

## Board of Directors Action Log 28 January 2016 – in public

Date of Meeting	Action Number	Action	Lead	Target Date	Update	Status (open/closed)
28/01/16	BoD01/16	Patient Story NM referred to entry on NHS Choices about a child. SWa asked to look at particular case and see if everything has been done to respond to the issues. Particular mention of responsibilities under Duty of Candour.	SWa	29/03/16	SWa reviewed this case with the paediatric team and urgent care GP to ensure all appropriate action taken to support family.	Closed
	BoD02/16	In terms of learning from Patient Stories it was proposed that on occasion staff and/or patients be invited to the Board to tell their story.	MA/ BB	29/03/16	Action complete. First presentation to BoD on 28 March by IAPT team.	Closed
	BoD03/16	<b>Matters arising – Winter Plan</b> Mrs Arrowsmith advised that Ms Ramsay-Dunn had approached the Carbon Fund to explore the feasibility of accessing funding to support the investment in new carbon offset technology (boilers). She would keep the Board informed of progress.	MA	29/03/16	Action complete. Contact made with Carbon Energy Support Team – no funds available.	Closed
	BoD04/16	<b>Open &amp; Honest Staffing Report</b> To ensure interpretation and management of the sickness absence policy supports managers to manage sickness in their areas.	IHF	29/03/16	Sickness Policy reviewed by external adviser with some minor suggestions. Joint management staff side sickness absence panel established.	Closed
	BoD05/16	<b>E Rostering</b> Report on introduction of e-rostering – what we are expecting it to deliver, what	BB/ LB	26/04/16	Report provided to workforce workstream in February, further report to be provided to April Transformation	Open

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		is the plan on management of sickness absence, annual leave etc – to Transformation Board.			Board.	
	BoD06/16	<b>Patient Experience</b> Specific work requested on low response rate in A & E – detail back to the board about how we improve responses	BB/ LB	29/03/16	Action complete. Carer and patient involvement team provided support to A&E and increased A&E response rate identified in February performance	Closed
	BoD07/16	<b>Impact of non-compliance with Information Governance Training</b> If we remain “red” for info gov training at the end of March there will be implications on applications to tender. Message to be cascaded about the importance of completing this training.	IHF	19/01/16	Action complete. Message shared with all staff and reinforced through Management Forum and Management Team. Performance improved and continued focus on further improvements.	Closed
	BoD08/16	<b>Sickness Absence</b> Level of sickness absence, management and sickness absence policy to be discussed at the next Transformation & Financial Recovery Board.	IHF	23/02/16	Action complete. Update at sub committee provided.	Closed
	BoD09/16	<b>Conflict Resolution Training</b> Mr Mundy asked for a comparison with the numbers of compliance with training from previous years and noted it would be useful for the Board to understand if this was an improving trend.	IHF	29/03/16	The trend has remained the same for previous 2 years.	Closed