







Matters Arising and Board Action Points

4 February 2020



Agenda Item No: 3.0

Trust Board Report

Meeting Date:	4 February 2020
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
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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: (with reasons if private)	Public
References: (eg from/to other committees)	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: <ul style="list-style-type: none">  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.				
	Date and Minute Number	Subject	Action	Person Leading	Completion Date
	6 August 2019/TB. 7547	ICT Strategy	The new ICT Strategy to be presented at Trust Board in March 2020.	KS	3 March 2020
	6 November 2019/TB.7634	Lay Chairs	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.	AD KW	3 March 2020
	2 December 2019/TB.7686	Patient Story	Mr Mahmud to prepare and circulate reports on future volunteer award meetings and long service award meetings.	SM	4 February 2020
	2 December 2019/TB. 7691	Executive Summary Workforce	Ms Oum to forward notes on areas of collaboration to Mr Duffell on receipt of notes Mr Duffell to discuss further with Ms Oum.	DO AD	4 February 2020
	2 December 2019/TB 7693	Learning From Deaths	Mr Mahmud to discuss with Mr Wilshere the rewording of the details in the assurance heading of the Learning from Deaths report.	SM KW	4 February 2020

2 December 2019/TB 7696	Chief Nursing Officer's Governance Report	Prof. Cannaby to provide more information relating to the Trust Risk Register Risk regarding the recruitment of Health Care Assistants.	AMC	4 February 2020
2 December 2019/TB 7700	Integrated Quality and Performance Report	Mr Evans to circulate letter which was sent to the CCG asking for assurance about what was to happen for patients in the interim of the new Dermatology provider commencement and their response to the Board. UPDATE: subject to a conversation between the Acting Director of Strategic Planning and Performance and Chairman it was agreed that the letter did not need to be circulated.	SE	Closed
2 December 2019/TB 7702	Review of the Trust Approach to the Strategy Documents	This item to be brought back to the Board in March 2020	SE	3 March 2020

Recommendation

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