

Agenda item 1iii

**Board of Directors - Part I  
Action Checklist  
Following: 7 November 2019 Meeting  
Reporting to: 5 December 2019 Meeting**

Ref	BoD mtg	Agenda No.	Issue	Responsible Director	Action Taken	To Agenda/ Action Date
223	7 Nov 19	2.b.v	<b>PIPR People Management &amp; Culture</b> JW to write to Clinical Directors to request that they attend at two Board meetings each year.	JW	Letter sent to CDs	Dec 2019 - closed
222	7 Nov 19	1.vi	<b>Patient Story</b> The issues of failures in recording operation notes on Lorenzo to be reviewed by the Surgical directorate and a compliance report to be provided to Q&R.	RH	Reporting issue to be considered as a 'near miss' and reviewed through the SIERP.	Dec 2019