

**TRUST BOARD ACTION LIST FROM JANUARY 2011**

<b>Minute Point Reference</b>	<b>Details of action agreed</b>	<b>Action by whom</b>	<b>Timescale</b>	<b>Progress &amp; Updates</b>
<b>TB44.10/10</b>	<b>Governance Framework for the Management of Charitable Funds</b> – protected Board session on the role of the Corporate Trustee to be organised.	Director of Finance	27/10/2010 Revised date 8/2/2011	Update to be given to the Trust Board in February 2011.
<b>TB115.1/10</b>	<b>Performance Report</b> Director of HR and OD to present a report to the Trust Board outlining an action plan in relation to the Trust's occupational health service.	Director of HR and OD	11/01/2011	Completed
<b>TB128.1/10</b>	<b>Performance Report</b> Quality metrics and clinical indicators being reviewed and updated information to be included within Performance Reports in February/March 2011.	Director of Nursing	8/2/2011	Quality dashboard information to be included within February report.
<b>TB130/10</b>	<b>Any Other Business</b> 1. Slot availability for WCH in relation to Choose & Book to be further investigated. 2. Suitable ways of recognising 100% attendance by staff to be looked into.	Deputy Chief Executive/COO Director of HR	11/01/2011	Completed
<b>TB9a/11</b>	<b>Performance Report</b> Chairman to write to the Infection Control Team to thank them.	Chairman	8/2/2011	Letter sent – action complete