

## Board of Directors meeting: Thursday 16 July 2009

## Actions arising from previous meetings of the Board of Directors (BD)

Meeting date	Minute reference	Subject, and action resolved	By whom	Review progress by
29 May 2008	TB 42 & 42a	<b>Foundation Trust Application: Governance Structure</b> Prepare a paper to give assurance on how matters that formerly went through the HR and Commercial Committee would be escalated to a Board meeting. <b>The Director of HR and OD will report issues that the Workforce Committee decides by exception require the attention of the Board of Directors</b>	SD	<b>Completed</b>
24 July 2008	TB 52/08	<b>Emergency Department: Performance</b> With Dr Melanie Darwent, report progress to a Board meeting in the autumn of 2008. <b>Issue now included in wider consideration of emergency services.</b>	AM	<b>Completed</b>
24 July 2008	TB 62/08	<b>Infection Control: Work Programme for 2008/09</b> Respond to a member of the public about the process followed if samples were contaminated. <b>Patient contacted with response.</b>	JM	<b>Completed</b>
29 January 2009	BD 09/13	<b>Board Assurance Framework (BAF)</b> Ask the Governance Committee to review the BAF again before 31 March 2009. <b>The Governance Committee did so at its meeting of 25 March (reconvened 3 April) 2009.</b>	JCP, AT	<b>Completed</b>
29 January 2009	BD 09/17	<b>Cardiac Outcomes</b> Ask the Governance Committee to continue to review the cardiac outcomes for two more years. <b>The Governance Committee agreed at its meeting of 25 March (reconvened 3 April) 2009 to do so.</b>	JC, AT	<b>Completed</b>
26 March 2009	BD 09/25	<b>Plans and risks 2009/10</b> Review the marketing strategy at the Board of Directors meeting on Thursday 21	AS	<b>Completed</b>

			May 2009. <b>On the agenda for the Board of Directors meeting of 16 July 2009.</b>		
21 May 2009	BD09/40		<b>Single equality scheme</b> Place the Trust's key priorities at the front of the document. <b>This has been done.</b>	ESH	Completed
21 May 2009	BD09/41		<b>Financial performance: March 2009 (Month 12)</b> Consider a medium-term view of up to three years at the Board's 'away day' on Monday 8 June 2009. <b>Related issues were considered at the 'away day'.</b>	CH	Completed
21 May 2009	BD09/47		<b>Briefing on action identified to improve patients' safety following the unexpected death of a child during surgery</b> Advise Mr Campbell Davis whether there would be advantages to including a Non-executive Director on the panel. <b>No responses to this suggestion were received.</b> <b>Mr Peter Stevenson (co-author with Dr John Reynolds and Mr John Reynard of Practical Patient Safety [OUP]) has agreed to chair the Group, which Miss Jane Reid (former theatre nurse, and past President of the Association for Perioperative Practice) has agreed to join. An invitation to participate has been extended to the child's mother, and representative membership of patients and the public is being finalised. At its first meeting on Monday 20 July 2009, the Group will agree its work programme for the coming months, taking particular account of the existing work of the Technologies Advisory Group. The Board of Directors will consider a progress report at its meeting in September 2009.</b>	NEDs	Completed
29 May 2008	TB 37/08		<b>Safe Birth: King's Fund Report on Recommendations for Trust Boards</b> Submit a programme of actions to address the report's recommendations, to a future Board meeting. <i>The actions are included in the maternity services 'dashboard' submitted for consideration to the Board of Directors each quarter-year.</i>	G Walton	Continuing

29 January 2009	BD 09/9	<b>Financial Performance: December 2008</b> Record the savings planned during 2009/10 for each quarter year.	CH	Continuing
29 January 2009	BD 09/12	<b>Standing Orders (SO) and Standing Financial Instructions (SFI)</b> Include the suggestions for clarification in the SO and SFI to be prepared for the AFT.	JCP	Continuing
21 May 2009	BD 09/35	<b>Matters arising from previous minutes</b> Describe as 'continuing' only those actions that had no end point, or had one in the indefinite future.	JCP	Continuing
26 March 2009	BD 09/27	<b>Healthcare Commission: declaration of compliance with Standards for Better Health</b> Review the domains and to suggest 'buddying' one other director with the lead for each domain, to add to Board confidence.	ESH	16 July 2009
26 March 2009	BD 09/30	<b>Healthcare Commission: children's services follow-up review</b> Ask the Governance Committee to ensure that compliance with action plans deriving from external reports on clinical and social issues was monitored routinely.	FC	16 July 2009
21 May 2009	BD 09/35	<b>Matters arising from previous minutes</b> Advise Mrs Strachan-Hall of individual interests in Healthcare Standards that Directors wanted to pursue.	All	16 July 2009
21 May 2009	BD 09/35	<b>Matters arising from previous minutes</b> Issue an updated 'bubble diagram' when the clinical services strategy had been completed.	AMcL	16 July 2009
21 May 2009	BD09/39	<b>Communications strategy</b> Include in the strategy the means of keeping the Board informed of developments and trends.	HP	16 July 2009
21 May 2009	BD09/39	<b>Communications strategy</b>	HP	16 July 2009

21 May 2009		Promote the proposed half-day training session in communications when senior clinicians and managers are appointed.			
21 May 2009	BD09/39	<b>Communications strategy</b> Include a report on Trust achievements and developments on the agenda of each meeting of the Board of Directors.	JCP	16 July 2009	
21 May 2009	BD09/43	<b>Combined Action Plan (CAP)</b> Consider whether risks could be classified according to whether they were oriented to regulation or to patient care.	MT	16 July 2009	
21 May 2009	BD09/43	<b>Combined Action Plan (CAP)</b> Consider the optimum interval at which the Board should consider the Risk Register at a public meeting.	MT	16 July 2009	
21 May 2009	BD09/46	<b>Care Quality Commission: declarations of compliance with the Standards for Better Health for 2008/09 and 2009/10</b> Circulate to Directors the names of LiNKs members.	HP	16 July 2009	
21 May 2009	BD09/49	<b>Audit Committee meeting of Thursday 19 March 2009</b> Recommend Non-executive membership of the Committee at a future meeting of the Board of Directors.	FC	16 July 2009	

**Key**

- Progress that can be reported since the last meeting is **indicated thus**.
- Progress that was **reported** to the last meeting has been deleted from the present schedule.
- Actions that are Continuing are retained in the present schedule.