

Action Log prepared for the Board meeting held in public on 5th December 2018

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Resp	Date Due	Progress	RAG
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.	KC	07.11.18	Board Development in November will include more detailed look at WRES actions.	
15	Medical Appraisal & Revalidation	11.07.18	Workforce Committee to consider investment in ways of working commensurate with new ways to employ.	KC	05.12.18	Investment to be considered in the business planning process which will route through FIC to the Board.	
8.3	Integrated report	03.10.18	Report requested for QAC on falls in non-ward areas.	SBr		Acknowledged	
8.12	Integrated report	03.10.18	Board to receive a mid-year progress report on achievement of the Quality Goals for 2018/19 at the next meeting.	SBr	05.12.18	On the agenda	
8.17	Integrated report	03.10.18	Consider whether there would be merit in doing a Deep Dive to understand pressures at different parts of the cancer pathway.	CW		On the QAC agenda in February 2019	
10.3	Public & Patient Involvement Strategy	03.10.18	Consider role of the Equality & Diversity Committee in relation to the PPI Strategy.	SBr	05.12.18	Patient Experience Quality Improvement Lead and author of the PPI strategy is now a member of the E&D Committee	
10.5	Public & Patient Involvement Strategy	03.10.18	Add annual report on Patient Experience to the forward plan.	SBr/SS	05.12.18	2018/19 Annual Report will be presented to Trust Board in September 2019	
11.4	Infection Prevention & Control Annual Report	03.10.18	Consider whether there are better ways to draw conclusions on KHFT's position than comparison with the national data set.	SBr	31.10.19	Will be addressed in Annual Report for 2018/19	

Enclosure B

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Resp	Date Due	Progress	RAG
12.1	PALS, Complaints and Incidents	03.10.18	Include performance indicator on complaints as % of activity in the next annual report.	SBr	31.10.19	Will be addressed in Annual Report 2018/19	
12.6	PALS, Complaints and Incidents	03.10.18	Formally convey thanks to the team.	SS	05.12.18	Formal thanks sent to Head of PALS/Complaints for cascade	
24.	Questions from the public	03.10.18	Consider attaching the Trust's E&D statement to the PPI Strategy document.	SBr	05.12.18	This has been actioned	

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 Cheadle	