





Action Log prepared for the Board meeting held in public on 30th January 2019

Ref	Paper/Agenda Item Ref	Board meeting Date action arose	ACTIONS	Resp	Date Due	Progress	RAG
5.1	Minutes of the last meeting	5.12.18	Correction of paragraph 8.2 to clarify that there has been a change in definition of pressure ulcers whereby damage that was previously described as avoidable is now deemed a lapse in care.	SS	30.01.19		
6.4	Chairman's Report	5.12.18	Share presentations from Richmond & Kingston Health and Care Planning sessions with the whole Board.	SS	30.01.19		
8.9	Integrated Report	5.12.18	Review system wide promotion of messaging around emergency contraception with Wolverton Centre team.	JKW	30.01.19	The question arose from discussion of an idea to reduce the service to four days, which has since been abandoned.	
18.2	Momentum Service Level Agreement	5.12.18	Annual report to the Board requested	MM	November 2019	Added to forward plan	
19.2	Board Assurance Framework	5.12.18	Review metrics for Outpatient Transformation	MM	31.03.19	To be considered in planning the BAF for 2019/20	
27	Questions from the public	5.12.18	Review metrics for Friend & Family Test to achieve consistency between Quality Report and Integrated Report	SBr	30.01.19	The KPIs in the Integrated Report are to be revised and we will look to align reporting. In the meantime, we will use the narrative of the Integrated Report to bring the reporting into line.	

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	