

**Trust Board action log Part 1 – 03 December 2015
(from meeting held on 05 November 2015 and earlier Boards if outstanding)**

	Action	Who	Date raised	By When?	Update
1	A phlebotomist who had been praised by a mother of a patient to be nominated for a staff award.	HR	November 2015	December 2015	Completed
2	Update as appropriate to the minute relating to a question from Healthwatch Hertfordshire.	JH	November 2015	December 2015	Completed
3	New governance structure to be reviewed in March 2016	HB	September 2015	March 2016	Due March 2016
4	Refine the integrated performance report to show the areas where the Board needed to focus as a priority. Also add the number of episodes where appropriate to put the data into context	LE	October 2015	December 2015	Completed. Minor refinements made as agreed thorough Committees of the Board.