

ROLLING ACTION POINTS FROM:

Trust Board Meeting in Public

Thursday 25 October

2012 Minute	Agenda Topic	Summary of Action required	Responsibility for Action is with	Due Date
115/12	Staff Health and Well-being Annual Report	The Chief Executive requested that the Director of Workforce bring this report back to a future Board meeting for proper consideration.	Director of Workforce	November
137/12	Opportunity for the Public to ask questions relating to today's Board meeting	Jim Harrison referred to the map in the Sustainability Plan and asked why it still included Havant War Memorial Hospital as it had been decommissioned and sold earlier this year. The Chairman committed to getting it checked and removed.	Chief Executive	November
151/12	National Cancer Survey 2011 – 12	Alan Cole asked for the action plan to be brought back to a future Board meeting, possibly January 2013, as most of the actions should have been completed by then.	Director of Nursing	January 2013
161/12	Patient Story	The Chief Operating Officer asked that the patient be thanked for sharing his experience with the Board. The Chairman committed to write to the patient on behalf of the Board.	Chairman	November
165/12	Chairman Report	Tim Higenbottam suggested that the dates of the Public Constituency Meetings be emailed to the Non Executive Directors should they wish to attend one.	Company Secretary	November
166/12	Chief Executive Report	Steve Erskine asked whether this alert had been circulated externally. The Chief Executive explained that the alert had been circulated internally within the Trust and that it was the responsibility of Public Health to engage with the public. Steve Erskine felt that it might be useful for us to prompt them to do so. The Chief Executive asked the Medical Director to discuss this at the Clinical Leaders Group.	Medical Director	November

167/12	Integrated Performance Report	Alan Cole referred to the recognition that a system wide approach would need to be developed in order to tackle the increase in ED activity. The Medical Director explained that a programme was underway where a whole new work stream had been developed based on the recommendations from the recent visit from ECIST. There was pressure on the commissioners to ensure that a system wide approach was delivered. Alan Cole asked for a copy of the action plan which had been developed	Medical Director	November
168/12	Quarterly Quality Report	Mark Nellthorp noted that for medication errors the report suggested that we had made a 50% improvement on last years figures, yet were still not compliant. He pointed out that the total figure for 2011/12 did not add up. The Director of Nursing committed to investigate.	Director of Nursing	November
168/12	Quarterly Quality Report	Steve Erskine asked if the number of patient claims were increasing and what was driving the increase. The Director of Nursing offered to investigate the figures and to look for increase/trends.	Director of Nursing	November
169/12	Foundation Trust Pipeline Update	The Medical Director and Company Secretary committed to writing to all of those 22 practices that had been identified, by next week.	Medical Director/Company Secretary	1 November
171/12	Assurance Framework	Mark Nellthorp referred to risk 2.2. He felt that it was unique in that its consequence had increased as well as its likelihood. He asked for an explanation as to how the consequences had increased. The Company Secretary agreed to find out.	Company Secretary	November
172/12	Annual Planning Process	Steve Erskine expressed concern at the slippage and believed that to ensure that there was no repetition of this year's poorly managed process; the Board should receive regular updates, more frequently than monthly. The	Interim Director of Finance	Immediately

		Chairman asked the Interim Director of Finance to consider how this reassurance might be best provided.		
173/12	Reducing non elective admissions / plan for front door attendance	The Chairman summarised the discussion and confirmed that the Chief Operating Officer and Medical Director should report back each month on progress.	Medical Director/Chief Operating Officer	November
177/12	Diary of events	The Company Secretary introduced the Annual Work Plan for Trust Board meetings. He invited each Board member to review and send any contribution/addition that they thought should be included, to him. This would enable members to be aware of what was on forthcoming agendas.	All Company Secretary	November
179/12	Opportunity for the Public to ask questions relating to today's Board meeting	Syd Rapson advised that the Northern Road railway bridge was soon to be the subject of renovation and that would have a detrimental effect on both staff and patients. The Chief Executive said that she was unaware of this issue but would investigate further.	Chief Executive	November