

**PUBLIC TRUST BOARD ACTION LOG**

<b>Trust Board date</b>	<b>Minute ref</b>	<b>Action agreed</b>	<b>Add to TB planner</b>	<b>Lead Director</b>	<b>Completion date</b>	<b>Date cleared</b>
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	Complete
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.
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	Complete
1 Mar 2016	105/16	Quality Report - The Board was asked to consider the friends and family test information provided		All	5 April 2016	

		and feedback to the Director of Nursing what information the Board wanted to consider.				
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	Agenda Item
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	Complete