

Sherwood Forest Hospitals NHS Foundation Trust
Board of Directors Meetings (Public): Oct 2013 – Jan 2014

MATTERS ARISING / ACTIONS TRACKER
29 January 2015

KEY:

GREEN	ACTION COMPLETE	AMBER	ACTION ON TRACK	YELLOW	UPDATE REQUIRED	RED	ACTION OVERDUE
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ACTIONS ARISING FROM EXTRAORDINARY MEETING 29th OCTOBER 2013

13.	13/ 126	CLINICAL SERVICE PLANS	Following discussions Directors APPROVED the Clinical Services plan as a blueprint and requested that action be taken to transform this blueprint into a firm plan with a definitive action plan.	PW	DATE REVISED TO MARCH 2015	Following the completion of the Strategic plan, we are developing detailed implementation programmes for its many elements. This will focus at service line level and as part of the preparatory work we are commissioning an assessment of service line management maturity. It is intended that this will lead to high quality service line plans in line with the organisations strategy	
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ACTIONS ARISING FROM 30 OCTOBER 2014

90.	14/247	CHIEF EXECUTIVE REPORT – PAS POST PROJECT EVALUATION	The Trust will conduct its own benefits realisation exercise in due course and post project evaluation and will report the results back to the Board in January 2015.	PO	JAN 2015		
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93.	14/249	QUALITY IMPROVEMENT PLAN – QGF	TR questioned whether the revised QGF trajectory affected the trajectory overall. KR confirmed that the trajectory for achievement of a score of 0.0 is not affected by this change but a review will be undertaken in January 2015	KR	JAN 2015		
94.	14/263	QUESTIONS FORM MEMBERS OF THE PUBLIC	A member of the public requested that the Board consider installing a microphone system in the Board room as it was difficult to hear all conversations when Board members are facing away from the public table.	PO	DEC 2014 Revised JAN 2015	PO advised that the Executive Team are currently working through the options available to install a microphone system within the Board room. PO advised that the hearing loop was now in place and that a microphone will be available for the January meeting.	
ACTIONS ARISING FROM 27 NOVEMBER 2014							

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95.	14/277	MONTHLY NURSE STAFFING REPORT	GMc proposed that as the benefit realisation exercise to understand the data is likely to be complex the Trust identify a link with an academic partner to obtain the true data findings. SB responded that this avenue will be explored but it is anticipated that the introduction of the new e-rostering system will assist this process	SB	Jan 2015	AH will discuss with Transformation Board with a view to PHD researchers or a suitable candidate assisting with this analysis.	
96.	14/279	QUALITY IMPROVEMENT PLAN PROGRESS	KR concluded discussions by assured Non-Executive Directors that assurance pertaining to the progress of the QIP can be gained during a confirm and challenge session that will be diarised in January 2015	KR	Jan 2015		
97.	14/285	RESEARCH STRATEGY	PO confirmed that he would review the options presented with the Executive Team and provide feedback accordingly.	PO	Jan 2015		
99.	14/293	CHARITABLE FUNDS	TR advised that he was	KR/TR	March		

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		ANNUAL REPORT AND ACCOUNTS	currently reviewing the process that the Charitable Funds Accounts are presented for approval and a further update will be provided in March 2015.		2015			
ACTIONS ARISING FROM 18th December 2014								
100.	14/301	ORGAN DONATION	CW shall target awareness and progress any action through the Organ Donation Committee, with training requirements discussed with PO.	<i>CW/PO</i>	March 2015			
101.	14/307	FALLS ANALYSIS	Data relating to falls needs continual scrutiny and efforts increased to reduce the statistics.	<i>SB</i>	Jan 2015			
		INFECTION CONTROL	Signage refreshed on behaviors to look for	<i>AH</i>	Jan 2015			
102.	14/308	QIP/ACTION PLANS	Relaunch for Quality Improvement Plan and re-circulation of instruction throughout the teams	<i>SB</i>	Jan 2015			
104.	14/308	MEDICAL ENGAGEMENT	A programme of shadowing of consultants is being initiated to involve all Board Members	<i>SL/AH</i>	Jan 2015			
105.	14/308	ENGAGEMENT STRATEGY	A reference group formed to inform the development of wider staff engagement	<i>KF</i>	Mar 2015		Work to commence in relation to improved staff engagement.	

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			mechanisms				Discussions have commenced with Kings Fund in relation to the completion of a cultural diagnostic	
106.	143/310	WORKFORCE	Non compliance with Mandatory Training will be reviewed further at the OD&W Committee	<i>KF</i>	Jan 2015			
107.	14/311	MoU BETWEEN NUH & SFHT	The Board approved the document and authorized the Chief Executive to sign on behalf of the Trust	<i>PO</i>	Jan 2015			
108.	14/314	CODE OF CONDUCT FOR GOVERNORS	With regard to the Governors who have not signed the Code of Conduct that was issued to them, the Board agreed that it should be raised at the next CoG meeting.	<i>SL/KR</i>	Feb 2015			
109.	14/317	PRESENTATION FOR ORGAN DONATION	The presentation pertaining to organ donation be given to the Governors to raise their awareness of this key campaign	<i>KR</i>	Jan 2015			