

Action Log for the Board meeting held in public prepared for the November 2013 meeting

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Responsibility	Date Due	Progress	RAG
5.	Actions log	Sep 2013	20.5 - DL provided a breakdown of claims received in the last year. It was noted they did not relate to claims in year and not all had been paid out. Board members were asked to convey any further questions to DL outside of the meeting and a document received the Chief Executive from NHSLA would be circulated.	DB	Nov Board	Done – action closed	
7.2.4	CEO report	Sep 2013	Analysis of (Quarterly survey with staff) to come to a future Board meeting.	DG	Nov Board	This is picked up in every quarterly workforce report which come to the first board meeting after the end of the quarter.	
7.2.5	CEO report	Sep 2013	KG reminded the board of the value of feedback received in the Board walkabouts in that a lot of the alertness of the Board to issues had been picked up through feedback from staff during these visits. She stressed the need to carry more out in the evenings; at night and weekends and to address this, a new 24/7 rota was being developed. SB confirmed the Non-Executive Directors were happy to participate in the new rota. It was agreed an update on the board walkabout programme would be given at the next Board meeting.	KG (LW)	Nov Board	The walkabout programme will be provided at the Board meeting	
9.5.2	Quality report	Sep 2013	CI asked if the carers survey (FFT) could be brought back to the Board.	DB	Nov Board	Will come to the Board in January as part of the dementia strategy	
9.7.1	Quality report	Sep 2013	SB noted she had seen an extensive action plan around C.difficile presented to the Risk Management Committee which had been helpful and it had been agreed to share that with the rest of the Board.	DB	Nov Board	Done – action closed	

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10.2.4	Corporate Performance Report	Sep 2013	CI stressed that she had looked at a year on year trend in which turnover in surgery had risen from 8 – 31% which was a bigger issue than just admin staff. It was agreed ST would provide CI with more information outside of the meeting and it was agreed discussion should take place at the next Board meeting and that more narrative would be added to future reports as numbers leaving in areas were often relatively low.	ST	Nov Board	Covered in Corporate Performance Report	
13.2	Update on CRS upgrade	Sep 2013	It was agreed a clear way forward on CRS, would be brought for recommendation to the next meeting. Note for forward plan	KG	Nov Board	Covered in CRS paper.	
13.9	Update on CRS upgrade	Sep 2013	JMc asked if an external view could be sought on this and the wider implications for FTs. Action it was agreed that this would be discussed with JmC outside of the Board meeting	KG	Nov Board	Done action closed	
16.4	Emailing and texting with patients	Sep 2013	It was agreed that LW would to work with SM and the Head of Information Governance to update the paper and make it clear on the website what the Trusts approach is to texting and emailing and that the policy clearly states the boundaries.	LW/SM	Nov Board	In hand paper coming back to Board in January	
23.1	Questions from the public	Sep 2013	RB confirmed there is a leaflet and a directory (at Raynes Park) and she would pick this up with staff (as it had not been available when a governor visited).	RB	Nov Board	Done action closed	
23.5	Questions from the public	Sep 2013	KF (Governor) asked what progress was being made with the orthopaedic waiting list what the two week referral relates to and noted that some people waited considerably longer than 18 weeks. She asked if all the papers waiting over 18 weeks would be seen by the end of the month. Action it was agreed ST would discuss this with her outside of the meeting.	ST	Nov Board	Completed. Action closed	
Key				KG: Kate Grimes	NH: Nicola Hunt		
	Completed			RB: Rachel Benton	ST: Sarah Tedford		
	On Track			DG: David Grantham	JW: Jane Wilson		
	Some slippage			SM: Simon Milligan	DL: Deborah Lawrenson		
	Serious issue			DB: Duncan Burton	LW: Lisa Ward		