

**DECISION & ACTION SUMMARY FROM THE HOSPITAL EXECUTIVE COMMITTEE MEETING
HELD ON 26th JULY 2011**

Min.No.	ACTION/DECISION	Responsibility	DEADLINE
02	Service Delivery Options for 18 Weeks: IM&T strategy development.	MD/FD/NTufft	Sep 11
03	Decision to progress the replacement of RIS system <ul style="list-style-type: none"> Progress to next stage by following Trust SFIs and procurement process. Update to HEC. 	NTufft/ DHinwood	Sep 11
06	Approach to Space Utilisation <ul style="list-style-type: none"> Meeting AGREED to the development of a Space Allocation Policy to control future allocation and a Development Control Plan with emphasis on concentrating on clinical space within both hospitals. Update to HEC. 	ADEFM	Sep 11
27.1	Performance Dashboard <ul style="list-style-type: none"> VTE – MD agreed to form a group to improve and achieve the national target of 90% VTE assessment. Update to HEC. 	MD	Aug 11
2011.3.2A	Service Delivery Options for 18 Weeks <ul style="list-style-type: none"> Provide update on validation of 'Pending' and reviews of Sema and operational systems. 	COO	Aug 11
2011.3.3B	Clinical Management Restructure <ul style="list-style-type: none"> Progress update required on management restructure and transition from divisional to clinical centre way of working 	HoHR	Aug 11
2011.3.3C	Radiology Workload Pressure <ul style="list-style-type: none"> Collect robust information on demand for Radiology in order to develop this case further. Consider transferring the development of this to a Business Planning Workshop 	D Hinwood DoS/D Hinwood	Aug 11 Aug 11
2011.3.3E	Proposal to Centralise Recruitment <ul style="list-style-type: none"> Consider the advantages and disadvantages around the proposed centralised recruitment service and submit thoughts & feedback to HoHR. Any updates to HEC. 	CC's/HoHR	Aug 11
2011.3.3F	A&E Quality Indicators Policy <ul style="list-style-type: none"> Work with David Allison to further develop this policy after addressing and incorporating any concerns raised by the A&E Clinicians. Updated policy for approval to HEC. 	R Law	Aug 11
2011.3.4A	Performance Dashboard <ul style="list-style-type: none"> Liaise with DoS regarding the capturing and demonstration of performance across the 4th quadrant, to be built into this dashboard. Update to HEC. 	COO/DoS	Aug 11
2011.3.4B	Finance Report <ul style="list-style-type: none"> Confirm to COO that agreed budgets are now with all budget holders. Devolve appropriate financial accountabilities back to budget holders. 	J Price COO	Aug 11 Aug 11

2011.3.5B	Serious Incident Update – July 2011 <ul style="list-style-type: none"> Inform DQS and Clare Jowett of the security & confidentiality concerns attached to the email circulation of SI's prior to investigation. 	COO	Aug 11
2011.3.7A	Orthopaedic Pre-assessment Business Case <ul style="list-style-type: none"> Decision – business case met with full Committee approval to proceed. 	NA	NA
2011.3.7B 1	Bed Reduction Proposal <ul style="list-style-type: none"> Share LoS data for Gynaecology ward with A Tapp. Scope availability for the use of a dedicated TLT session to focus on bed closure plans. Agree leads for the overall bed reduction plan and arrange for its implementation to be driven through TLT. Feed any plans, needs, requirements and interdependencies into M Cheetham and K Eardley to enable development of bed closure plan. 	M Cheetham HoCBD K Eardley/M Cheetham CC's	Aug 11 Aug 11 Aug 11 Aug 11
2011.3.7B 2	Ambulatory Care Unit Business Case <ul style="list-style-type: none"> Decision – Business Case agreed and met with approval of the Committee, but only on the proviso that it is approved at Capital Planning Group. Submit for approval at the next Capital Planning Group. 	NA K Eardley	NA Aug 11
2011.3.7C	HR Policy 'Medical Staff Job Planning' <ul style="list-style-type: none"> Liaise with the MD to develop policy further, incorporating more robust directives. Update to HEC. 	HoHR/MD	Aug 11
2011.3.8D	FCHS Update <ul style="list-style-type: none"> Issue copies of new floor plans to A Tapp and A Prichard for comment. Provide Kate Shaw/SHP with comment/feedback. 	DoS A Tapp/A Prichard	Aug 11 Aug 11
2011.3.8F	Introduction of Transport ICF Services Business Case <ul style="list-style-type: none"> Decision – met with full Committee approval to proceed. 	NA	NA
2011.3.8E	Review of Meeting <ul style="list-style-type: none"> Ensure refreshments are available in/near meeting rooms Agree protocol for sending deputies to HEC when on leave 	Secretary ALL	Aug 11 Aug 11