the Board meeting held in public on 28th September 2016

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Resp	Date Due	Progress	RAG
16.9	Winter Plan 2016/17	25.05.16	Update on progress at next meeting.	RW	27.07.16	See minutes of last meeting.	
1.6	Patient Story	27.07.16	Consider how staff might experience patient stories in a similar way.	DB		Use of patient stories in training and internal messaging reviewed.	
7.4	Chief Executive's Report	27.07.16	Report on outcome of Junior Doctors contracts discussion.	JKW		Forward plan for December 2016	
8.5	Clinical Quality Report	27.07.16	QAC to results of Maternity deep dives and continue to focus on hand hygiene.	JKW		Noted for QAC forward plan.	
9.4	Operational Performance Report	27.07.16	Report to Board on intermediate care at next meeting.	RW	28.09.16		
9.8	Emergency Care Programme Board	27.07.16	Email Board explanation re ambulance targets outside the meeting.	RW	28.09.16		
9.9	Emergency Care Programme Board	27.07.16	Progress report to each Board meeting.	RW	28.09.16	Noted on forward plan.	
11.7	Finance Report	27.07.16	Email the Board with developments on the STF and report to FIC on pay when progress to report.	JF			
12.3	CQC Inpatient Survey	27.07.16	Raise through CEOs question on whether timeliness can be improved on NHS surveys.	AR		Feedback given	
16.2	Health & Safety Annual Report	27.07.16	Assess what more can be learned from security reports to reduce assaults on staff and consider measuring the level of harm arising from them.	JF		Type and level of harm to be recorded from assaults and added to monthly H&S Committee reports.	

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16.4	Health & Safety Annual Report	27.07.16	Report to EMC on provision of support to staff on mental and physical well-being,	ARo	28.09.16		
17.2	Information Governance Annual Report	27.07.16	Review the publication scheme and signposting on the website.	LW	31.12.16		
22.2	BAF	27.07.16	EMC to review how the Trust anticipates future risks to delivery of strategic objectives.	SS	28.09.16	EMC agenda item on 21.09.16.	

Key	
	Completed
	On Track
	Some slippage
	Serious issue

AR: Ann Radmore	DB: Duncan Burton
JKW: Jane Wilson	
ARo: Anne Robson	
RW: Rachel Williams	