

PUBLIC TRUST BOARD ACTION LOG

Trust Board date	Minute ref	Action agreed	Add to TB planner	Lead Director	Completion date	Date cleared
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	660/16 Complete 662/16 still outstanding
6 December 2016	879/16	Patient Experience - The Board asked that the caring for carers project be considered at a future meeting so that the Board could see how this had impacted.		Director of Nursing	9 May 2017	
6 December 2016	898/16	Integrated Performance - Mrs Dunnett asked that at a future meeting the Board could review the internal elements of the waits and consider what was not working. Mr Staniland explained that a delayed transfer paper had been received at the FSID and QGC committee and the Vice Chair confirmed the Board needed to ensure that all sources linked up. The Chief Operating Officer agreed to share the paper with Mrs Dunnett		Chief Operating Officer	7 February 2017	
7 th February 2017	038/17	Patient Experience – Mrs Dunnett requested assurance on the improvements being made to areas where complaints had been received		Deputy Chief Nurse	7 March 2017	DCN agreed lessons learnt newsletter to be shared with QGC
7 th February 2017	039/17	Patient Experience – More detail to be provided to the Quality Governance Committee regarding		Deputy Chief Nurse	28 February 2017	Updated at the meeting.

		the arrangements for the Customer Care Training				Complete
7 th February 2017	066/17	Integrated Performance Report – Neurology Recovery Plan to be shared with Healthwatch		Chief Operating Officer	7 March 2017	Complete
7 th February 2017	082/17	Nurse Staffing Monthly report- Updated report regarding wider Lincolnshire recruitment initiatives to be provided to the Workforce and OD Committee		Director of Nursing	31 March 2017	Workforce and OD Committee 31 st March 2017
7 th March 2017	138/17	Mrs Ponder sought assurance on whether staff were given the relevant training when a communication issue was raised as part of a complaint.		Director of Nursing	4 April 2017	See item 039/17 Complete
7 th March 2017	166/17	Workforce and OD Committee to consider the areas which are flagged as high levels of sickness and staff turnover		Mrs Truscott	31 March 2017	
7 th March 2017	167/17	Workforce and OD Committee to consider the data linked to how the pay progression policy is being applied		Director of HR and OD	31 st March 2017	
7 th March 2017	168/17	Progress report to be developed in relation to recruitment of unregistered staff		Director of HR and OD	31 st March 2017	
7 th March 2017	172/17	Position statement on job planning to be considered by the Workforce and OD committee		Director of HR and OD	31 st March 2017	
7 th March 2017	206/17	Freedom of Speak Up – flowchart to be developed to document the route that staff could take		Trust Secretary	30 April 2017	