

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	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	In revised plan. Complete
7 June 2016	385/16	Attendance issues at workforce and OD Committee to be reviewed		Trust Secretary	5 July 2016	Refresh of committee by new chair and new Dir of HR underway. Complete
6 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	
6 August 2016	558/16	Emergency Care - Quality Impact Assessment to be shared with members of Quality Governance Committee and Equality Impact Assessment shared with Workforce and OD Assurance Committee		Chief Operating Officer	4 October 2016	
6 August 2016	559/16	Emergency Care – Headline messages from KP is to be presented to October Trust Board meeting		Chief Operating Officer	4 October 2016	

6 August 2016	561/16	Emergency Care –Report to be produced on a review of fragile service areas. To be considered by Quality Governance then to Trust Board		Chief Operating Officer	25 October 2016	Agenda Item
6 August 2016	579/16	Patient Experience - Medication incidents for Grantham to be considered further at Quality Governance Committee		Director of Nursing	4 October 2016	
4 October 2016	651/16	Patient Experience / Volunteer Strategy – A volunteer strategy has been drafted and to be presented to the Executive Team during October and Trust Board at November meeting.		Deputy Chief Nurse/	1 November 2016	
	652/15	Dr Grassby to approach the Student Union at Lincoln University re volunteers		Dr Grassby	1 November 2016	
4 October 2016	660/16 & 662/16	Quality Report – it was agreed e-obs areas (improvements) and Pilgrim outliers (pressure ulcers) would be considered in more detail at the Quality Governance Committee.		Director of Nursing	1 November 2016	
4 October 2016	674/16	Approach to engagement – The Trust Secretary to arrange a Board Development session to consider the membership issue and determine targets for the Trust.		Trust Secretary	1 November 2016	