

PUBLIC TRUST BOARD ACTION LOG

Trust Board date	Minute ref	Action agreed	Add to TB planner	Lead Director	Completion date	Date cleared
6 Oct 2015	540/15	Quality Report – complaints numbers to be provided as a percentage of total patients seen in the Trust.		Acting Chief Nurse	3 Nov 2015	Working with IT to provide. Should be available in April report.
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.
1 Dec 2015	710/15	Six monthly safe staffing review - The Board was advised that the six monthly report on safe staffing had been deferred to the next meeting. Work was not yet completed to ensure that the staffing data was aligned with the budget planning and financial control totals.		Director of Nursing	2 February 2016	Complete
2 Feb 2016	014/16	Portfolio Improvement Board – update requested which clearly demonstrated the current status of actions in relation to the remaining CQC compliance notices.		Director of Nursing	1 March 2016	Complete
2 Feb 2016	029/16	Monthly Nurse Staffing – updates to the action		Director of	1 March 2016	Complete

		plan were requested.		Nursing		
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	
2 Feb 2016	050/16	Integrated Performance Report - focus was being given to the Pilgrim site and a paper on urgent care would be brought to the Trust Board in April 2016.		Chief Operating Officer	5 April 2016	Agenda item.
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	
1 Mar 2016	116/16	Monthly Nurse Staffing - The work being completed on alternative staffing models for wards would be reported to Trust Board at the meeting in May 2016.		Director of Nursing	5 May 2016	
1 Mar 2016	132/16	Integrated Performance Report - The Chief Operating Officer advised that the urgent care improvement plan would be shared with Trust Board in April.		Chief Operating Officer	5 April 2016	Agenda item.