

Board of Directors Meeting: Thursday 5 November 2009

Actions outstanding from the Minutes of Board of Directors (BD) Meetings

Meeting date	Minute reference	Subject, and action resolved	By whom	Review progress by
21 May 2009	BD09/39	Communications strategy Include a report on Trust achievements and developments on the agenda of each meeting of the Board of Directors. <i>Included in Chief Executive's Report</i>	JCP	<i>Action completed</i>
3 September 2009	BD 09/70	Bowel Cancer Screening Programme: Presentation Record the Board's thanks to Mr Guy for his presentation.	JCP	<i>Action completed</i>
3 September 2009	BD 09/70	Bowel Cancer Screening Programme: Presentation Give any practical support to Mr Guy in preparation for the accreditation visit.	EDs	<i>Action completed</i>
3 September 2009	BD 09/70	Bowel Cancer Screening Programme: Presentation Nominate an Executive Director to attend the visit.	CH	<i>Action completed</i>
3 September 2009	BD 09/78	Policy on the Development of Policies, Protocols and Guidelines Use the Trust's existing electronic document-management system in implementing the policy. <i>Arrangements made.</i>	JCP	<i>Action completed</i>
3 September 2009	BD 09/78	Policy on the Development of Policies, Protocols and Guidelines	JCP	<i>Action completed</i>

		Include risks deriving from the policy for examination in the Trust's audit plan. <i>Risks defined for internal audit.</i>		
29 January 2009	BD 09/12	Standing Orders (SO) and Standing Financial Instructions (SFI) Include the suggestions for clarification in the SO and SFI to be prepared for the AFT.	JCP	Continuing
16 July 2009	BD09/60	Financial performance Establish the position of the SHA in resolving the funding issues between the Trust and the PCT. <i>Discussion continuing</i>	CH	<i>Continuing</i>
3 September 2009	BD 09/74	Acting Chief Executive's report Reintroduce Chairman's Lunches. <i>Programme in preparation</i>	FC	<i>Continuing</i>
3 September 2009	BD 09/74	Acting Chief Executive's report Follow-up earlier investment discussions. <i>Schedule prepared for prior Executive Team discussion.</i>	JCP	<i>Continuing</i>
26 March 2009	BD 09/27	Healthcare Commission: declaration of compliance with Standards for Better Health Review the domains and to suggest 'buddying' one other director with the lead for each domain, to add to Board confidence.	ESH	5 November 2009
21 May 2009	BD 09/35	Matters arising from previous minutes Advise Mrs Strachan-Hall of individual interests in Healthcare Standards that	All	5 November 2009

		Directors wanted to pursue.		
21 May 2009	BD09/39	Communications strategy Include in the strategy the means of keeping the Board informed of developments and trends.	HP	5 November 2009
21 May 2009	BD09/39	Communications strategy Promote the proposed half-day training session in communications when senior clinicians and managers are appointed.	HP	5 November 2009
16 July 2009	BD09/59	Infection Control Work Programme 2009/10 Consider possible changes to the triaging arrangements, for swine flu.	JM, ESH	5 November 2009
16 July 2009	BD09/61	Operational performance: May 2009 (Month 2) Raise at the meeting with the Executive Team of the PCT the perception that locum and trainee GPs generally made the least satisfactory referrals.	CH	5 November 2009
3 September 2009	BD 09/72	Matters arising from previous minutes Inform Ms Langridge of the current status of the consultant neurologist appointment.	AM	5 November 2009
3 September 2009	BD 09/80	Operational performance: July 2009 (Month 4) Raise at the CAP Gemini workshop the issue of analysing local referral rates.	CH	5 November 2009
3 September 2009	BD 09/81	Mid Staffordshire NHS Foundation Trust: Healthcare Commission Investigation Consider the format of assurance reports to the Board regarding the safety of patients and staff, based on themed clusters, and including reports of issues raised by whistle blowing and the consequent action taken.	ESH	5 November 2009

3 September 2009	BD 09/82	Matrons' Report Directly involve Mr Salt in devising means of increasing the response rate by patients, and clarifying the process for returning completed forms.	ESH	5 November 2009
3 September 2009	BD 09/83	Group on the Management of Surgical Risk Ensure that the Group considers how best to make its findings available throughout the NHS.	ESH	5 November 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.