

Action Log from Part 1 Meeting Held on 29 March 2012 at Watford General Hospital

Action Point	Agenda Item	Issue	Action Agreed	Lead	Return	Status
03/12 - 8	54/12	Corporate Objectives	Consult further on including estates into the objectives.	JF	16 April 12	Cleared
03/12 - 9	54/12	Corporate Objectives	Provide briefing on dementia to April Board Development meeting.	NF	16 April 12	On July Board Agenda - cleared
03/12 - 10	57/12	Nursing Quality Report	Investigate providing comparative results from other/peer trusts in future reports.	NF	15 May 12	Integrated into Performance Report - cleared
03/12 - 11	58/12	Quality Account	Comment to NF on the proposed quality improvements priorities for 2012/13.	Board Members	12 April 12	Cleared – QA approved 060612
03/12 - 12	59/12	National Outpatient Survey	Action plan to be implemented to address areas for improvement.	NF	/	Cleared.
03/12 - 13	64/12	Information Governance Toolkit	Provide an update on number of staff who attend mandatory training on information governance awareness to the September Board meeting.	PJ	19 Sept 12	For September Board Agenda
03/12 - 15	72/12	Local Involvement Networks	Provide local Pharmaceutical Committee with more information on becoming a member of the Trust and on becoming Governors when the Trust attains Foundation Trust status.	ER	16 April 12	Cleared
03/12 - 16	72/12	Local Involvement Networks	Invite local Pharmaceutical Committee to a forthcoming 'Discharge Summit'	NF	16 April 12	Superseded - Action cleared.
03/12 - 18	74/12	Questions from the Public	Confirm with the PCT CEO that they are aware of information on A&E pressures.	JF	16 April 12	Cleared.

Action Log from Part 1 Meeting Held on 31 May at Hemel Hempstead Hospital

Action Point	Agenda Item	Issue	Action Agreed	Lead	Return	Status
05/12 - 1	79/12	Use of Trust Seal	Use of Trust Seal to Audit Committee in future.	PD	31 Mar 13	Cleared
05/12 - 2	81/12	Matters Arising	Clear/ provide updates to clear outstanding action log entries.	All action owners	15 June 12	cleared
05/12 - 3	83/12	Business Cycle for Board	Include clinical division items in Board Development Sessions	PD	15 June 12	Cleared
05/12 - 4	83/12	Business Cycle for Board	Add 6-monthly review of strategic investment decisions to Board Business Cycle.	PD	15 June12	Cleared
05/12 - 5	84/12	BAF	BAF to record risk owner for Risk 14, include dates for completion and changes highlighted.	CJ	15 June12	Cleared
05/12 - 6	84/12	BAF	Include new BAF format on agenda for Board Development Session in June.	PD	15 June12	Cleared
05/12 - 7	85/12	IM&T Strategy	Include the details high-level benefits & savings in the IM&T strategy.	AA	30 June 12	C Strat meeting scheduled for 25 July
05/12 - 8	86/12	Capacity Planning	Arrange Special Board meeting for mid-June to consider the full capacity business case.	PD	6 June 12	Special Meeting scheduled for 13 June – item cleared.
05/12 - 9	87/12	Capital Programme	Add 6-monthly review of strategic investment in backlog maintenance to Board Business Cycle and agenda for November.	PD	15 June 12	On agenda for November – item cleared.
05/12 - 10	94/12	MECC	Include MECC implementation plan on agenda for July Board meeting.	PD	18 July 12	On agenda for July – item cleared.
05/12 - 11	95/12	In-Patient Survey	Include a mid-year progress report on actions to improve in-patient satisfaction on the agenda for November Board meeting.	PD	15 Nov 12	On agenda for November – item cleared
05/12 -12	96/12	Patient Experience - NPQ	Work with PJ to include NPQ in Board Performance Report arrangements.	NF	18 July 12	Cleared.
05/12 - 13	99/12	Audit Committee	Lead development of Audit Committee objectives to replace terms of reference, for approval by the Board.	SC	tbc	
05/12 - 14	105/12	LINKs	Contact the local Pharmaceutical Committee to discuss ways of engaging with them, including through the Trust's Chief Pharmacist.	ER	15 June 12	Repeated action - cleared
05/12 - 15	108/12	Questions from Public	Provide comparative information on stroke services provided by the Trust, as recently published in an article for Northwick Park.	CJ	30 June 12	CJ advised response awaited but noted Trust is making good securing Watford as a hyperacute unit similar to N Park