

## PUBLIC TRUST BOARD ACTION LOG

Trust Board date	Minute ref	Action agreed	Add to TB planner	Lead Director	Completion date	Date cleared
29 March 2018	254/187	Highlight general themes within the Performance Report on Quality and Safety and report to Quality Governance.		Medical Director	27 April 2018	Work in progress
29 June 2018	548/18	Directors to ensure there is appropriate representation from Directorates at the Workforce and OD Committee		Executive Directors	27 July 2018	Revised ToR being developed W&OD Chair to assure at next meeting
29 June 2018	555/18	Assurance on Agency Reduction Plan to be detailed within the new committee governance structure arrangement		Trust Secretary	27 July 2018	Revised ToR and work programmes being developed
29 June 2018	565/18	Issues relating to Junior Doctors to be added to the Risk Register		Medical Director	27 July 2018	Added. <b>COMPLETE</b>
29 June 2018	579/18	Further consideration of how the Board would review the details of where the Trust is with FEP and the progress against delivery.		Director of Finance, Procurement and Corporate Affairs	27 July 2018	Improved reporting will commence in September Board based on NHSI approved documentation

29 June 2018	610/18	COO to provide the Trust Secretary with the additions to Board planner in relation to Junior Doctors Position and operating capacity		Chief Operating Officer	31 August 2018	COMPLETE
29 June 2018	611/18	Timeline for strategic development to be added to forward plan.		Trust Secretary	31 August 2018	COMPLETE
29 June 2018	612/18	Quality Matrons to be invited to Trust Board to provide feedback of their exposure within the Trust and their findings		Director of Nursing	31 August 2018	COMPLETE
27 July 2018	595/18	The Chair referred to the 86% Trajectories and requested a clear narrative around the percentage that the Board is relying on in relation to the Operational Capacity and Delivery Plan.		Chief Operating Officer	31 August 2018	Trajectory in IPR shows submitted trajectories COMPLETE
27 July 2018	597/18	The Chair requested a clear line of sight and clarity around interdependencies and mobilisation of the Operational Capacity and Delivery Plan		Chief Operating Officer	31 August 2018	First update in Sept
27 July 2018	635/18	The Executive Team to nominate an Executive Champion for the National Autism Strategy.		Executive Team	31 August 2018	Dir of HR COMPLETE
27 July 2018	654/18	Clarity around capacity to be incorporated into the paediatric update paper and further information around the 12 hour assessment unit.		Medical Director	31 August 2018	COMPLETE
27 July 2018	665/18	Paediatric Risk Register to be included in future Board papers.		Medical Director	31 August 2018	COMPLETE
27 July 2018	684/18	Board Development Session to review the CQC report.		Trust Secretary	31 August 2018	Planned for October session
27 July 2018	687/18	Report to view local ownership and how teams are working through their actions from the CQC report and feeding back through local governance.		Deputy Director of Nursing	31 August 2018	Agenda Item COMPLETE
27 July 2018	713/18	R & D Operational Capability update to be provided via Quality Governance.		Medical Director	30 November 2018	
27 July 2018	728/18	Action be put in place around system winter		Interim Chair	31 August	Being taken to

		planning via the Interim Chair.			2018	Lincolnshire Coordinating Board
27 July 2018	734/18	Review of Sepsis Data inconsistencies within the Integrated Performance Report.		Deputy Director of Nursing	31 August 2018	Issues remain working with team on data quality
27 July 2018	736/18	Review of the inconsistent reporting of the number of never events.		Medical Director	31 August 2018	
27 July 2018	738/18	Nurse staffing fill-rate information to be included within the Integrated Performance Report.		Director of Finance, Procurement and Corporate Affairs	31 August 2018	Included in August IPR COMPLETE
27 July 2018	751/18	Urgent Care paper from FSID to be incorporated with the Performance Update and circulated to the Board with the papers.		Chief Operating Officer	31 August 2018	COMPLETE
27 July 2018	753/18	Confirmation as to whether there is a Primary Care representative on the Cancer System Group		Chief Operating Officer	31 August 2018	M Latham and other GPs attend COMPLETE
27 July 2018	764/18	Non-Executive Directors to review the BAF outside of the Board meeting.		Trust Secretary	31 August 2018	Date arranged COMPLETE
27 July 2018	775/18	Review of the integrated planning framework – to review how the Trust plans for the year end process, quality account and annual plan.		Director of Finance, Procurement and Corporate Affairs	31 August 2018	Audit committee reviewed the planned improvements in the processes COMPLETE
31 August 2018	804/18	Future paediatric update paper reflect the feedback from staff and patients on the interim model.		Medical Director	26 October 2018	

31 August 2018		Lack of assurance in respect of prosecutions and regulatory matters in Health and Safety and recommended that the Board receive a report in respect of this at a future meeting.		Director of Estates and Facilities	26 October 2018	
31 August 2018		The risk register entries relating to the winter plan to be strengthened.		Chief Operating Officer	28 September 2018	
31 August 2018		The Director of Finance, Procurement and Corporate Affairs agreed to review the criteria for the ratings on the actions on the operational plan for when the report was presented in November.		Director of Finance, Procurement and Corporate Affairs	30 November 2018	