

Sherwood Forest Hospitals NHS Foundation Trust
Board of Directors Meetings (Public)

MATTERS ARISING / ACTIONS TRACKER
26 MARCH 2015

KEY:

GREEN	ACTION COMPLETE	AMBER	ACTION ON TRACK	YELLOW	UPDATE REQUIRED	RED	ACTION OVERDUE
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ACTIONS ARISING FROM EXTRAORDINARY MEETING 29 th 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	
ACTIONS ARISING FROM 30 OCTOBER 2014							
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	PO	DEC 2014 Revised JAN 2015	PO advised that the Executive Team are currently working through the options available to install a microphone	

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			to hear all conversations when Board members are facing away from the public table.		Revised Feb 2015 Revised March 2015	<p>system within the Board room.</p> <p>PO advised that the hearing loop was now in place and that a microphone will be available for the January meeting.</p> <p>This was referred to the February Meeting as the microphone still wasn't available.</p> <p>Installation to take place before the next meeting</p>	
ACTIONS ARISING FROM 27 NOVEMBER 2014							
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	SB	Jan 2015 Revised to Feb 2015	AH will discuss with Transformation Board with a view to PHD researchers or a suitable candidate assisting with this analysis. AH updated that this still needed discussing at Transformation Board.	

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			introduction of the new e-rostering system will assist this process				SB had spoken with patient safety, revealing cost pressures and will explore different avenues prior to the Feb meeting	
						Revised to Mar 2015	SB has contacted Cheryl Crocker (Patient Safety) to see how this can be taken forward.	
99.	14/293	CHARITABLE FUNDS ANNUAL REPORT AND ACCOUNTS	TR advised that he was currently reviewing the process that the Charitable Funds Accounts are presented for approval and a further update will be provided in March 2015.	KR/TR		March 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		
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 Revised to Feb	AH reported that a programme was now in place and encouraged	

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					2015 Revised to March 2015	Board Members to Participate The programme was ongoing – 18 consultants involved. The Reference Group will be meeting at the end of March	
105.	14/308	ENGAGEMENT STRATEGY	A reference group formed to inform the development of wider staff engagement mechanisms	<i>KF</i>	Mar 2015	Work to commence in relation to improved staff engagement. Discussions have commenced with Kings Fund in relation to the completion of a cultural diagnostic	
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 Revised to March 2015	KR advised that this action was on the CoG agenda. Although some more have been received. SL will write to the governors who still have not responded	

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ACTIONS ARISING FROM 29 th January 2015							
001	15/011	QUALITY & SAFETY QUARTERLY REPORT	The paper needs redefining to simplify parts of the report and pull out the key messages.	SB	Apr 2015	LD will arrange a meeting AH/TR/SL and authors to discuss (arranged for 19/3/2015)	
003	15/013	PATIENT EXPERIENCE	Compliments received should be shared as examples to other divisions and re-enforced across the organisation.	SB	Mar 2015		
004	15/013	PATIENT EXPERIENCE	Review the complaints regarding undiagnosed fractures, with benchmarks and comparisons that differentiate between departments and against other organisations.	AH	Feb 2015 Revised to March 2015	The meeting has been arranged for 6/3/2015	
005	15/014	MONTHLY FINANCE REPORT	PMO will be tasked with reconciling the CIP reporting with the Finance CIP information and report back to the Board	MA	Feb 2015 Revised to March 2015		
006	15/015	COMMUNICATION TO WIDER ORGANISATIONS	Thank you messages heard through Team Brief	YM	Feb 2015	Action COMPLETE	

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ACTIONS ARISING FROM 26 th February 2015							
007	15/036	HMSR DATA COMPARISONS & CODING ISSUE	Seek external advice from George Eliot hospital regarding in relation to mortality/HMSR	<i>AH</i>	March 2015		
008	15/036	C.Diff DATA	Review data from areas where c.diff is not such a problem to form shared understanding and learning opportunities	<i>AH</i>	March 2015		
009	15/036	NURSE STAFFING	Monthly updates on nurse recruitment to be provided with thin the Workforce Report.	<i>KF</i>	March 2015	Complete	
010	15/041	CANCER WAITING TIMES STANDARD	Root cause analysis should be undertaken for patients who breached the cancer waiting times and a small sub group formed to progress ambulatory pathways.	<i>SBa</i>	March 2015		
011	15/041	ROSTERING & REPORTING METHODS	Performance indicator reporting needed to be improved	<i>KF/MA</i>	April 2015		
012	15/042	FIT & PROPER PERSON REQUIREMENTS	HR will send out 'self declaration' forms.	<i>KF</i>	March 2015	Complete. Update provided at March Board	