

Public Trust Board Action Log at 5 December 2019

Action			Assigned To	Due Date	Status / Response
1.	TB (10/19) 008	Reflect on the STP/SBAF issue and a draft document produced for wider consideration of the Board.	RS/TL	Nov 2019	Due in January
2.	TB (10/19) 009	Assist positive messaging to managers around the placement of long-term sick employees into other jobs.	RG	Nov 2019	Ongoing
3.	TB (09/19) 001	Discuss and consider how patient stories could be embedded into the WeLearn process.	PG, KD, RW	Nov 2019	On agenda
4.	TB (10/19) 010	Request that the Quality and Safety Committee consider producing a CQC inspection readiness review.	KD	Dec 2019	Ongoing
5.	TB (10/19) 010	Produce a briefing note on policies to bring to a future Board meeting.	KD	Dec 2019	On agenda
6.	TB (09/19) 013	IQPR - consider changes to the report to simplify the data and provide more clarity/selectiveness in the data in the "At a Glance" information (progress through CLE then Quality and Safety Committee).	DB	Dec 2019	To be discussed in executive away day
7.	TB (05/19) 010	Progress clean air planning for the Trust to include electric vehicle option	TL	Dec 2019	Delayed by tender
8.	TB (11/19) Patient Story	Complete an audit on how systemic the issue of not booking radiology in advance for procedural operations with a predicted discharge resulting in increased length of admission, and to introduce a process to avoid reoccurrence.	RB	Dec 2019	Ongoing
9.	TB (11/19) 014	Consider the inclusion of an explanation as to why something was thought to be a problem in the IQPR At a Glance Report.	DB	Dec 2019	Ongoing
10.	TB (11/19) 023	Discuss the control total and recovery plan to feedback the position to the Board.	DM	Dec 2019	Done

Action			Assigned To	Due Date	Status / Response
11.	TB (11/18) 006	Future R&D board development session proposed with primary care colleagues (led by Prof Lasserson)	TL	Ongoing	To be confirmed
12.	TB (11/19) Chairman's Comments	Return the learning disabilities accreditation programme to the action tracker.	KD	Ongoing	Done
13.	TB (09/19) 017	Provide reflection to the EQC in four to five months, as to whether the MOH protocol instigations were working.	PG	Jan 2020	Not yet due
14.	TB (05/19) 015	Create single reporting template for pillar plan data supporting 2020 vision	TL	July 2019 Jan 2020	Not yet due
15.	TB (11/19) 002	Revisit the recovery of overseas visitor funds in January.	KD/DM	Jan 2020	Not yet due
16.	TB (11/19) 020	Complete the outstanding actions in Annex A and B of paper <i>TB (11/19) 020 Serious Incident Investigations: mid-year report</i> by January 2020 for analysis of the impacts of the actions.	KD	Jan 2020	Not yet due
17.	TB (11/19) 003	Mrs Gardner to detail the route to a green IC rating at the next Quality and Safety Committee	PG	Jan 2020	Not yet due
18.	TB (11/19) 001	PG to return with a further Paro Seal evaluation to the quality and safety committee in April 2020	PG	April 2020	Not yet due

Trust Board Attendance Register 2019/20

TB (12/19) 026

Trust Board Members		04-Apr-19	02-May-19	06-Jun-19	04-Jul-19	01-Aug-19	05-Sep-19	03-Oct-19	07-Nov-19	05-Dec-19	02-Jan-20	06-Feb-20	05-Mar-20
Mr R Samuda	Chairman	Y	Y	Y	Y	Y	Y	Y	Y				
Mrs O Dutton	Non-Executive Director	Y											
Ms M Perry	Non-Executive Director	Y	Y	Y	Y	Y	Y	Y	Y				
Prof K Thomas	Non-Executive Director	Y	Y	N	N	Y	Y	Y	Y				
Mr H Kang	Non-Executive Director	N	Y	Y	Y	Y	N	Y	Y				
Mr W Zaffar	Non-Executive Director	Y	Y	N	Y	Y	Y	Y	Y				
Mr M Hoare	Non-Executive Director	Y	Y	Y	N	Y	Y	Y	Y				
Mr M Lavery	Assoc. Non-Executive Director	Y	Y	Y	Y	N	Y	Y	Y				
Mr T Lewis	Chief Executive	Y	Y	Y	Y	Y	Y	Y	Y				
Ms D McLannahan	Acting Director of Finance	Y	Y	Y	Y	N	Y	Y	Y				
Ms R Barlow	Chief Operating Officer	Y	Y	N	Y	Y	Y	Y	Y				
Prof D Carruthers	Medical Director	Y	Y	Y	Y	Y	Y	Y	Y				
Mrs P Gardner	Chief Nurse	Y	Y	Y	Y	Y	Y	Y	Y				
Mrs R Goodby	Director of People and OD	Y	Y	Y	Y	Y	Y	N	Y				
Miss K Dhami	Director of Governance	Y	Y	Y	Y	N	Y	Y	Y				

Y	Attended meeting
N	Apologies were provided