

TRUST BOARD ACTION LIST FROM APRIL 2011

Minute Point Reference	Details of action agreed	Action by whom	Timescale	Progress & Updates
TB44.10/10	Governance Framework for the Management of Charitable Funds – protected Board session on the role of the Corporate Trustee to be organised.	Director of Finance	14/6/2011	Issue being progressed via Charitable Funds Committee and to be discussed at the next Trust Board Development Session.
TB128.1/10	Performance Report Quality metrics and clinical indicators being reviewed and updated information to be included within Performance Reports in February/March 2011.	Acting Director of Nursing	5/4/2011	Indicators included in April 2011 Report. Action complete
TB21a/11	Performance Report i. The outcome of the investigation into the increase in the mortality rates to be reported to the Governance Committee and the Trust Board.	Acting Director of Nursing	10/5/2011	Update to be given to the Trust Board in May 2011 following end of year review in April 2011.

TB29/11	Matters Arising: Director of Finance to speak directly to Mrs C Wharrier regarding SLAs.	Director of Finance	5/4/2011	The Director of Finance had spoken directly to Mrs Wharrier regarding the issue. Action complete.
TB36a/11	Charitable Funds Annual Report and Accounts: Trust's Communications Department to communicate details of Charitable Funds spending.	Director of Finance	5/4/2011	Communications Department had issued details of Charitable Funds spending and will continue to publicise this. Action complete.
TB45/11	Chief Executive's Report: Chairman to send letter of thanks to those staff involved in the recent CQC spot check visit.	Chairman	10/5/2011	Action complete
TB46d/11	Carbon Management Plan: Update report to be presented to the Board on a quarterly basis and to add to the Trust's Board Cycle.	Deputy Chief Executive/Chief Operating Officer & Company Secretary	10/5/2011	Action complete.
TB49B/11	Governance Committee Terms of Reference: Company Secretary to review TOR and to appoint another NED to the Committee.	Company Secretary	10/5/2011	Action complete.