

**HDFT Council of Governor Meeting Actions Schedule – November 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.

<b>Ref</b>	<b>Meeting Date</b>	<b>Item Description</b>	<b>Director/Manager Responsible</b>	<b>Date due to go to Council of Governor meeting or when a confirmation of completion/progress update is required</b>	<b>Confirm action complete or detail progress and when item to return to Board if required</b>
1	4 February 2015	Publicise registration details for the ‘Continuing the Conversation’ event	Mrs Angie Colvin, Corporate Affairs and Membership Manager and Mr Chris Watt, Head of Communications		Complete
2	16 May 2015	Circulate link to Governors to ‘Dying to know’, a document explaining how to interpret and investigate hospital mortality measures	Mrs Angie Colvin, Corporate Affairs and Membership Manager		Complete
3	16 May 2015	Letter to Mrs Lambert re gynaecological oncology at the Sir Robert Ogden Macmillan	Dr Ros Tolcher, Chief Executive		Complete

		Centre			
4	29 July 2015	Circulate dates of future Quality Committee meetings to Governors	Mrs Angie Colvin, Corporate Affairs and Membership Manager		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	29 October 2014	Elected Governors to receive regular updates on the Healthy Ripon project	Mr Jonathan Coulter, Deputy Chief Executive/Finance Director	Ongoing	Ongoing
3	29 July 2015	Update on progress of Nutritional Assistants	Mrs Jill Foster, Chief Nurse	4 November 2015	
4	29 July 2015	Circulate copy of the Non-Executive Directors' updated objectives to Governors	Mrs Angie Colvin, Corporate Affairs and Membership Manager		Awaiting finalised objectives