

**Matters Arising/Outstanding from Trust Board Public Minutes
 18 December 2014**

Action No.	Date First raised	Issue/Report	Action	Due Date	Responsible officer	Status at 18 December 2014
14.221	30.10.14	Report from the Quality and Risk Committee	Proposals to be brought to a future meeting on the appropriate forum to which the Equality & Human Rights Committee should report	tbc	Peter Jenkinson	Date tbc
14.240	27.11.14	Chief Executive's Report	Call centre: statistics to be included in the Performance Report	Ongoing	Steve Bolam	Ongoing
			Branding: strapline 'rationale' to be reworded and appropriate usage to be agreed	ASAP	Peter Jenkinson	Update to be provided as part of Matters Arising – on agenda
			Team Brief: all briefs – divisional, corporate and local – to be provided to NEDs	Ongoing	Peter Jenkinson	Ongoing
14.241	27.11.14	Quality and Performance Report	Paper resolving recent electronic appointment cancellations issues to be provided	29.01.15	Martin Wilson	To be placed on January Trust Board agenda
			Emergency Department action plan to be circulated	ASAP	Martin Wilson	Update to be provided as part of Matters Arising – on agenda
			Date for finalisation of thematic review of failure to act on test results to be provided, together with an update on work done	18.12.14	Jennie Hall	Update to be provided as part of Matters Arising – on agenda
			Greater clarity on themes in Serious Incidents to be provided	Ongoing	Jennie Hall	Ongoing
			Paper on capacity modelling to be provided	29.01.15	Martin Wilson	To be placed on January Trust Board agenda
			Divisional scorecards to be included in the report	Ongoing	Jennie Hall	Ongoing

14.243	27.11.14	Safeguarding – six monthly update	Updates to be provided on the recent local safeguarding case	TBC	Jennie Hall	Updates to be provided as appropriate
14.245	27.11.14	Finance Report	Update on tariff consultation to be provided	18.12.14	Steve Bolam	Briefing to be provided as part of Matters Arising – on agenda
14.246	27.11.14	Workforce Performance Report	Update on corporate actions designed to reduce staff turnover to be included in future reports	Ongoing	Wendy Brewer	Ongoing
			Benchmarking information regarding staff performance KPIs to be included in future reports	Ongoing	Wendy Brewer	Ongoing
14.248	27.11.14	Business cases: Adult Critical Care Expansion Plan OBC	Full Business Case to be considered	29.01.15/ 26.02.15	Jennifer Owen	To be placed on January/February Trust Board agenda
		Business cases: Children's and Women's Hospital SOC	External engagement locally and nationally to be considered and promulgated	ASAP	CWDT division/ Communications	Ongoing
		Business cases: Children's and Women's 5 th Floor FBC	Review of financing plan to be conducted – any material changes to be relayed to Board members before submission to TDA	ASAP	Miles Scott/ Steve Bolam	Update to be provided as part of Matters Arising – on agenda
14.249	27.11.14	Annual Plan and Objectives 2014/15 – Quarter 2 Monitoring	RAG ratings to be included in future reports	Ongoing	Suzanne Marsello/ Karen Larcombe	Ongoing
14.250	27.11.14	Audit Committee report	Quantified Fire Safety progress report to next Audit Committee meeting	15.01.15	Eric Munro	To be placed on January Audit Committee meeting agenda
14.251	27.11.14	Annual Fire Safety report	Report to include a dashboard with data on training, fire warden numbers, etc	26.03.15	Eric Munro	To be placed on March Trust Board agenda
14.255	27.11.14	Meeting evaluation/Any Other Business	Discussion on ways to reduce size of Board papers, giving members the information they need to know	ASAP	All executive directors	Update to be provided as part of Matters Arising – on agenda
			Minutes of all Board sub-committees to be sent to non-executive directors	Ongoing	Peter Jenkinson/ James Taylor	Ongoing