

## ROLLING ACTION POINTS FROM:

**Trust Board Meeting in Public**

Thursday 29 November

<b>2012 Minute</b>	<b>Agenda Topic</b>	<b>Summary of Action required</b>	<b>Responsibility for Action is with</b>	<b>Due Date</b>
151/12	<b>National Cancer Survey 2011 – 12</b>	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.	<b>Director of Nursing</b>	<b>January 2013</b>
192/12	<b>Assurance Framework</b>	Alan Cole said that some organisations lose focus on those risks with low probability and high impact. He felt that the Board needed to be confident in the mitigating actions for those risks. The Chief Executive agreed and asked the Company Secretary to raise with the Head of Patient Safety.	<b>Company Secretary</b>	<b>December 2012</b>
192/12	<b>Assurance Framework</b>	Steve Erskine said although risk 2.1 referred to partnership working arrangements, he felt that there needed to be a specific reference to winter patient management. The Company Secretary agreed and committed to discuss this at the next meeting of the Risk Assurance Committee.	<b>Company Secretary</b>	<b>December 2012</b>
194/12	<b>Trust Committee Structure</b>	<p>Mark Nellthorp asked that it be updated to show that a Governor attends the Charitable Funds Committee.</p> <p>The Interim Director of Finance asked that it be updated to show the Chief Executive as the Chair of the Finance &amp; Resource Committee.</p> <p>The Interim Director of Finance noted that the Financial Recovery Group was not included and asked that it be added.</p>	<b>Company Secretary</b>	<b>December 2012</b>
195/12	<b>Code of Conduct</b>	The Chairman felt that the Bribery Act should be referenced in section 9.	<b>Company Secretary</b>	<b>December 2012</b>

		<p>The Chairman noted some typing errors in sections 9.13 &amp; 9.14. The Company Secretary committed to correcting these.</p> <p>After discussion it was agreed that 'negligible sum' should be removed from section 10.1</p>		
195/12	<b>Code of Conduct</b>	The Chief Executive suggested that the Code of Conduct for all staff be shared with the Board with a view to updating it.	<b>Company Secretary</b>	<b>December 2012</b>
197/12	<b>Governance &amp; Quality Committee Terms of Reference</b>	The Director of Nursing felt that a representative from the Finance team would benefit the Governance & Quality Committee. The Board agreed. The Director of Nursing & Interim Director of Finance would agree who that should be.	<b>Director of Nursing &amp; Interim Director of Finance</b>	<b>December 2012</b>
198/12	<b>Risk Assurance Committee Terms of Reference</b>			
197/12	<b>Governance &amp; Quality Committee Terms of Reference</b>	The Chairman felt that the work of the Board Committees should be reported in the Annual Report. The Board agreed.	<b>Director of Nursing</b>	<b>December 2012</b>
198/12	<b>Risk Assurance Committee Terms of Reference</b>	The Company Secretary asked that his job title on the membership on page 2 of the Risk Assurance Committee Terms of Reference be changed to 'Company Secretary'.	<b>Director of Nursing</b>	<b>December 2012</b>
203/12	<b>Annual Workplan</b>	Liz Conway asked that the Organ Donation Annual Report be added to the Workplan and committed to providing the Company Secretary with the date of when it should be presented.	<b>Liz Conway</b>	<b>December 2012</b>
203/12	<b>Annual Workplan</b>	The Company Secretary agreed to consider all of the suggestions made and update the Workplan accordingly.	<b>Company Secretary</b>	<b>December 2012</b>