

OPEN ACTION LOG AS AT OCTOBER 2018

Board Date	Minute Ref	Topic	Action	Lead	Due Date	Comment
27/09/18	O-123/2018	Quality Report and Learning from Mortality Reviews Q1 Report	A summary of the improvement work with patients developing sepsis whilst in hospital provided in future reports	ST	October	
27/09/18	O-125/2018	Performance Report	Include key data from the performance analysis in future reports	TS	October	
27/09/18	O-134/2018	Governors' Code of Conduct	Change wording from Trust Executives to Board members	AS	ASAP	Complete
27/09/18	O-133/2018	Board Assurance Arrangements	Review the TORs for the Executives' Remuneration and Appraisal and Nominations committees	LM	November	
26/07/18	O-100/18	Staff Story	<p>Improve recruitment and retention the following comments were noted:</p> <ul style="list-style-type: none"> • Improve manager training • Focus on health and wellbeing • Managers should be more caring • More focus on Ashford workforce • Promote consistency of working on the wards • More access and insight into the challenges senior leaders face 	LM	FOR INFORMATION	To be considered at People Committee
26/07/18	O-107/18	Performance Report	Work with MAB and consider producing data to demonstrate the impact of bed and department occupancy on performance.	TS/MAB	CLOSED	TS and MAB received an analysis indicating the link between ED occupancy (minors and majors), bed occupancy and DTAs in ED at midday with ED

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						performance and ambulance handover performance. This provides useful additional data for the performance report and for operational management purposes.
26/07/18	O-108/18	Balanced Scorecard	Consider Masterclass on theatre utilisation.	JAT	OCTOBER	On the Masterclass Schedule await confirmation
27/09/18	O-125/2018	Performance Report	It was agreed to include key data from the performance analysis in future reports.	TS	OCTOBER	
26/04/18	O-43/2018	Health and Safety Report	The Chairman requested that near misses be included in the report going forward as recording of near misses was a good indicator of a robust health and safety culture.	SM	OCTOBER	On Agenda

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DUE AT A FUTURE MEETING						
27/09/18	C-134/2018	Board Assurance Arrangements	Review the TOR for the Executives' Remuneration and Appraisal and Nominations Committees.	LM	NOVEMBER	
31/05/18	O-73/2018	Balanced Scorecard	Rework and update the kite-mark on data quality assurance in line with the new Strategic Objectives.	SM	NOVEMBER	
30/03/18	O-30/2018	Annual Business Plan 2018/19	It was suggested that we provide a link to Pathology activity for next year and include a Divisional Report in the quarterly Business Plan Quarterly Progress reports.	SM	TBC	
CLOSED ACTIONS for REFERENCE						

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28/09/17	O-117/2017	Quality Report <i>Complaints Performance</i>	Update on the current work being undertaken to improve the methodology underpinning all complaints performance measures and determine what system and process modifications are needed to streamline the process.	ST	CLOSED	Work is ongoing and monitored through QPC.
28/09/17	O-130/2017	Questions From The Public	<i>Patient Concern</i> Review the wording of patient letters and improve the Trust's level of communication to patients. This work to be undertaken with our clinical office teams.	JAT	CLOSED	Work ongoing
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