



PUBLIC TRUST BOARD ACTION POINTS FROM A MEETING HELD ON 31 July 2013

Minute No.	Action	Responsibility	Completion Date	Resolved	Action Taken
03/12/11 86	<u>Trust Board Terms of Reference</u> To be reviewed in 6 months' time.	JS/LW	July 2013 – revised date	√	On July Trust Board agenda in draft.
07/13/1443	<u>Board Committees</u> Committee's to review ToR and make amendments ready for formal adoption in October.	ADM/TS/ JS/PA	October 2013		
04/13/13 97	<u>Q4 Workforce Report</u> Appraisal forms to be refreshed.	AG	Nov 2013		Part of implementation of new national pay deal in 2013/14.
04/13/14 02	<u>Q4 Monitor Governance Declaration</u> Clinical Director for Spinal Services to attend a future Board meeting.	AP/GB	May 2013	√	Mel Grainger attended July Board meeting.
07/13/1446	<u>Spinal Deformity Presentation</u> GB to review the situation with outcomes data.	GB	September 2013		
05/13/1414	<u>Medical Director's Report</u> Mid-year review to be given to the Board in September.	AP	September 2013	√	All presenters are reviewing their session (content and delivery) with Head of Learning & Development for delivering from October. All presenters offered an opportunity to refresh their delivery skills at a 'presenting
07/13/1439	EM offered support to AC in developing mandatory training sessions.	AC/EM	September 2013		

05/13/1415	<u>Medical Staff Committee Update Report</u> Executive Directors to consider radiological staffing and to report back to the Board in July. Report to be completed by October.	Execs	October 2013		yourself powerfully' day in November. The Board were updated that a wider project is now being undertaken with input from the Intensive Support Team to understand better both additional workforce and additional equipment (in particular MRI) requirements. It was agreed that a report would be completed by
07/13/1440	<u>Destruction of Hospital Notes</u> Chairman to agree any executive proposals with the Acting CEO. GB to write back to the MSC.	BJ/GB GB	September 2013 August 2013	√	
05/13/1420	<u>Capital Programme</u> GB to discuss with AM investment of beds and chairs for ADCU to ensure of a high standard.	GB	October 2013		GB updated that capital spend requirements for equipment on ADCU had now been satisfied through both charitable and other funds. An update should be given in October.
05/13/1424	<u>National Inpatient Survey</u> Timescale for improvement around food to be determined. The Board noted the results of the 2012 National Inpatient Survey and supported the monitoring of the action plan to address the findings by the Quality Committee.	AM	October 2013		AM noted at July meeting that patient satisfaction had improved significantly and that further improvements were anticipated with the appointment of a new chef. LW confirmed that serving of food was also being addressed to ensure patients received hot and well-presented meals. EM and PA stated that on their ward visits patients had reported that they were satisfied with their meals. A further update will be provided in October.

05/13/1425	<u>Equality Duty Report</u> Workforce & OD Committee to establish KPIs.	AC	July 2013	√	Objectives agreed relating to completeness of record keeping and staff perception of discrimination (staff survey). Progress to be included in next annual Equality Duty Report
	Data to be tracked over time in order to ensure that the Trust improved in meeting its diversity obligations.	AC	Feb 2014		
07/13/1438	<u>Chairman & CEO Update</u> GB to circulate all Board members once the position was known as to whether Monitor would review the Trust's Annual Plan.	GB	August 2013	√	Monitor had confirmed that they would not be reviewing the Trust's Annual Plan.
	<u>Marketing</u> AP to provide contact for potential marketing expert.	AP	August 2013		
	Action plan and timetable to be provided for EMT to consider action.	JS	August 2013		
07/13/1442	<u>Francis Report</u> NED's to contact LW regarding involvement with Francis working groups.	NED's	August 2013		
07/13/1444	<u>Council of Governors' Constitution</u> Comments on the constitution to be sent to JS by 15 August.	ALL	15 August 2013		Lawyers contacted and awaiting a response.
	JS to contact lawyers and feedback with their views and a timetable at the September Board meeting.	JS	September 2013		
07/13/1445	<u>Board Assurance Framework</u> Finance risk to be added to the BAF.	PA	September 2013		
07/13/1447	<u>Proposal for Option Appraisal Commercial Tissue Requests</u> Process to be fully explained to theatre staff.	ED	September 2013		
07/13/1452	<u>Audit Committee Report</u> Annual Report of the Audit Committee to be considered by the Board in September.	JS	September 2013		On the September Board agenda.

07/13/1453	<u>Trust Board Risks</u> JS/GB to update the risk treatment action plan.	JS/GB	September 2013		
07/13/1456	<u>Investment Committee</u> Letter of intent to BVT confirming the Trust's aspiration to offer physiotherapy services in the Health & Wellbeing Centre on the site subject to a business case to be actioned. GB/PA to meet to prepare a submission for potential support from charitable funds for work to reduce SSI's. Sports injury development to be taken forward.	GB GB/PA AM	August 2013 September 2013 September 2013	√	A project team has been established with first clinics to commence in October 13.