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	Action completed
*	Moved with agreement

Agenda item: 6

**EAST AND NORTH HERTFORDSHIRE NHS TRUST  
TRUST BOARD ACTIONS LOG PART I TO JANUARY 2013**

Meeting Date	Minute ref	Issue	Action	Update	Responsibility	Target Date
25 July 2012	12/147.6	Cardiology - PPCI service	Report back to FPC and Board on performance and financial position when 24/7 PPCI service is up and running	Divisional Executive Committee to consider implementation plan in Jan 2013, with a view to implementation in mid 2013	Divisional Chair and Director, Medicine	<b>TBC (expected end of Q2)</b>
25 July 2012	12/147.15	Research & Development	Provide six-monthly report on R&D and monthly reports against KPIs in data pack	KPIs now on floodlight scorecard. Report due to be presented to RAQC in Feb 2013 and reported to Board through the RAQC report	Medical Director	<b>January 2013 (paper) *February 2013</b>
25 July 2012	12/147.20  12/150.8	People & Workforce Development Strategy	Seek input from Mrs Crowther and Mr Smallwood on People & Workforce Development Strategy, then bring revised strategy to a Board development session. Also ensure that, through the strategy, there is greater visibility of workforce productivity measures at Board level: these need to include bank and agency metrics.	In progress  October update: progress noted but Board stressed importance of bringing the strategy to a Board development session as soon as possible.  December 2012: Board Development session took place on strategic workforce issues, which will also be used to inform the final draft of the Workforce Development Strategy. <b>The Board is asked to consider a revised timeline for consideration &amp; approval</b>	Director of Workforce and OD	<b>Oct 2012</b>  <b>(TBC, new proposed date February 2013)</b>

NB In line with the current Board development programme, the Board agenda/annual cycle is currently being reviewed; this may lead to new timescales for previous actions or delegation to a Board committee

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				of the strategy.		
28 Nov 2012	12/217.8	Trust Vision measures – Phase 2	Establish process to consult with and consider the views of patients, staff and external stakeholders on how they would view the Trust as “being amongst the best” (delegated to RAQC)	Discussions held with Head of Engagement. Plans to include in 2013/14 Engagement Plan: this may be linked to consultation on new strategic objectives	Company Secretary with Director of Business Development	<b>March 2013</b>
19 Dec 2013	12/216.25	Minutes	Confirm final total for cohort of nurses who joined Trust in Oct 2012 (for minutes)		Director of Nursing/ Trust Secretary	<b>Jan 2013</b>
19 Dec 2013	12/237.19	Disciplinary cases	Obtain benchmarking data on how the Trust’s incidence rate of disciplinary cases compares with other trusts served by Capsticks and also if possible other organisations served by the company outside the NHS.	Jan 2013: Some benchmarking data included in Workforce Report presented to FPC; further benchmarking being explored. RAQC has commissioned review of this area.	Director of Workforce & OD	<b>Jan 2013</b> <b>*Feb 2013</b>

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