

HDFT Council of Governor Meeting Actions Schedule – February 2015
Completed Actions

This document logs actions completed following agreement at Council of Governor meetings. Completed items will remain on the schedule for the following three meetings and then removed.

Outstanding items for action are recorded on the 'outstanding actions' document.

Ref	Meeting Date	Item Description	Director/Manager Responsible	Date due to go to Council of Governor meeting or when a confirmation of completion/progress update is required	Confirm action complete or detail progress and when item to return to Board if required
1	30 April 2014	Role Description of Vice Chair and Senior Independent Director to be circulated to all Governors	Mrs Harriet Dow, Deputy Director of Corporate Affairs	30 July 2014	Complete
2	30 April 2014	Issues with hand wash stations	Mr Robert Harrison, Chief Operating Officer	30 July 2014	Complete
3	30 July 2014 (original meeting 16 October 2013)	Governors having access to Patient Safety visit reports or a summary report	Mrs Angie Colvin, Corporate Affairs and Membership Manager	29 January 2014	Complete
4	30 July 2014	Discussion regarding consultants accommodating work experience placements	Mr Chris Watt, Head of Communications and Dr David Scullion, Medical Director	29 October 2014	Complete
5	30 July 2014	NED recruitment details to be circulated widely to promote recruitment campaign	Mrs Angie Colvin, Corporate Affairs and Membership Manager	29 October 2014	Complete

HDFT Council of Governor Meeting Actions Schedule – Outstanding Actions

This document logs items agreed at Council of Governor meetings that require action following the meeting. Where necessary, items will be carried forward onto the Council of Governor agenda in the relevant agreed month. The Director/Manager responsible for the action will be asked to confirm completion of actions or give a progress update at the following Council of Governor meeting when they do not appear on a future agenda.

When items have been completed they will be marked as such and transferred to the completed actions schedule as evidence.

Ref	Meeting Date	Item Description	Director/Manager Responsible	Date due to go to Council of Governor meeting or when a confirmation of completion/progress update is required	Detail progress and when item to return to Council of Governor meeting if required
1	16 October 2013	Invite Governors to Consultant Interview Presentations	Mrs Angie Colvin, Corporate Affairs and Membership Manager	Ongoing	Ongoing
2	30 April 2014	Amended Constitution to be approved	Mrs Harriet Dow, Deputy Director of Corporate Affairs	When new Stakeholder position and election rules for online voting agreed	4 February 2015
3	29 October 2014	Elected Governors to receive regular updates on the Healthy Ripon project	Mr Andrew Forsyth	Ongoing	
4	29 October 2014	Annual Members' Meeting – suggestions from Governors	Mrs Sandra Dodson, Chairman	Ongoing	
5	29 October 2014	Governors to receive an update regarding Local Education and Training Board progress on NED appraisal	Mr Phillip Marshall, Director of Workforce and Organisational Development	4 February 2015	

Continued...

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6	29 October 2014	Invite to Governors to attend Audit Committee meetings	Mrs Angie Colvin, Corporate Affairs and Membership Manager	4 February 2015	