

**The Whittington Hospital NHS Trust
Trust Board Action Notes 2009/10**

July 2009

This paper provides an update on progress on actions outstanding from April to June 2009 and identifies actions arising from the latest meeting on 15th July 2009, for early circulation. The detailed account of discussion and decision is provided in the formal minutes for approval at the next board meeting on 16th September 2009.

Actions outstanding from April, May and June 2009 (original lists: 12 in April, 8 in May, 12 in June)

Ref*	Outstanding Action	Position as at 15 th July
904.8	Dashboard Report Seek external opinion on performance re capacity planning FE for September TB	In hand.
906.2	Consult on proposed change to board programme. JL/SS for implementation by September 09	In hand
906.3	Consider input from LINKs and governors to board discussions JL report back July TB	JL to meet with Helena Kania to discuss communications with LINKs
906.7	Hospital acquired infections other than MRSA and c-diff to be reported in the Dashboard at appropriate points during the year DW by September 09 or nearest available date from Infection Control Committee	In hand
906.11	Training data on the OLM system needs to be pulled together MB by December 09	In hand
906.12	Check with Richard Peacock whether firewall between UCL and the Whittington can be overcome for knowledge sharing. CIC for July TB	Problem derives from consultants not automatically having honorary senior lecturer contracts with UCL. CIC to discuss with JD/UCL.

Actions arising from Trust Board 15th July 2009

Ref*	Decision/Action	Timescale	Lead and support
	Chief Executive's report (Doc 2)		
907.1	Analyse slower than planned rate of improvement of performance against pay budget	EC 18 th August	Richard Martin
907.2	Proposal for process of approving mid-year declaration on core standards assessment (November 2009) to be discussed and agreed by Audit Committee	September AC	Deborah Wheeler
	Estate Strategy (Doc 3)		
907.3	Review facilities in mortuary for sensitive discussions with relatives (e.g. re tissue donation) and develop plans for utilisation of capital in the 2010/11 programme	Next iteration of capital programme	Kate Slomeck/Philip lent
907.4	Include a reference in the executive summary to the fact that the position is evolving and the document indicates a direction of travel for investment rather than an agreed strategy	Immediate	Philip lent
	Dashboard Report (Doc 4)		
907.5	Review presentation of information in the Patient Experience domain following roll-out of electronic feedback	September TB	Fiona Elliott/Siobhan Harrington
907.6	Deaths designated as avoidable to be reviewed by the Director of Audit and Effectiveness and relevant feedback provided to PCTs.	September TB	Celia Ingham Clark with Director Audit and Effectiveness
907.7	Review Strategy domain, delete % target progress to date on redevelopment projects and introduce indicator on paediatric ED attendances	September TB	Fiona Elliott
	Finance (Doc 5)		
907.8	Produce plans for headcount reduction	EC end July/early August	All directors
907.9	Draw up contingency plans for financial recovery	September TB	David Sloman/Richard Martin
907.10	Produce finance report and dashboard report every month and place on website in months when TB does not meet	August	Richard Martin/Fiona Elliott
	Staff Survey Progress report (Doc 6)		
907.11	Report back on findings of focus groups	To be decided	Margaret Boltwood

Ref*	Decision/Action	Timescale	Lead and support
	Single Equality Scheme (Doc 7)		
907.12	Report back within a year, including an assessment of fitness-for-purpose of Equality Impact Assessments.	Not later than July 2010	Margaret Boltwood
907.13	Include reference to LINKs in monitoring system and implement	Immediate	Siobhan Harrington
	Report from the Audit Committee (Doc 8)		
907.14	Review the presentation of the Clinical Audit Annual Report in consultation with the consultant and nurse audit leads	To feed into the production of the 2009-10 annual report	Deborah Wheeler
	Clinical Governance Annual Report (Doc 9)		
907.15	Publicise	Asap	Deborah Wheeler
	Board Assurance Framework (Doc 10)		
907.16	Detailed comments to be fed back to FE	By 24 July	All
907.17	Thirty minute discussion to be scheduled for Board seminar in October	October	Susan Sorensen
	Questions from the floor		
907.18	Find out why shortlisted junior doctors did not attend for interview	September TB	Kate Slmeck
	Other business		
907.19	Provider landscape to be standing item on Part 1 agenda	TB from September	Susan Sorensen
907.20	Invite PCT reps to planned visit to Devon re integration of PCT provider services	Asap	Fiona Elliott
907.21	Seminars and Trust Board meetings to commence at 1 pm with lunch for Non-executive directors at 12 noon	TB from September	Susan Sorensen
907.22	Board agendas to indicate whether items are for review, information, decision	September Trust Board	Susan Sorensen

*The reference number indicates the year (9) and month (04, 05, 06, 07) for the purpose of future tracking.

Susan Sorensen
Corporate Secretary
4th August 2009