

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 March.
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	Further work had been completed to align to capacity plans. Agenda item March.
1 Dec 2015	728/15	Performance Report - The Trust continued to reduce the levels of cancelled patients who were not treated within 28 days; however the number not met remained too high. The Board would receive details of the actions being taken at the		Chief Operating Officer	2 February 2016	Complete

		next Board meeting				
1 Dec 2015	729/15	Performance Report - Cancer performance continued in line with the recovery trajectory but risks to this remained for the 2 week wait breast symptomatic. It would be helpful to have actual and trajectory data for cancer performance		Chief Operating Officer	2 February 2016	Within report. Complete
1 Dec 2015	730/15	Dementia data had not been updated since August. The Director of Performance Improvement agreed to follow this up.		Chief Operating Officer	2 February 2016	Within report. 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	Agenda Item
2 Feb 2016	029/16	Monthly Nurse Staffing – updates to the action plan were requested.		Director of Nursing	1 March 2016	
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	