Matters Arising and Board Action Points
2 December 2019
Trust Board Report

Meeting Date: 2 December 2019
Title: Board Action Points

Executive Summary: This report lists the outstanding actions from previous Board meetings, and timescales for completion.

Action Requested: To note the actions taken, or still outstanding.

Report of: Chief Executive

Author: Keith Wilshere
Contact Details: Tel 01902 694294 keith.wilshere1@nhs.net

Links to Trust Strategic Objectives: N/A

Resource Implications: None identified

Risks: BAF/ TRR (describe risk and current risk score) None identified

Public or Private: Public

References: Minutes of previous Board meetings

Appendices/References/Reading: None

NHS Constitution: (How it impacts on any decision-making) In determining this matter, the Board should have regard to the Core principles contained in the Constitution of:

- Equality of treatment and access to services
- High standards of excellence and professionalism
- Service user preferences
- Cross community working
- Best Value
- Accountability through local influence and scrutiny

Background Details

1 Background
This report provides the opportunity formally to monitor progress against actions agreed by the Board, so that undue delay, or failure, to complete tasks is routinely challenged.

<table>
<thead>
<tr>
<th>Date and Minute Number</th>
<th>Subject</th>
<th>Action</th>
<th>Person Leading</th>
<th>Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 November 2019/TB.7634</td>
<td>Lay Chairs</td>
<td>Mr Duffell to liaise with personnel for grouping of Consultant Interviews. Mr Wilshere to co-ordinate notifications and co-ordination of NEDs as lay chairs.</td>
<td>AD</td>
<td>2 December 2019</td>
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<tr>
<td>6 November 2019/TB.7642</td>
<td>Integrated Quality and Performance Report</td>
<td>Ms Nuttall to circulate the presentation slides on theatres which were presented at the Finance and Performance Committee to all Board Members and to reply to Mr Dunshea’s question separately.</td>
<td>GN</td>
<td>2 December 2019</td>
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<tr>
<td>6 November 2019/TB.7653</td>
<td>Clinical Audit Award Winners Presentation – Stroke unit</td>
<td>Mr Wilshere to add to the Board Development Sessions a discussion on the usage of volunteers within the Trust. Update - provisionally booked for the 4 June 2020.</td>
<td>KW</td>
<td>2 December 2019</td>
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<tr>
<td>Date</td>
<td>Topic</td>
<td>Details</td>
<td>Signature</td>
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<td>6 November 2019/TB7656</td>
<td>Staff Voice – Catering Staff</td>
<td>Mr Stringer to explore the cost and funding of a UV light decontamination machine. Ms Ibbs-George, Ms Mayfield and Mr Reid to explore a potential research project concerning the use of the decontamination machines.</td>
<td>KS</td>
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<tr>
<td>6 November 2019/TB7658</td>
<td>Learning from deaths</td>
<td>Dr Odum to insert more detail within the report and check numerical data. Update – amended table added to the reading room. Mr Wilshere to add to the prospective Board Development Schedule a discussion on Learning from Deaths. Update – provisionally booked for the 4 June 2020.</td>
<td>JO</td>
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</tbody>
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**Recommendation**

The Board is recommended to note the Action Points listed above.