

**TRUST BOARD ACTION LIST FROM NOVEMBER 2013**

Minute Point Reference	Details of action agreed	Action by whom	Timescale	Progress & Updates
TB94/13	<b>Audit Committee Annual Report</b> (TB89e/13): Mr Evens to report back to Trust Board on how the Audit Committee Annual Report could be brought forward from its current date.	Mark Evens	January 2014	Report discussed at meeting on 10 December. Action complete.
TB97ai/13	<b>Governance and Leadership</b> 1. The outputs from the Assurance Committee meeting in October to be reported to the Board meeting in November 2. The Trust Assurance Framework to be updated to include special measures	Ramona Duguid  Ramona Duguid	26/11/2013  26/11/2013	On November agenda. Actions complete.
TB97aiii/13	<b>Lack of Support for Staff</b> The outcomes from the development sessions to be presented to the Board meeting in November.	Damian Gallagher	26/11/2013	On November agenda. Action complete.
TB97b/13	<b>Safety and Quality Quarter Two Report</b> Pressure Ulcer benchmarking data to be added to the report so the Trust could see where it ranked amongst its peers	Chris Platton	January 2014	Detail to be included in report in January.

<b>TB97c/13</b>	<b>CQC Action Plan</b> The Surgical Business Unit to present to Trust Board in January 2014 on the work they have achieved.	Jacky Stockdale	17/12/2013	To present at December meeting. Action complete.
<b>TB97d/13</b>	<b>Medical Director Report</b> 1. The Cardiac Team to be invited to a future Board Meeting to report on a patient story. 2. Mr Armstrong and Ms Ann Wright to feedback with the proposed efficiencies by January 2014 3. The transfer of Care of the Elderly patients from Carlisle to Whitehaven to be confirmed by November 2013	Jacky Stockdale Patrick Armstrong Jeremy Rushmer	January 2014 January 2014 26/11/2013	Action complete
<b>TB97e/13</b>	<b>Emergency and Winter Planning</b> Dr P Weaving to attend the next Board meeting and report on Ambulatory Care	Peter Weaving	26/11/2013	Discussed at November Board. Action complete.
<b>TB97h/13</b>	<b>Workforce Report</b> 1. In relation to Risk Management, the table on page 3 to be amended to show 5 sessions and 99 participants. 2. The job plans completed to be written or reasons given	Damian Gallagher  Damian Gallagher	26/11/2013  26/11/2013	Actions complete
<b>TB98b/13</b>	<b>Strategic Plan 2014-17</b> Mrs Stockdale to inform members of the details for the joint NCUH/CPFT/CCG meeting once finalised	Jacky Stockdale	Date to be confirmed	Meeting on 19 December. Action complete.
<b>TB100/13</b>	<b>Declarations of Interest</b> Trust Board members to check the register of interests and report any changes to Mrs Stockdale	All	26/11/13	Action complete.
<b>TB110a1/13</b>	<b>Governance and Leadership:</b> To hold a Board Development Session on the Trust's objectives and risks.	Mr I Gordon	16/12/2013	Session held on 16 December. Action complete.

<b>TB110a3/13</b>	<b>Support for Staff:</b> Medical Engagement Strategy to be discussed in detail at CPG meeting in January and results to be forwarded to Board members in December.	Dr J Rushmer	17/12/2013	On CPG agenda for January. Details to be circulated.
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