West Hertfordshire Hospitals NHS
NHS Trust

Agenda item 223/18

Trust Board Action Log Part 1 – 12 June 2014
(from meeting held on 8 May 2014 and earlier Boards if outstanding)

Action	Who?	By When?	Update
1. Action log be circulated in advance to executive directors to ensure appropriate updates were recorded	Trust Secretary	June 2014	Completed
2 Board Development programme to include session on clinical systems, indicators and serious incidents	Chair	June 2014	Programme agreed and communicated
3. Board Development programme – schedule briefing on risk and transformation programme	Chair	June 2014	Programme agreed and communicated
4. An annual work plan for each of the Committees and the Board would be developed to enable the Board to be better structured and to focus more on what it was charged with achieving	Trust Secretary	June 2014	On agenda
5. Approving policies – to clarify the process of determining where a Trust policy is approved.	Chief Nurse	June 2014	Clarified
6. Feedback to Non Executive Directors on the issues/actions they raised during walkabouts. A separate report will be prepared and provided	Chief Nurse	Ongoing	Diarised for every three months
7. Presentation on Patient feedback	Chief Nurse	June 2014	On agenda
8. Transformational Programme update	Transformation Director	June 2014	On agenda
9. One page summary of integrated performance report	Lisa Emery	July 2014	Due July
10. The minutes from the March meetings will be appended to the June Board	Trust Secretary	June 2014	Completed