

Board Date	Board Document Serial	Agenda Item	Topic	Action Required	Assigned To	Date Due	Noted Complete/Carried Forward (C/F)	Progress	Completed	Further Action
29th Jan 2014				Estates Strategy to be reviewed by F & P and Board. To Board in April 2014.	SH	30-Apr-2014	ongoing	Noted on Board forward plan	ongoing	To F&P In July
26th Feb 2014	13.340		Staff Survey Report	Committee to review banchmarking of other high performing trusts against AWP in their reporting and addressing bullying & harassment.	ESEC Committee/ RC		ongoing	to be considered at May meeting of ESEC Committee	ongoing	considered at June meeting of ESEC and actions highlighted. To come back to the Board.
26-Mar-2014	13.360		Chief Executive's Report - Mental Capacity Act	Question from the floor raised question re potential misuse of the act - Trust response to be recorded in minutes	Linda Hutchings		ongoing	Post April Board note - Complaints Manager to speak to individual concerned, need consent to move enquiry forward	ongoing	Ongoing
28-May-2014	14.044		Equality and Diversity Annual Report	Review report at July Board re hard metrics	Rachel Clark	30-Jul-2014	ongoing		complete	on Board agenda - July 2014 - remove
	14.045		Quality and Performance Report - - Referral to assessment for memory services	Quarterly plan and forecast against target requested	Kristin Dominy		ongoing	in hand	ongoing	July Board report
	14.047		Organisational Health Metrics	To be added to Board Seminar forward plan for further discussion	Rachel Clark		ongoing		complete	On forward plan
25-Jun-2014	14.067		SUNS user survey	To be shared with Board and Swindon Management Team	Louise Hussey		complete		complete	hard copies made available to all - Remove
			Response to Mr O questions	response to specific question and information on the complaints process in relation to one of the questions to be shared	Linda Hutchings		complete		complete	Letters confirmed as sent.
			Response to Mr K questions	Questions tabled and appended to June minutes	Linda Hutchings		ongoing	draft letter in hand		
	14.072		Chief executive's report - medical revalidation	medical revalidation assurance to be included on A & R forward plan	Emma Roberts		complete		complete	on A & R forward plan - remove
	14.075		Quality and Performance Report - Friends and Family	positive movement of response rate for Friends and family to be confirmed as TMC noted decrease	Kristin Dominy					
				Young carers referral to schools through other routes to be explored and response sent by letter	Linda Hutchings		complete	letter to AM sent by Trust	complete	Letter re this confirmed as sent .
	14.076		Finance Report - M2	Further detail required in next month's report on the cash position as it is currently significantly behind plan	Sue Hall		ongoing	Included in Mth 3 Finance Paper	complete	In M3 Finance report - remove
	14.079		Report and Trust response to the Independent Inquiry into the care of MC	additional action around staff training to be added to action plan	Alan Metherall/ Linda Hutchings					
	14.080		Committee Annual Reports and ToR - Q & S	request that Ops Director be member of Q & S and quoracy to be changed to be one NED and one Exec (Med Dir or Nur Dir) and not simply two members	Emma Roberts			Standing Orders require one NED and one Exec for quoracy at meeting		
	14.081		Membership Strategy	to be reviewed in light of comments and returned to Board for approval	Emma Roberts		ongoing	on July Board agenda	complete	on July Board agenda
	14.082		TDA Oversight return	Query whether change in Finance Risk Score since M1 should be reflected in narrative of return. Agreed subject to confirmation of this.	Emma Roberts					