

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 - 1	39/12	Chair's Introduction	Include Board thanks to staff for a successful year in next podcast.	JF	16 Apr 12	Podcast included Board thanks to staff. Cleared
03/12 - 2	39/12	Ward Visits	Develop arrangements to provide feedback to staff on capital bids and their outcome.	LG	16 April 12	Feedback arrangements in place. Cleared
03/12 - 3	45/12	Board Assurance Framework	Bring BAF assurance summary to future Boards, rather than the full BAF.	CJ	15 May 12 and ongoing	Cleared.
03/12 - 4	47/12	Capital Programme	Bring proposals for allocation of remaining £3.7m capital to May Board meeting.	LG	15 May 12	On May board agenda
03/12 - 5	49/12	Pressures on A&E	Bring capacity plan proposals for accident and emergency admissions to May Board meeting.	CP	15 May 12	On May Board Agenda
03/12 - 6	51/12	Staff Survey and Review of People Strategy	Report on progress in addressing the 3 falling Staff Survey indicators to the September Board meeting.	MV	19Sep 12	For September Board Agenda
03/12 - 7	51/12	Staff Survey and People Strategy	Provide People Strategy Update report to Board in September 2012.	MV	19 Sep 12	For September Board Agenda
03/12 - 8	54/12	Corporate Objectives	Consult further on including estates into the objectives. (For further review following Remuneration Committee on 17 Apr 12)	JF	16 April12	
03/12 - 9	54/12	Corporate Objectives	Provide briefing on dementia to April Board Development meeting.	NF	16 April 12	For July Board Agenda
03/12 - 10	57/12	Nursing Quality Report	Investigate providing comparative results from other/peer trusts in future reports.	NF	15 May 12	

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03/12 - 11	58/12	Quality Account	Comment to NF on the proposed quality improvements priorities for 2012/13 in correspondence.	Board Members	12 April 12	
03/12 - 12	59/12	National Outpatient Survey	Provide action plan proposals to improve outpatient survey results, particularly at SACH to the July Board meeting.	NF	18 Jul 12	For July Board Agenda
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 - 14	72/12	Local Involvement Networks	Investigate the state of patient toilets as reported by the Inflammatory Bowel Disease Panel.	LG	16 April 12	Regular checks made on all toilets. Cleared.
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	
03/12 -16	72/12	Local Involvement Networks	Invite local Pharmaceutical Committee to a forthcoming 'Discharge Summit'	NF	16 April 12	
03/12 - 17	72/12	Local Involvement Networks	Engage with the local bus companies for each hospital in the Trust to explore including times of arrival and departure at the hospitals in bus timetables.	LG	16 April 12	Intalink machines on all sites have journey planners for the buses, installed as part of transport review and in conjunction with Herts CC. Bus timetables for public transport are available on the Main Reception at WGH and there are links from our website to theirs. 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	