

PUBLIC TRUST BOARD ACTION LOG

Trust Board date	Minute ref	Action agreed	Add to TB plan ner	Lead Director	Completion date	Date cleared
30 November 2018	1143/18	Work was needed to reduce the time children attending Pilgrim A&E spent in the department. A review of this was being completed by the Director of Nursing		Director of Nursing	7 January 2019	Work ongoing. Additional triage for children. Additional paediatric competencies. Complete
30 November 2018	1052/18	R&D update paper be presented to the Board at a future meeting.		Medical Director	2 April 2019	
30 November 2018	1077/18	Board should hear a staff story from a Nurse Associate in the Spring.		Director of HR & OD	2 April 2019	
30 November 2018	1084/18	It was agreed that the action plan to support the Board FTSU self assessment would be monitored through the WOD Committee and Board updates on FTSU.		Trust Secretary	2 April 2019	
7 January 2019	021/19	Oversight of violent incidents involving staff to be considered by FPEC as part of its review of data and dashboard		Mrs Ponder	5 March 2019	Health and Safety data being considered as part of new FPEC dashboard.

						Complete
7 January 2019	022/19	Data on training in de-escalation and restraint to be provided confirming that all staff who required the training are compliant		Dir of HR & OD	5 February 2019	Information provided as part of the safeguarding update to the QSOG meeting. Complete
7 January 2019	028/19	Disconnect between the Paediatrics Program risks and Corporate Risk Registers the Task and Finish Group be charged with reviewing the matter.		Medical Director	5 February 2019	Raised with Risk Manager and Project Manager and these are now consistent. Complete
7 January 2019	039/19	The focus on CQC actions should move from assurance to accountability. It was agreed that a review of the governance arrangements would be conducted.		Chair	5 February 2019	Being considered by Chair of QGC. Complete
7 January 2019	048/19	Site focus should not be lost with the move to TOM. Individuals with site responsibility would be identified		Chief Executive	5 February 2019	
7 January 2019	056/19	RAG ratings within IPR to be reviewed as these did not correlate with data		Acting Director of Finance and Procurement	5 February 2019	Revised IPR will be in place for May Board meeting. RAG ratings will be replaced. Complete
7 January 2019	065/19	Update in relation to buddying arrangements with Northumbria		Deputy Chief Executive	2 April 2019	

7 January 2019	066/19	It was agreed that the operational plan actions would be brought back to the March Board fully populated		Acting Director of Finance and Procurement	5 March 2019	Agenda item
5 February 2019	119/19	Development of better community based services for children. The CCG had put in place an additional physiotherapy service and an update from the CCG on this service would be requested for the Board.		Chief Executive	5 March 2019	
5 February 2019	121/19	Paediatric Service Model – Report demonstrating how plans in place would become business as usual for the Trust		Medical Director	5 March 2019	Agenda item
5 February 2019	126/19	Paediatric Monitoring and Assurance Report to move to reporting to QGC after March Board with quarterly reports to Board thereafter.		Medical Director	5 March 2019	Agenda Item
5 February 2019	137/19	Urgent Care Improvement Programme - The Chair requested further information for the Board about what can be provided with the resources the Trust have and what is needed and oversight on how the Trust intend to support the plans.		Chief Operating Officer	5 March 2019	Agenda Item
5 February 2019	161/19	The Director of Nursing to review the link with Estates work to QIA and set up a task and finish group.		Director of Nursing	5 March 2019	
5 February 2019	176/19	Health watch representative requested information on how waiting times had improved for patients under the T&O trial. COO to provide.		Chief Operating Officer	5 March 2019	
5 February 2019	178/19	Further paper to be presented to Board on T&O trial detailing greater information on patient experience through to income within business case		Chief Operating Officer	2 April 2019	
5 February	180/19	Board Development session on TOM to share in		Trust Secretary	5 March 2019	Board

2019		more details and finalise end February, early March.				Development Session held 19 Feb. Complete
5 February 2019	187/19	Board Development session before the Trust Board meeting in May to look at performance reporting.		Trust Secretary	5 March 2019	Board Development Session held 19 Feb. Complete
5 February 2019	192/19	The Director of Nursing asked the Board to note there could be an issue with the data within the IPR report in relation to fill rates and she would review and report back to the Board.		Director of Nursing	5 March 2019	
5 February 2019	197/19	Patient/quality areas of the BAF were being updated.to deal with any outstanding assurance gaps and update in readiness for the Board in March.		Director of Nursing	5 March 2019	Complete