

**MATTERS ARISING**

**CURRENT TARGETS**

| <b>Target Date</b> | <b>Month/Minute/Item</b>  | <b>Action with</b>         | <b>Detail &amp; Response</b>   |
|--------------------|---|----------------------------|--|
| May 2017           | April 2017<br>072/17 Minutes of the meeting of the Quality and Performance Committee held on 22 February 2017 | <b>MW</b>                  | The minutes of the meetings of the Quality and Performance Committee held on 22 February 2017 be deferred to the next meeting. <i>These minutes appear later in the Agenda. Completed.</i>   |
| May 2017           | April 2017<br>073/17 Financial Performance Report – Capital Investment Programme 2017/18                      | <b>MA</b><br><br><b>SS</b> | <p>The Nursing Director was invited to submit to the Quality and Performance Committee the allocation of the Environmental Fund. <i>This has been included in the Workplan for the Quality and Performance Committee. Completed as a Matter Arising.</i></p> <p>The Acting Finance Director said that the plan is to conclude the asset audit by mid-summer 2017 and then RAG the assets to determine how best to use the Medical Equipment Fund monies. It is proposed to pre plan for 50% of the monies with 50% being for ad hoc assets. It was agreed that the Audit and Assurance Committee should receive an update following the audit. <i>This has been included in the Workplan for the Audit and Assurance Committee. Completed as a Matter Arising.</i></p> |
| May 2017           | April 2017<br>078/17<br>Safety Alert – Nasogastric Tube replacement – Assurance Report                        | <b>SE/AS</b>               | The audit will be undertaken in August 2017 with the results being presented to the Senior Nursing Committee and the Quality and Performance Committee. <i>This has been included in the Workplan for the Quality and Performance Committee. Completed as a Matter Arising.</i>  |

**FUTURE TARGETS**

None

## COMPLETED TARGETS

| Target Date | Month/Minute/Item   | Action with                      | Detail & Response   |
|-------------|---|----------------------------------|---|
| April 2017  | February 2017<br>008/17 Audit and Assurance Committee – 18 January 2017 | <b>DL/RG</b>                     | Dr Feehily asked for information on the process for sharing internal audit reports. The Chief Executive said that each internal audit report now has an Executive sponsor and all reports will be presented to the Audit and Assurance Committee for that Committee to determine whether there are issues within those reports which should be referred to other Board Committees. <i>Completed.</i>  |
| April 2017  | February 2017<br>042/17 Nurse and Midwifery Staffing Report             | <b>MA/PG</b><br><br><b>MA/PG</b> | The Chief Executive asked that the data for Medicine Division needs to be complete and this will be included in the next report. <i>Completed.</i><br><br>The Chief Executive asked how the correlation between harm and staffing levels was undertaken. In response the Deputy Nursing Director said that pressure ulcers etc are included in the Safety Thermometer and a root cause analysis is undertaken which looks at whether staffing levels have contributed to any harm. He acknowledged that further work is required in this area. The Nursing Director added that the Deputy Nursing Director is taking forward learning from a recent nursing summit and will be visiting North East Hertfordshire Trust in May 2017 to learn from them with the outcome being reported to the Quality and Performance Committee. <i>Completed as a Matter Arising.</i> |
| April 2017  | February 2017<br>043/17 Operational Plan 2017 -19                       | <b>SP</b>                        | In response to a question from the Chair the Director of Clinical Strategy said that copies of the Plan in braille are available on request. The new web platform will provide opportunities for Trust documents to be more readily accessible and she will review format of the Plan when published. <i>Completed.</i>   |
| April 2017  | February 2017<br>046/17 Governor Questions                              | <b>MW</b>                        | Mrs Davies suggested that a glossary of abbreviations/acronyms be prepared to help understanding of the Board papers. The Chair agreed that the feasibility of such a glossary will be reviewed. <i>Governors have been provided with the link to a Jargon Buster document on the GovernWell Section of NHS Providers website which helps in explaining some of the acronyms which they come across in their role. Completed.</i>   |