

Date of meeting	Minute	Minute title	Action	Lead	Due date	Complete	Status	Comments by action holder
18.12.14	8	Performance report	Update on gastroenterology position	R.Wight	31.03.15		Overdue	Mr Wight reported progress on recruitment to vacancies in the gastroenterology department, whilst the position remained tenuous it was improving.
18.12.14	10	Mortality report	Consider how specialist palliative care coding can be improved	R.Wight	24.03.15		Overdue	
18.12.14	13	ICT investment programme	Discuss what investment available in line with recovery plan	M.Hewitt-Smith S.Brownsell	28.04.15		Overdue	
18.12.14	13	ICT investment programme	Centralise all ICT spending	M.Hewitt-Smith	28.04.15		Overdue	
25.11.14	13	Financial report	Consider how finance and investment committee can take on appropriate responsibilities of Transformation Steering Committee	M.Hewitt-Smith	30.06.15		Imminent	
28.04.15	3	Patient Experience Story	An end of year review takes place of all patient stories and outcomes, Miss Holt agreed to ensure that Mr and Mrs Sonley would receive a copy relating to their experiences	R.Holt	to be confirmed		to be confirmed	
28.04.15	8	Integrated Performance Report	Ms Holt agreed to look at the use of VitalPac to introduce alerts to action and record patient turning.	R.Holt	to be confirmed		to be confirmed	
28.04.15	8	Integrated Performance Report	Mrs McCardle to arrange for Mrs Danieli to be informed on the progress of workstreams linked to improving A&E performance.	S.McArdle	to be confirmed		to be confirmed	
28.04.15	8	Integrated Performance Report	Name to bring the A&E Strategy to the 26 May Board of Directors meeting	to be confirmed	to be confirmed		to be confirmed	
28.04.15	8	Integrated Performance Report	Mrs Danieli agreed to clarify which of the 3 categories Monitor use to measure performance against the 62 day standard	S.Danieli	to be confirmed		to be confirmed	
28.04.15	8	Integrated Performance Report	Ms James to arrange for % figures to be inserted in the RAG report	R.James	to be confirmed		to be confirmed	
28.04.15	8	Integrated Performance Report	Ms James to arrange for future reports to be presented for assurance	R.James	to be confirmed		to be confirmed	

28.04.15	9	Healthcare Infection	Miss Holt and Ms James to review and provide the assurance that the green rating for cleaning by clinical staff in the recovery report was valid	R.Holt R.James	to be confirmed		to be confirmed	
28.04.15	9	Healthcare Infection	Miss Holt agreed to ensure all staff were aware of the set procedure in place for commode cleaning	R.Holt	to be confirmed		to be confirmed	
28.04.15	10	Quarterly Nurse Staffing Review	Miss Holt and Mrs McArdle to ensure changes to staffing levels would be tracked within the transformation work	R.Holt S.McArdle	to be confirmed		to be confirmed	
28.04.15	10	Quarterly Nurse Staffing Review	Miss Holt agreed to include a conclusion within future reports to indicate whether the reported level of staffing was safe	R.Holt	to be confirmed		to be confirmed	
28.04.15	10	Quarterly Nurse Staffing Review	Miss Holt agreed to look at how staff views could be obtained with HR colleagues	R.Holt	to be confirmed		to be confirmed	
28.04.15	11	Deloitte Governance Review	Ms James responded that an outcome column could be added to provide assurance	R.James	to be confirmed		to be confirmed	
27.01.15	14	Business case process	The Board required a review in six months of the process to establish its effectiveness.	C.Newton	28.07.15		Not due	