




Meeting Date:

November 2016

Agenda item number: 3

Enclosure 2

## Part 1 – Action Log November 2016

 Action completed
  Action is not yet complete but on track
  Action has slipped

Mtg Date	Minute ref & Agenda	Issue	Action	Purpose	Update	Lead	Target Date
Jan 2016	2016.1.8	Quality & Safety – Performance Report	Mrs Francke to confirm the appropriate time for a demonstration of the EPR system and arrange that.	Information	Scheduled to attend board meeting in February 2017	R Preen	Complete
July 2016		Quality Report	RF/SG to finalise CQUIN with CCG as a matter of urgency. RF to escalate this to the Chief Executive if this is not agreed in the near future.	Assurance	The outstanding issue has been agreed, we have written to the CCG confirming that we are in agreement with the wording, and we are awaiting the contract variation.	R Preen	Complete

July 2016		Complaints Annual Report	Compliments can be received in a number of ways. Consider ways of capturing these compliments which does not increase bureaucracy.	Assurance	We are trialling use of a simple electronic form aimed at making it easy for teams to send in compliments.	J Thornby	December
July 2016		Workforce Strategy	Ensure that the implementation of the strategy involves all staff. Ensure that staff in services understand how their roles may/will change in the future.	Information	Will be addressed via range of mechanisms including Clinical Forum, upcoming workforce workshops, JNP and wider staff communications.	J Thornby/S Gregory	December
July 2016		Estates	Dashboard on compliance to go in to the performance report	Assurance	This is in development as part of the overall Estates Reporting	M Duffy	Complete
July 2016		Governance Report	Lead directors to consider objectives with no risks currently attached to them.	Assurance	This particularly relates to reflecting on issues from the CQC report. That has now been captured in our BAF – complete.	All / J Thornby	Complete

July 2016		Questions from members of the public	Mr Gregory to arrange for investigations to be carried out when further details of the patient story are provided.	Assurance	Update to be provided at the meeting	S Gregory	September
September 2016	2016.5.99	Chief Executive's Report	Mr Ridley to write to Mr Cooper and Mr Ho to thank them for their extra contributions following the quality summit.	Information		M Ridley	Complete
September 2016	2016.5.100	Quality and Safety	Self-assessment of Board Governance to be updated	Assurance	Update of Board self assessment against well led standard to be carried out in January	J Thornby	January
September 2016	2016.5.108	Estates strategy	Further iteration of Estates Strategy to be presented to the Board at the November meeting.	Assurance	The strategy will be brought to the January meeting, when the supporting year 1 plan will also be available.	M Duffy	January

September 2016	2016.2.110	Charitable Funds Committee Terms of Reference	Amendments to the terms of reference to be made and then presented at a future meeting for approval.	Assurance	Deferred to January meeting as part of Board agenda planning	R Preen	January
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