

ITEM: 11/056
Doc: 02

Meeting: Trust Board
Date: 27 April 2011

Title: Action notes arising from the Trust Board held on 23rd March 2011

Executive Summary: Action notes to be reviewed and updated.

Action: For review

Report from: *Susan Sorensen, Corporate Secretary*

**The Whittington Hospital NHS Trust
Trust Board Action Notes 2010-11**

April 2011

This paper provides an update on progress on actions outstanding from April 2010 to February 2011 and identifies actions arising from the latest meeting on 23rd March 2011.

All actions to June 2010 complete. Actions outstanding from July (original list 11), September (original list 7) November (original list 8) December (original list 10) January (original list 5), February (original list 2)

Ref*	Outstanding Action	Position as at March 2011
1007.7	Follow up on Audit Commission's Board Assurance checklist re Board Development Programme JL/RL/MB	Originally for Board Seminar February 2011, now postponed until new board in place. May Board seminar
1012.6	Re Dashboard report. Refresh to take on board Monitor's quality checklist following close of consultation FS	Work in progress – discussed with CIC and BS. Quality and Safety Group has met and will develop metrics that will be included in ICO dashboard development.
1012.7	Consider level of detail required for Board monitoring in the development of an Executive Information System (EIS) GW	SH to follow up with GW. Capacity constraints because of preparation for nhs.net (email). Implications for Whittington Health. Aiming to report back to May Trust Board
1101.2	Re patient safety strategy. Consider deadlines for full compliance on weekday and weekend consultant daily ward rounds and report back to Trust Board by April 2011 RJ	On track for compliance on weekdays, with full compliance to be achieved very soon.
1101.3	Establish Foundation Trust programme board as formal sub-committee of the Trust Board. SH	Terms of reference agreed. Strategy events for Whittington Health staff to be held on 25 th and 30 th March
1101.4	Re Quality Account. Ideas for priorities to be submitted to CIC As soon as possible All	Need to incorporate priorities for Whittington Health. Email sent to clinical leads. Now close to deadline for response.
1101.5	Ensure full alignment of BAF with risk register. Next report to April Trust Board FS/BS	In hand. Internal Audit review in March. Acute and community BAFs to be integrated for submission to May AC and June TB
1102.1	Responsibility for monitoring data quality to be delegated to the Audit Committee FS	To be discussed at May meeting of Audit Committee

Ref*	Outstanding Action	Position as at March 2011
1102.2	Re Haringey Community Children's Health Services: Implications of potential delay of transfer into Whittington Health to be discussed with NHS Haringey and Great Ormond Street Hospital SH	Discussions have taken place and a target transfer date of 1 st May has been agreed to allow completion of due diligence exercise and negotiation of transfer agreement.

Actions arising from Part 1 Trust Board 23rd March 2011

Ref*	Decision/Action	Timescale	Lead and support
Quality Account (Doc 2 Action notes)			
1103.1	Report back to next trust board, including metrics to be included in monthly dashboard	April Trust Board	CIC
Clinical Leadership Development Programme for ward managers			
1103.2	Dates of future sessions to be circulated and report back during programme	September/October Trust Board	BS
STEIS report (Doc 3: Report from Executive Committee)			
1103.3	Obtain benchmarking information and provide separate report to the Trust Board	June Trust Board	BS
Patient Safety (verbal report)			
1103.4	Include information on patient falls in quarterly report to Patient Safety Committee	July Trust Board and quarterly thereafter	RJ
Staff Attitude Survey (Doc 6)			
1103.6	Discuss ways of increasing response rate and review action plan to include more specific detail	June Trust Board	MB with MR
1103.7	Review potential role of Chairman and CEO as champions of a campaign against harrassment and bullying	June Trust Board	JL/YMK/MB
Whittington Health (Doc 7)			
1103.8	Business Transfer Agreement with Islington and Haringey PCTs to be finalised on behalf of the board	End March 2011	JL/SH
Staff Health and Well-being Strategy (Doc 8)			
1103.9	Review action plan and consider the development of additional outcome measures to inform the review of the effectiveness of the strategy	October 2011	MB

Ref*	Decision/Action	Timescale	Lead and support
1103.10	Include a third objective to reflect the direct benefit to staff	asap	MB
Dashboard Report (Doc 9)			
1103.11	Prepare draft combined dashboard for Whittington Health ICO	April Trust Board	FS
Report from the Audit Committee (Doc 11)			
1103.12	IT issues including integration of systems in the ICO to be monitored by EC and progress to be reported to Trust Board in the EC report	April Trust Board	YMK
1103.13	Follow-up report to Audit Committee: GW to attend	May Audit Committee	GW
Safeguarding Children Declaration (Doc 14)			
1103.14	Provide names of the three professional leads in declaration on web-site	asap	BS

Susan Sorensen
Corporate Secretary
18th April 2011