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Agenda item: 6

**EAST AND NORTH HERTFORDSHIRE NHS TRUST
TRUST BOARD ACTIONS LOG PART I TO FEBRUARY 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	TBC (expected end of Q2)
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	January 2013 (paper) *February 2013
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. The Board is asked to consider a revised timeline for consideration & approval	Director of Workforce and OD From February 2013 this will be led by the Deputy Director of Workforce & OD	Oct 2012 *TBC (see update)

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. February 2013: Work to date to be reviewed by Deputy Director of Workforce & OD and new timescale to be agreed		
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	March 2013
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. February 2013: Work to date to be reviewed by Deputy Director of Workforce & OD and new timescale to be agreed	Director of Workforce & OD From February 2013 this will be led by the Deputy Director of Workforce & O	Jan 2013 *Feb 2013 *TBC (see update)
30 Jan 2013	13/07.9	Francis Report	Bring paper on main themes of Francis Report and implications for the Trust to the next meeting		Chief Executive	Feb 2013
30 Jan 2013	13/08.4	ARC programme	Bring discussion paper on ARC	Board development session to be held in March on culture and Francis Report. Annual staff survey results now received and analysis	Chief Executive	March 2013

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				being undertaken. This will be reported through RAQC to the Board		
30 Jan 2013	13/09.14	Pharmacy	Explore issue of long pharmacy delays and lack of communication	This issue is due to be considered at the next performance review and will be taken forward through this process. The Pharmacy department is currently achieving amber on its outpatient waits but recognises that its performance has dipped recently, correlating to an increased workload. The department has an action plan in place to improve efficiency and is reviewing dispensing rotas, the queuing system, the prioritisation of workload and communications to outpatients.	Director of Operations	March 2013
30 Jan 2013	13/10.7	RAQC report	Pick up review of quality and safety indicators on floodlight in each RAQC report, to provide assurance	Included in RAQC report	Company Secretary	Feb 2013 and ongoing

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