

Action Log prepared for the Board meeting held in public on 3<sup>rd</sup> October 2018

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Resp	Date Due	Progress	RAG
7.15	Integrated Quality and Compliance Report	29.11.17	Review of Maternity Strategy to reference local Maternity system and ambitions for the local area.	<b>MM</b>	03.10.18	Agenda item in Part 2	
25	Questions from the public	07.02.18	Consider inclusion of Trust membership in survey on Quality Priorities for 2019/20	<b>SBr</b>	31.08.18	Discussed with Governors Quality Scrutiny Committee	
5.12	Chairman's Report	11.04.18	Work on communication of the staff governor role within the organisation.	<b>SS</b>	03.10.18		
13.6	Staff Survey 2017	11.04.18	Review responses relating to freedom to speak up and consider any actions necessary.	<b>SS</b>	03.10.18	Incorporated into programme for Dignity at Work	
14.6	WRES data 2017	11.04.18	Consider whether any action is needed in response to feedback from the national programme of post grad medical exams, that people without English as a foreign language find it difficult to translate the questions being asked.	<b>KC</b>	07.11.18	Board Development in November will include more detailed look at WRES actions.	
2.	Patient Story	11.07.18	Meet with the patient to discuss ideas on the Accessible Information Standard further.	<b>SBr</b>	03.10.18	Action complete; dates provided and awaiting response from patient	
8.3	Integrated Quality & Operational Performance Report	11.07.18	Discontinue use of the Patient Safety Thermometer.	<b>SBr</b>	31.07.18		
8.7	Integrated Quality & Operational Performance Report	11.07.18	Consider whether a QI project around documentation would be feasible.	<b>JKW</b>	03.10.18	Where documentation is identified as an issue in a QI project we will ensure that this is taken forward for improvement.	

## Enclosure B

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Resp	Date Due	Progress	RAG
8.8	Integrated Quality & Operational Performance Report	11.07.18	Congratulate the REU team on behalf of the Board for improvements made.	<b>JKW</b>	03.10.18		
10	Safe Staffing	11.07.18	Confirm whether an update for the Board on new reporting requirements from September 2018 is needed, and if so how it will be done.	<b>SBr</b>	03.10.18	Update to be made during presentation of the unify data in the integrated performance report	
11	Measuring whole system performance	11.07.18	Progress development of whole system metrics.	<b>MM/RB</b>	03.10.18	Metrics are being developed through the Kingston Co-ordinated Care Delivery Group	
13	Sustainable Development Management Plan 2018-2023	11.07.18	Link prioritisation of Estates plan with SDMP through EMC.	<b>JF/RB</b>	03.10.18	To be taken forward through EMC discussion as Estates masterplan develops	
15	Medical Appraisal & Revalidation	11.07.18	Workforce Committee to consider investment in ways of working commensurate with new ways to employ.	<b>KC</b>	31.12.18		
20	Finance & Investment Committee	11.07.18	Return to the Board with proposals on FIC quorum	<b>JF/SS</b>	03.10.18	Agenda item	

Key	
	Completed
	On Track
	Some slippage
	Serious issue

AR: Ann Radmore	RB: Rachel Benton
JF: Jo Farrar	JKW: Jane Wilson
MM: Mairead McCormick	SBr: Sally Brittain
SS: Susan Simpson	
KC: Kelvin Cheatle	