

## Trust Board: Public Meeting - ACTION LOG

| Meeting Date  | Minute Ref Nos | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Lead | Deadline | Progress/RAG Rating                                |
|---------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|----------------------------------------------------|
| 30 April 2015 | 2.3 (d)        | <p><b><u>CEO Report</u></b></p> <p><u>The Pathology Partnership (TPP)</u></p> <p>It was agreed that an update and progress report on the implementation of TPP at the Trust, setting out the current financial and non-financial issues and risks, would be submitted to the Board at its May meeting. In making this decision, the Board also asked that the report include a briefing on the Trusts obligations and liabilities as a TPP partner organisation.</p>                                                                                                                                                                    | IO'C | May 2015 | Agenda item<br>May meeting                         |
|               | 2.4            | <p><b><u>Integrated Board Report – Performance Indicators</u></b></p> <p><u>A&amp;E Performance</u></p> <p>It was agreed that an update and progress report on the ability of the Trust to respond to system wide pressures would be submitted to the Board at its May meeting. In making this decision, the Board also asked that the report include current arrangements with community and social care organisations across the local health system together with 'trigger points' for escalation. FW advised that she would be taking a particular interest in monitoring performance against delayed transfers of care (DTOC).</p> | CCB  | May 2015 | Paper circulated<br>separately to Board<br>members |

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| 30 April 2015<br>cont. | 2.5        | <p><b><u>Financial Report</u></b></p> <p>It was agreed that IO'C would prepare a draft annual budget for the Trust covering 2015/16 for formal consideration and adoption by the Trust Board at its May meeting, whilst considering carefully the need for a contingency resource.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | IO'C  | May 2015 | Agenda item<br>May meeting                         |
|                        | 2.6        | <p><b><u>Workforce Report</u></b></p> <p>It was agreed that:</p> <ul style="list-style-type: none"> <li>the current budget for overseas recruitment is maintained at £184k and that any additional expenditure is offset by a corresponding decrease in locum bank and agency expenditure;</li> <li>further risk analysis is undertaken of the proposed 12 hour shift model for nursing staff including discussions with the Trust Partnership Forum (TPF);</li> <li>further details of other recruitment initiatives, together with their financial implications, would be submitted to the Trust Board at its May meeting, following discussion at the TPF; and</li> <li>future reports would include headline feedback and themes from staff exit interviews.</li> </ul> | PW/JY | May 2015 | Agenda item<br>May meeting                         |
|                        | 2.7<br>(a) | <p><b><u>Patient Experience and Safety Report</u></b></p> <p><b><u>Safer Staffing Report</u></b></p> <p>It was agreed that an analysis of the current in-patient bed occupancy, including those patients requiring social care, would be submitted to the Board at its May meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CCB   | May 2015 | Paper circulated<br>separately to Board<br>members |

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| 30 April<br>2015<br>cont. | 2.1 | <u>Patient Story</u><br><br>It was agreed that DF would liaise with MC about improving access to female toilet facilities in the A&E waiting area.                                                                                                                                                                                                                                                                                                                                                         | DF/MC | May 2015  |  |
|                           | 2.8 | <u>Estates Strategy and Capital Programme</u><br><br><u>Key Worker Accommodation Procurement</u><br><br>It was agreed that a final recommendation on the preferred partner would be submitted to the Trust Board at its July meeting.<br><br>In making this decision, it was noted that, subject to Board agreement, a submission would need to be made to the TDA for final approval given the potential financial thresholds involved, although no direct capital requirement was required from the NHS. | MC    | July 2015 |  |