

PUBLIC TRUST BOARD ACTION LOG

| Trust Board date | Minute ref | Action agreed | Add to TB planner | Lead Director | Completion date | Date cleared |
|-------------------------|-------------------|--|--------------------------|-----------------------|------------------------|--|
| 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 | Complete |
| 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 | Planned for August but deferred. To be rearranged. |
| 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 | 26 July 2016 | Complete. |
| 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 | Discussed at Workforce and OD. Complete |
| 7 June 2016 | 334/16 | Trust friends and family data could be compared nationally in the patient experience report. | | Deputy Dir of Nursing | 5 July 2016 | Complete |

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| 7 June 2016 | 339/16 | <p>Patient Experience Report - More national benchmarking and a headline summary were needed.</p> <p>Details of evidence of learning should be included in the report.</p> <p>Further discussions around patient experience should be planned at a Board development session</p> <p>Wider discussion of data could be introduced at locality forums.</p> | | Deputy Dir of Nursing | | <p>Complete</p> <p>Lessons learned forum established to feed the report from Nov TB</p> <p>Board dev session took place. Complete</p> <p>Planning to present new report at locality meetings.</p> |
| 7 June 2016 | 385/16 | Attendance issues at workforce and OD Committee to be reviewed | | Trust Secretary | 5 July 2016 | |
| 5 July 2016 | 405/16 | <p>Patient Experience at Trust Board - The Director of Human Resources and Organisational Development highlighted the links that had been made between good staff engagement and better patient experience and asked how the Trust was linking up on this work. The Deputy Chief Nurse advised that this would be captured in the report for the August meeting.</p> | | Deputy Chief Nurse | 2 August 2016 | Complete |

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| 2 August 2016 | 475/16 | Patient Experience at Trust Board - Agreed to bring more detail back on volunteers in the next report. | | Deputy Chief Nurse | 6 September 2016 | Volunteer data being expanded. |
| 2 August 2016 | 485/16 | Quality Report - The Deputy Chief Nurse agreed to ask the Infection Prevention Control team to produce a plan to improve submission rates for the data. This would be monitored by the Quality Governance Committee. | | Deputy Chief Nurse | 4 October 2016 | |