

**TRUST BOARD ACTION LIST FROM SEPTEMBER 2011**

Minute Point Reference	Details of action agreed	Action by whom	Timescale	Progress & Updates
TB44.10/10	<b>Governance Framework for the Management of Charitable Funds:</b> 1. Protected Board session on the role of the Corporate Trustee to be organised.	Director of Finance	05/07/2011	Discussed at Board Development Session – action complete.
TB83c/11	<b>Workforce Report:</b> In relation to the appraisal data, the Director of HR explained that medical staff were not included and this would be added in future reports.	Director of Human Resources	4/10/2011	To be included in October Performance Report – action complete.
TB84b/11	<b>Carbon Management Plan Update:</b> 1. To look into the proposed date of the Energy Awareness Week. 2. To provide periodic updates to the Board and to look at the Trust linking into other initiatives.	Director of Finance Director of Finance	06/09/2011 06/09/2011	Verbal updates given at September Board – action complete.
TB84e/11	<b>Update on Single Equality Scheme:</b> 1. Board to receive a copy of the Equality & Diversity Annual Report. 2. The Governance and Quality Committee to monitor Equality and Diversity Action Plan	Director of Human Resources Director of Human Resources	06/09/2011 Amended date 17/1/2012 22/11/2011	