

TRUST BOARD ACTION LIST FROM MAY 2012

Minute Point Reference	Details of action agreed	Action by whom	Timescale	Progress & Updates
TB110b/11	Clinical Strategy Update: Costings for clinical strategy to be presented at January meeting.	Chief Executive	17/4/2012	Work was continuing with the CCG on the Clinical Strategy and was linked into the Trust Contract. – Action ongoing
TB19a/12	Real Time Patient Satisfaction Report: The CQC national outpatient survey results which showed the Trust to be average to be looked into in further detail and reported back to the Trust.	Acting Director of N&Q	19/6/2012	Presentation at June meeting. Action complete.
B39b/12	Performance Report: 1. The Acting Director of Nursing and Quality would present further information relating to Complaints to Trust Board at the May meeting, in conjunction with the real time patient experience monitoring.	Acting Director of N&Q	19/6/2012	Presented at June meeting. Action complete.

TB40a/12	Patient Safety Walkabouts: 1. Consideration to be given to determine how the timing of the visits may be best managed. 2. A report, consolidating all the findings would be presented to the Trust Board after 6 months of site visits (September 2012)	Acting Director of N&Q Acting Director of N&Q	11/09/2012	Review of walkabouts and report of findings to be presented to the Board in September.
TB40b/12	Staff Survey Action Plan: The report to be brought back to a future Trust Board meeting with more information and statistical evidence to back up the information provided	Director of Human Resources	19/06/2012	Presented at the June meeting. Action complete.
TB48b/12	Trauma Accreditation: Director of Operations to provide further detail on the governance arrangements, membership of the Board and communication with other key players.	Director of Operations	19/06/2012	Update to be given at the June Board meeting.
TB49a/12	Performance Report: i. The Director of Operations to look at the processes within A&E in relation to unplanned re-attendance rates, and particularly multiple attendees, and how these were addressed with community providers. ii. Risk adjusted mortality and MSSA to be included in Quality Report in June. iii. Details of 'outliers' in the workforce report to be outlined in future. iv. Draft workforce matrix to be circulated before June Board meeting.	Director of Operations Acting Director of Nursing Director of HR Director of HR	19/06/2012 19/06/2012 19/06/2012 19/06/2012	Update to be given at the June meeting. Action complete. Information to be included in June report. Action complete. Information to be included in June report. Action complete. Workforce matrix circulated. Action complete.

TB50f/12	Trust Board Cycle of Business: Audit Committee minutes reporting dates to be reviewed on the Cycle for 2012/13.	Acting Director of Governance	19/06/2012	Dates reviewed and Cycle re-circulated. Action complete.
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