

OPEN ACTION LOG AS AT APRIL 2018

| Board Date | Minute Ref | Topic | Action | Lead | Due Date | Comment |
|------------|------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|--------------------------------------|--------------------------------------------------------------|
| 30/03/18 | O-27/2018 | Chairman's Report | Bereavement services will be improved on reconfiguration of the front of the hospital. Investigate what we can do to improve bereavement services in the interim. Include the following areas as part of the Board Walkabout Programme: Early Supported Discharge for Stroke team at Milford and the Bradley Neurorehabilitation Unit in Woking Community Hospital. | ST ST/LD | May May | |
| 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 | CLOSED | Include in the next Business Plan Quarterly Progress reports |
| 30/03/18 | O-32/2018 | Governance Model Paper | Strategic Change Committee to be convened quarterly and to utilise the masterclass slot for this purpose. Current chairs of the sub-board committees to arrange a meeting to discuss the development and initialisation of the new committees with particular focus on refreshing the terms of reference and membership. The Board agreed that the Digital Strategy will benefit from single Board focus. | SR AF SR/SM | September May/June May | Ongoing Establish an Integrated Digital Committee |

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| 30/03/18 | O-34/2018 | Quality Report | The Chief Executive asked if we could make it clearer in the narrative that the number of medication errors is falling and that correspondingly we are actively promoting the reporting of all incident types | ST | April | |
| 30/03/18 | O-40/2018 | Information Governance Toolkit (IGT) | <ul style="list-style-type: none"> Assurance Report would be submitted to Board in May. A suggestion was made to use the board masterclass to undertake mandatory training. | SM LM | May TBC | |
| 26/01/18 | O-03/2017 | Matters Arising and Action Log | It was AGREED that any actions resulting from the patient story will be recorded on the action log together with the executive(s) responsible; thereby providing assurance that the issues are being addressed and managed. | All | CLOSED | To be progressed as required. |
| DUE AT A FUTURE MEETING | | | | | | |
| 25/05/17 | O-63/2017 | Trust Risk Register (TRR) | It was recommended to consider bringing an end of year summary to Board, providing a broad spectrum review of the longer list of risks. | ST/MW | June/July | Due at QPC in June and subsequently to Board. |
| 28/09/17 | O-119/2017 | Performance Report | Schedule a masterclass on RTT and other elective performance standards. | JAT | April | Deferred from March |
| 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 | SM | July | |

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| | | | Quarterly Progress reports. | | | |
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| CLOSED ACTIONS for REFERENCE | | | | | | |
| 27/07/17 | O-99/2017 | Quality Report | Improve the stroke pathway and enable direct access for patients. | TS | CLOSED | Time scales and progress on this issue to be monitored at the Quality & Performance Committee. |
| 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 |
| 26/01/18 | O-03/2017 | Matters Arising and Action Log | It was AGREED that any actions resulting from the patient story will be recorded on the action log together with the executive(s) responsible; thereby providing assurance that the issues are being addressed and managed. | All | CLOSED | To be progressed as required. |