

**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>
23 February 2018	163/18	Patient Experience Data to be included within the board reporting  To be shared with the Quality Governance Committee and reported via the upward report in August.		Director of HR and OD	29 March 2018	IPR still under revision
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	IPR still under revision
25 May 2018	428/18	Trauma and Orthopaedic update in July to include further assurance on the impact on staff, how many vacancies and bed bases at Grantham and Nursing capacity		Chief Operating Officer	27 July 2018	COMPLETE Private Board Agenda
29 June 2018	527/18	Medical Optimisation Committee to continue to monitor the position with the Lincoln Aseptic Pharmacy.		Medical Director	27 July 2018	COMPLETE
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
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	
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	
29 June 2018	611/18	Timeline for strategic development to be added to forward plan.		Trust Secretary	31 August 2018	
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	
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
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	
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	
27 July 2018	665/18	Paediatric Risk Register to be included in future Board papers.		Medical Director	31 August 2018	

27 July 2018	684/18	Board Development Session to review the CQC report.		Trust Secretary	31 August 2018	Planned for September 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	
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 planning via the Interim Chair.		Interim Chair	31 August 2018	
27 July 2018	734/18	Review of Sepsis Data inconsistencies within the Integrated Performance Report.		Deputy Director of Nursing	31 August 2018	
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
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	
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
27 July 2018	764/18	Non-Executive Directors to review the BAF outside of the Board meeting.		Trust Secretary	31 August 2018	
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