

Action Log prepared for the Board meeting held in public on 25th January 2017

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Resp	Date Due	Progress	RAG
7.4	Chief Executive's Report	27.07.16	Report on outcome of Junior Doctors contracts discussion.	JKW		Reported in December 2016	
17.2	Information Governance Annual Report	27.07.16	Review the publication scheme and signposting on the website.	LW	31.12.16	This has been discussed with the Information Governance Manager and a plan is in development.	
1.8	Staff Story	28.09.16	Investigate whether walkabouts/deep dives could be used to see impact of implementation of MEGA Group's plan.	SS (KC)	31.07.17	Impact evaluation to take place after the end of current financial year	
8.3	Integrated Quality & Performance Report	28.09.16	Schedule a masterclass for the Board on Care Hours Per Patient Day	SS (DB)	31.03.17	In progress	
14.5	Medical Appraisal & Revalidation	28.09.16	Future development forum to include understanding of statutory responsibilities.	SS (JKW)	31.03.17		
20.2	Kingston Hospital Charity	28.09.16	EMC to discuss charitable giving and fundraising.	LW	28.02.17	On EMC forward plan	
6.4	Chairman's Report	01.12.16	Convey thanks from the Board to Communications team	LW	31.12.16		
7.6	Chief Executive's Report	01.12.16	Complete risk assessment on cash liquidity	JF	25.01.17	An update will be provided at the Board meeting	
8.16	Integrated Performance & Quality Report	01.12.16	Report on Health & Wellbeing strategy to be brought to the Board.	KC	31.03.17	Will be presented to the March Meeting of the Board	
8.17	Integrated Performance & Quality Report	01.12.16	Report final percentage completion of 2016 staff survey at next meeting.	KC	25.01.17	50.6%	
9.3	Surge Plan	01.12.16	Report on final version at next meeting.	RW	25.01.17		

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13.4	PPI Strategy	01.12.16	DB/RH to continue discussion	DB	25.01.17		
20	Questions from the Public	01.12.16	Suggest to STP Comms team use of patient pathway examples to demonstrate the difference between what happens now and how that will change under the STP.	LW	31.12.16		

Key	
	Completed
	On Track
	Some slippage
	Serious issue

JKW: Jane Wilson	RW: Rachel Williams
SS: Susan Simpson	RH: Rita Harris
LW: Lisa Ward	
DB: Duncan Burton	
AR: Ann Radmore	