

PUBLIC TRUST BOARD ACTION LOG

Trust Board date	Minute ref	Action agreed	Add to TB planner	Lead Director	Completion date	Date cleared
3 Nov 2015	632/15	Monthly Nurse Staffing - Mr Hayward questioned whether the Trust had a grip on staff heading to retirement and whether the data was used to identify the number of replacement staff who would be needed as a result. The Director of Human Resources and Organisational Development advised that this data was available and could be provided in future reports.		Director of Human Resources and OD	1 Dec 2015	To be identified as part of workforce plans. Available to report in May.
2 Feb 2016	032/16	Communications and Engagement Quarterly Report – following discussions at the Louth locality forum around whether the use of volunteers was being maximised, an update report on volunteers was requested for a future meeting.		Director of Nursing	5 April 2016	Included within Patient experience report. Complete
1 Mar 2016	105/16	Quality Report - The Board was asked to consider the friends and family test information provided and feedback to the Director of Nursing what information the Board wanted to consider.		All	5 April 2016	
5 May 2016	258/16	Patient Experience – The Board noted that Healthwatch was invited to present patient stories at some of the Lincolnshire CCG board meetings and responded that Healthwatch data needed to		Deputy Chief Nurse	7 June 2016	

		be integrated with the Trust data.				
5 May 2016	267/16	Quality Report - a glossary of terms be provided with the report to increase the ease of understanding for members of the public.		Medical Director	7 June 2016	
5 May 2016	285/16	Monthly Nurse Staffing - It was agreed that the use of the red flags as an indicator would be reviewed.		Director of Nursing	7 June 2016	
5 May 2016	288/16	Monthly Nurse Staffing - The Board agreed that it would help to provide assurance if a Board development session could be planned to review the use of agency on and off framework.		Director of Nursing	20 June 2016	
5 May 2016	310/16	Human Resources Performance Report - The Board asked that a report be prepared for the Finance, Service Improvement and Delivery Committee on the costs of the phases of international recruitment.		Director of HR and OD	28 June 2016	
5 May 2016	311/16	Human Resources Performance Report - Mrs Truscott noted that compliance with core training and appraisals was still adrift from target and asked that assurance on actions be brought to the Workforce and Organisational Development Committee.		Director of HR and OD	12 July 2016	