

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

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Responsibility	Date Due	Progress	RAG
8.8	Patient Story	Nov 13	Re communication and support for patients with religious and cultural needs - SB asked for further discussion to take place at the Patient Assembly, followed by discussion at the Board on the outcome.	DB	March 2014	In hand	
9.1.2	Clinical Quality report	Nov 13	Infection Control - It was agreed that in future the list of C.difficile cases and their root cause would be included in future reports.	DB	Jan 2014	Covered in the report	
10.2	Corporate Performance Report	Nov 13	<u>Targets</u> have been achieved; final data for Q2 for cancer is awaited and the trust may not achieve the target for breast symptomatic. RTT - most are getting through within 18 weeks Whilst the A & E target was achieved this was challenging. Thanks were conveyed from the Board for the efforts of staff.	LW	Jan 2014	Completed action closed	
10.3	Corporate Performance Report	Nov 13	<u>Activity</u> - Re variances and whether gaps are due to demand or supply/and if there was a CRS issue. It was agreed further discussion should take place at Executive Management Committee and the Finance Investment Committee in December.	ST	Jan 2014	Discussion took place at FIC. Action closed	
10.5	Corporate Performance Report	Nov 13	<u>Staffing</u> - Turnover remains high in some areas and work was underway to understand the reasons. Further discussion to take place at Finance Investment Committee in December on all areas above 20%.	DG	Jan 2014	Discussion took place at FIC. Action closed	
10.6.3	Corporate Performance report	Nov 13	<u>Cost Improvement Plans</u> It was agreed a detailed review should take place at the Finance Investment Committee in December on Income & Expenditure and recovery plans for CIPs.	NH	Jan 2014	Discussion took place at FIC. Action closed	

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10.6.5	Corporate Performance report	Nov 13	<u>Monitor Secondary indicators</u> - It was agreed that with regard to funds owed by St Georges a letter would go from Kingston's Audit Chair to St George's Audit Chair as it had been the subject of discussion a number of times at the Finance Investment Committee.	SM	Jan 2014	Completed action closed	
10.6.7	Corporate Performance report	Nov 13	It was agreed that assurance should be given to Finance Investment Committee in December that quality is not affected by medical staffing numbers in the discussion on turnover.	JW	Jan 2014	Discussion took place at FIC. Action closed	
10.6.8	Corporate Performance report	Nov 13	It was felt that the quality of the exception reports provided in the performance report had been variable and that this should be improved for the next meeting.	ST	Jan 2014	Reflected in the report	
17.2	Draft Corporate Objectives 2014/15	Nov 13	Corporate Objectives to be updated for formal approval at the January Board together with proposals for the priority (following input from the whole board).	DL to collate	Jan 2014	Completed. Action closed	
19.4	Progress with implementing the Quality Strategy	Nov 13	CI asked for the highlighting of the quality account items on the Clinical Quality report, to be made clearer in future reports.	DB to note for future reports	Jan 2014	Reflected in the report action closed	
21.1	Board of Directors Register of Interests	Nov 13	The updated register of interests was noted. It was noted there was an error for MJ's entry.	DL to update	Jan 2014	Done action closed	
23.2	Corporate Risk Register	Nov 13	CI noted that the Integration Transformation Fund had not been included and suggested it should be added to the Risk Register. This was agreed.	SM	Jan 2014	Done action closed	

Key	
	Completed
	On Track
	Some slippage
	Serious issue

KG: Kate Grimes	NH: Nicola Hunt
RB: Rachel Benton	ST: Sarah Tedford
DG: David Grantham	JW: Jane Wilson
SM: Simon Milligan	DL: Deborah Lawrenson
DB: Duncan Burton	LW: Lisa Ward