

**Matters Arising/Outstanding from Trust Board Public Minutes
25 September 2014**

Action No.	Date First raised	Issue/Report	Action	Due Date	Responsible officer	Status at 25 September 2014
14.154	28.08.14	Minutes of the previous meeting	CWDT presentation from 31 July meeting to be sent to Board members	ASAP	James Taylor	Completed
14.155	28.08.14	Schedule of Matters Arising	Clarification to be provided on the move to an electronic system for non-medical appraisal rates	25.09.14	Wendy Brewer	Update to be provided as part of Workforce Performance Report – on agenda
14.156	28.08.14	Chief Executive's Report	Call centre action plan to be provided within two weeks, with a substantive agenda item for next meeting	11.09.14 25.09.14	Martin Wilson	Action plan and update included in Chief Executive's Report – on agenda
14.157	28.08.14	Patient DVD – Cathy's Story	Update on whether nurse who administered insulin was an agency nurse or full time staff	25.09.14	Jennie Hall	Update to be provided as part of Matters Arising
14.162	28.08.14	Trust Performance Report	Briefing on RTT issue to be provided	25.09.14	Steve Bolam	Update to be provided as part of Performance Report – on agenda
14.165	28.08.14	Workforce Performance Report	Final work plan deadline to be communicated	ASAP	Wendy Brewer	Update to be provided as part of Workforce Performance Report – on agenda
			Paper to be provided on 'the big picture' relating to staffing issues and the plan to achieve full complement of substantive posts, especially nursing issues	25.09.14	Wendy Brewer	On agenda
			Check data quality of MAST statistics	ASAP	Wendy Brewer	Update to be provided as part of Workforce Performance Report – on agenda
14.166	28.08.14	Clinician Revalidation – Annual Report and Statement of Compliance	Check correctness of data in the Trust's response	ASAP	Ros Given-Wilson	Update to be provided as part of Matters Arising
14.167	28.08.14	NIHR Capability Statement	Board approval to be sought once Research Board has agreed the statement	ASAP	Ros Given-Wilson	Update to be provided as part of Matters Arising

14.173	28.08.14	Questions from the public	Way of communicating to patients their rights to snack packs and parking refunds to be examined	25.09.14	Eric Munro	Update to be provided as part of Matters Arising
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