

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	529/15	Portfolio Improvement Board – an update paper confirming progress with international recruitment to be provided to November meeting.		Director of Human Resources and Organisational Development	3 Nov 2015	Complete
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.
6 Oct 2015	549/15	Monthly Nurse Staffing – the Trust performance against the ceiling placed on agency usage would be measured and reported within the nurse staffing report in future months.		Acting Chief Nurse	3 Nov 2015	Complete
3 Nov 2015	615/15	Patient Story - the Chairman asked that an update on the actions being taken be brought back to the Board and appropriate measures put in place for the future.		Director of Human Resources and OD	1 Dec 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		Director of Human Resources and OD	1 Dec 2015	For inclusion from January report

		and could be provided in future reports.				
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	
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 next Board meeting		Chief Operating Officer	2 February 2016	
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	
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	