

Board of Directors Meetings (Public): May 2013 – March 2014

MATTERS ARISING / ACTIONS TRACKER
27 March 2014

KEY:

GREEN	ACTION COMPLETE	AMBER	ACTION ON TRACK	YELLOW	UPDATE REQUIRED	RED	ACTION OVERDUE
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7.	13/85	MONTHLY QUALITY AND SAFETY REPORT – PPC WORKFORCE	Directors noted that the recent PPC workforce change will be reviewed in 3 months to check the effectiveness and benefits.	JT	MAR 2014	This action remains ongoing. The review of the PPC model utilising a full resource calculator had commenced and will be complete by the end of March	
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	MAR 2014	Stage 2 of the Clinical Service planning activity is underway, with Healthcare Planners having been engaged to support detailed analytical work at service line (clinical specialty) level – running until the end of March 2014 and including clinical and managerial engagement to produce strategic plans at a specialty level.	

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ACTIONS ARISING FROM MEETING 7TH NOVEMBER 2013							
19&20.	13/138	REGULATORY – DISCRETIONARY REQUIREMENTS – KEOGH – NEWARK STRATEGY	The Newark Operational plan that will be developed by the end of December 2013 following the completion of the work stream groups.	JT/PW	DATE REVISED TO MAR 2014	A detailed update on the 5 work streams and their progress was submitted to the BoD and the CCG Governing bodies in Jan 2014. It has now been agreed that the detailed operational plan will be complete by the end of march 2014 but agreed implementation work continues in the meantime	
23.	13/138	REGULATORY – DISCRETIONARY REQUIREMENTS – KEOGH – WARD PERFORMANCE INFORMATION	PO requested that a report be presented to the March 2014 Clinical Governance and Quality Committee pertaining to a 3 month assessment of the Ward dashboards and ward performance	SB	MAR 2014	This action remains on track	
28.	13/138	REGULATORY – DISCRETIONARY REQUIREMENTS –	AH reported that regular reports pertaining to NEWS will be submitted to the Board on a	AH	MAR 2014	Action on track	

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		KEOGH- NEWS	quarterly basis from March 2014 onwards					
29,30	13/138	REGULATORY – DISCRETIONARY REQUIREMENTS – KEOGH- SUPPORTING STRUCTURES AND SERVICES	A paper will be submitted to the January 2014 Board of Directors meeting providing a report on radiology capacity in January 2014 A review of the current working practice will be undertaken in November 2013 and a report will be submitted to the Executive Team in December 2013 followed by a paper to the Board of Directors in January 2014	JT	JAN 2014		COMPLETED An update was provided in the private session of the Board of Directors meeting held on 27 February 2014	
ACTIONS ARISING FROM 19 DECEMBER 2013								
33.	13/168	MATTERS ARISING – PATIENT MOVES	AH proposed that further work be undertaken to ascertain whether the 4 moves is associated with the patients complex medical needs or medical workforce pressures. MC requested that when feedback is provided, information pertaining to what exactly the risks are associated with patients moves	JT/AH	FEB 2014		COMPLETED JT confirmed that clarification will be provided in a report to the February Board of Directors meeting regarding inappropriate moves.	

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			and also the risks of being an outlier are and how these risks will be addressed.				
41.	13/176	FINANCIAL PERFORMANCE REPORT	MC proposed that in 2014/15 each divisional cost line is linked with an appropriate CIP	FS	APR 2014	Action on track	
42.	13/180	CQC- REVIEW OF COLCHESTER	RD confirmed that he would liaise with the Trust's Internal audit team with a view to them providing a 3 rd party opinion following the Trust assessment against the failings at Colchester.	RD	APR 2014	RD updated that he had spoken to JT, FS and KR and agreement had been reached that this matter should be assessed internally but not necessarily by the Trust's internal audit team. Consideration would be given whether to include this review in the 2014/15 internal audit programme	
ACTIONS ARISING FROM 30 JANUARY 2014							
48.	14/018	ESTATES STRATEGY	MC requested that the strategy identify clear links to the benefits of the changes and provide further reference to the PFI and any surplus estate that	PW	MAR 2014	The business case for the 1 st phase of implementation will describe these benefits in detail. The document	

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			<p>the Trust currently holds.</p> <p>CW requested that the strategy be more “public facing” and further explanation be included to support the Trust’s decision to reduce the theatre accommodation from 9 to 5.</p> <p>GMc requested that a clear benefit realisation statement be included pertaining to the effect of the incorporation of the Estates Strategy on backlog maintenance.</p>	<p>PW</p> <p>PW</p>	<p>MAR 2014</p> <p>MAR 2014</p>	<p>contains a particular focus on King’s Mill Hospital and the rationalisation of its estate. The next phase of strategy development will encompass Newark Hospital and Mansfield Community Hospital and will have a published summary. The business cases will contain a detailed evaluation of its capacity</p>	
ACTIONS ARISING FROM 27 FEBRUARY 2014							
49.	14/040	PATIENT STORY	<p>Following concerns raised regarding the failings within the primary care setting AH agreed to look at implementing a robust method of sharing failings with our primary care partners to ensure patient pathways are of a high standard throughout.</p>	AH	MAR / APR 2014		
50.	14/045	CHIEF EXECUTIVES REPORT	<p>KF advised that she was now in a position to share the staff</p>				

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			survey results for SFH and these will be shared accordingly. A more detailed comparison analysis against other Trusts will be provided at the next Board of Directors meeting.	KF KF	MAR 2014 MAR 2014			
51.	14/050	TRANSFORMATION AGENDA	Directors NOTED the Service Improvement Strategy and requested that a further update be provided at the March 2014 Board of Directors meeting	AH	MAR 2014			
52.	14/051	GOVERNING DOCUMENTS	KR advised that a further update paper charting progress associated with the constitutional changes will be presented to the March Board of Directors meeting.	KR	MAR 2014			