

**TRUST BOARD ACTION LIST FROM SEPTEMBER 2012**

Minute Point Reference	Details of action agreed	Action by whom	Timescale	Progress & Updates
<b>TB40a/12</b>	<b>Patient Safety Walkabouts:</b> 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	Timing revised – Action Complete  Report presented - Action Complete
<b>TB48b/12</b>	<b>Trauma Accreditation:</b> Director of Operations to provide further detail on the governance arrangements, membership of the Board and communication with other key players.	Director of Operations	11/09/2012 Revised dated Dec 2012	Ongoing. The Director of Operations to bring back an update to Trust Board in 3 months time.
<b>TB75c/12</b>	<b>Update of Trust's Position on the Contract for 2012/13, Quality Improvements and Financial Turnaround:</b> 1. A column to be added to the Trust's dashboard, outlining the CQUIN measures and details of those responsible for delivery. 2. Details of the CQUIN targets to be outlined at the September Board meeting.	Director of Nursing  Director of Nursing	11/09/2012  11/09/2012	Reports updated – Action Complete  Details outlined – Action Complete

<b>TB76d/12</b>	<b>Performance Report:</b> A report, providing more detail on the sickness issues and action taken to resolve these, along with a comparison against other Estates Departments in acute trusts, to be presented to the Board in September.	Director of HR	11/09/2012	Report updated – Action Complete.
<b>TB84/12</b>	<b>Clinical Presentation: Dementia</b> Matron Tomlinson to be invited back to Trust Board in the New Year to update members on the Dementia Services within NCUH	Company Secretary	22/01/2013	Board to be updated at January Board meeting.
<b>TB87c/12</b>	<b>Carbon Management Plan:</b> The allocation of capital funding in relation to carbon management plans to be finalised by the Director of Finance/Director of Estates and Facilities	Director of Finance/ Director of Estates and Facilities	09/10/2012	Update to be given at October Board Meeting
<b>Tb88/12</b>	<b>Operational Performance:</b> 1. The Director of Operations to discuss with Northumbrian Counterparts (Chris Biggins/Elaine Henderson the 5% national target for unplanned re-attendance rates for A&E to try and improve our own target data. 2. The Director of Operations to include the DTOC information into the dashboard and in the narrative.	Director of Operations	09/10/2012	Update to be given at October Board Meeting
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<b>TB89b/12</b>	<b>Governance and Assurance:</b> A Board development session to be arranged and the patient safety/mortality item to be deferred to that day for discussion	Company Secretary	09/10/2012	Development session arranged for 9 October – Action Complete
<b>TB91/12</b>	<b>Annual Reporting:</b> The Director of Finance to feedback to Trust Board in October on the issues in the preparation of the Annual Accounts	Director of Finance	09/10/2012	Update to be given at October Board Meeting

<b>TB92/12</b>	<b>Any Other Business:</b> The Trust Board agenda to be amended so that the Quality items are dealt with first on the agenda	Company Secretary	09/10/2012	Agenda amended – Action Complete
<b>TB94/12</b>	<b>Single Operating Framework:</b> 1. Document to be updated to reflect actions in sections TFA Progress, Governance Risk Ratings, Quality and Board Statements. 2. Report to clearly identify accountable officers for the delivery of all issues. 3. Director of Operations and Head of Corporate Affairs/Acting Company Secretary to streamline sign-off process for the Framework.	Director of Operations  Director of Operations Director of Operations/ Head of Corporate Affairs	09/10/2012  09/10/2012 09/10/2012	Document updated. Action complete.  Document updated. Action complete. Sign-off process now streamlined. Action complete.