

**ACTIONS ARISING FROM MEETINGS OF THE TRUST BOARD (matters open to the public) – February 2020**

JG – Jude Gray, JMa - Julie Marsham, KM - Kevin McNamara, CF – Charlotte Forsyth,  
CN - Carole Nicholl, TC – Tracey Cotterill, JO - Jim O'Connell, CC – Caroline Coles

| Date Raised | Ref    | Action  | Lead  | Date Due | Comments/Progress   |
|-------------|--------|---|-------|----------|---|
| 9 Jan-20    | 279/19 | <b>Outstanding actions of the Board : Communication with Staff</b><br>The various mechanisms to communicate with staff would be part of the Communication Strategy which would be reviewed by Performance, People and Place at the March 2020 meeting | KM    | Mar-20   | For Performance, People and Place Committee   |
| 9 Jan-20    | 280/19 | <b>Questions from the public to the Board / Process</b><br>All future questions to be directed to the appropriate Executive Director lead.  | CN    | On-going | To note for future questions. <b>Closed.</b>  |
| 9 Jan-20    | 284/19 | <b>Chair Of Quality &amp; Governance Committee Overview : Serious Incidents</b><br>Additional oversight and review of overdue serious incidences.   | JMa   | On-going | For Quality & Governance Committee  |
| 9 Jan-20    | 285/19 | <b>Quality Report : Diabetes</b><br>Task and Finish Group had been established to review Diabetes with a report to the Quality & Governance Committee following completion.   | JMa   | For Q&CG | To be added to the agenda programme.  |
| 9 Jan-20    | 285/19 | <b>Quality Report : PALs and Complaints : Patients Family and Friends Test</b><br>Proposals from the new provider of the Patients Family & Friends Test to be presented to Quality & Governance Committee   | JMa   | For Q&CG | To be added to the agenda programme.  |
| 9 Jan-20    | 287/19 | <b>Workforce Report : Transformation</b><br>The proposals on approach to Transformation to Finance & Investment Committee.  | KM    | For F&IC | To be added to the agenda programme.  |
| 9 Jan-20    | 288/19 | <b>People Strategy</b><br>A detailed Communications and Delivery Plan be presented to Performance, People & Place Committee.  | JG    | For PPPC | To be added to the agenda programme   |
| 9 Jan-20    | 293/19 | <b>Finance Report : Emergency Capital Funding</b><br>The business case for the £1m emergency capital funding be presented to January 2020 Finance & Investment Committee.   | TC/JO | Jan-20   | Completed. Discussed at Finance & Investment Committee on 27 January 2020. <b>Closed.</b> |
| 9 Jan-20    | 296/19 | <b>Equality &amp; Diversity Annual Report</b><br>The Chief Executive becomes the Chair of the Equality & Diversity Group.   | KM    | On-going | To note for future equality and diversity group meetings. <b>Closed</b>                   |

| Date Raised | Ref    | Action   | Lead | Date Due | Comments/Progress  |
|-------------|--------|--|------|----------|--|
| 9 Jan-20    | 285/19 | <b>Quality Report : Increase in Gram Negative Blood Stream Infections (GNBSI)</b><br>The report on Gram Negative Blood Stream Infections (GNBSI) to Quality & Governance Committee was anticipated by April 2020 latest. | JMa  | Apr-20   | For Quality & Governance Committee.                          |
| 9 Jan-20    | 296/19 | <b>Equality &amp; Diversity Annual Report</b><br>Review of the equality and diversity KPIs in 3 months' time at Performance, People and Place Committee.   | JG   | Apr-20   | For Performance, People and Place Committee agenda programme |

| Future Actions |        |  |       |        |  |
|----------------|--------|--|-------|--------|--|
| 7 Nov-19       | 241/19 | <b>Membership of Committees</b><br>Further review of revised membership of committees  | CN    | Mar-20 |  |
| 9 Jan-20       | 282/19 | <b>Chief Executive's Report : Primary Care</b><br>First review of the acquisition of the GP practices.   | KM    | Mar-20 |  |
| 9 Jan-20       | 285/19 | <b>Quality Report : Overdue Complaints</b><br>The Quality Report in March 2020 is checked for improvement to the overdue complaints figures following actions put in place to decrease the numbers     | JMa   | Mar-20 |  |
| 9 Jan-20       | 285/19 | <b>Quality Report : Family and Friends Test : Patient Experience in ED</b><br>Review impact of improvements made in ED to improve patient experience as reflected through the Friends and Family Test. | JMa   | Mar-20 |  |
| 9 Jan-20       | 286/19 | <b>Safer Staffing Monthly Exceptional Report</b><br>The proposals to address the CHPPD position to be presented within the next 6 monthly safer staffing report  | JMa   | Mar-20 |  |
| 9 Jan-20       | 290/19 | <b>Operational Performance Report : Stranded Patients</b><br>The regular stranded patient reviews to be led by senior managers.  | CF/JO | Apr-20 |  |