

**PUBLIC BOARD ACTION TRACKER**

Key	
Red	Action Overdue
Amber	Update Required
Green	Action Complete
Grey	Action Not Yet Due

Item No	Date	Action	Committee	Sub Committee	Deadline	Exec Lead	Action Lead	Progress	Rag Rating
16/532.3	27/07/2017	Options for future charitable funds governance arrangements be presented to the Board.	Public Board of Directors	None	31/01/2018	S Higginbotham			Grey
16/554.4	31/08/2017	Consider how best the Board can obtain reports that show dynamic progress within the organisation.	Public Board of Directors	None	<del>28/09/2017</del> 30/11/17	RM		Discussed at Board Away Day and update included in the Board report	Green
16/570	28/09/2017	Meeting to be arranged for Tim Reddish with Ophthalmology Team	Public Board of Directors	None	30/11/2017	D Smith			Grey
16/576	28/09/2017	Peter agreed to re-connect with the Council Highways Department to address the signage to Newark Hospital	Public Board of Directors	None	30/11/2017	P Wozencroft	B Widdowson	Ben Widdowson has re-established contact with Newark and Sherwood District Council regarding this matter. There will be an unavoidable delay to full resolution, because the NHS England guidance on Urgent Treatment Centres that was published in July 2017, aiming to address public confusion regarding Minor Injuries Units, Walk-in Centres etc, has not yet been followed up with specific guidance about branding and signposting such units. Officers have requested clarity from NHSE about when this will be resolved, and will then work with District Council officials to ensure signage is improved.	Green
16/600	26/10/2017	Patient story to be monitored by the Quality Committee and feedback given to the patient on any outcomes/development	Public Board of Directors	Quality Committee	<del>30/11/2017</del> 25/01/218	S Banks	S Banks		Amber
16/605.1	26/10/2017	SB agreed to consider the figures provided in table 2 of the SOF relating to falls and feedback to SK	Public Board of Directors		<del>30/11/2017</del> 21/12/2017	S Banks			Grey
16/605.2	26/10/2017	JM asked for benchmarking to be undertaken against the previous year to demonstrate progress and understanding of nursing performance in the SOF	Public Board of Directors		30/11/2017	S Banks		Last years position recorded on SOF dashboard and shaded grey	Green
16/607	26/10/2017	JM noted that the current fire policy document version 6 was approved in July 2016 and PW agreed to address this issue	Public Board of Directors		30/11/2017	P Wozencroft	B Widdowson	The 2016/17 Annual Fire Report correctly stated that the current fire policy was signed off in July 2016. The document was reviewed in light of the focus on fire safety after the Grenfell Tower disaster, and it was found that all the content was still relevant and no amendments were required. In the meantime, officers have reviewed the latest Health Technical Memoranda (HTM) and received specific advice from the Authorised Engineer (externally appointed expert advisor) regarding the content of an ideal Fire Policy. Based upon this advice, officers have finalised a revised Fire Policy and re-defined the previous policy as an Operational Procedure that sits alongside the policy. These revised documents will be signed off via internal governance during December 2017. Whilst executive responsibilities are clear, the guidance recommends that a Non-Executive Director be designated as the link for fire compliance matters, and this has not been the case at SFH since the departure of a previous SID. The Board is therefore requested to consider the nomination of a NED to this role.	Green