

Progress of actions arising from the Trust Board meeting held on Thursday 28 November 2013

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG status*
1	303/13/2	Full Business Case to be developed for the Emergency Floor and Chief Executive to determine the pace at which enabling works could proceed in consultation with the Acting Chair and the TDA.	CE	February 2014	Verbal update to be provided at the 20 December 2013 Trust Board.	
2	304/13/1	Arrangements to be made to consider rolling out the Information packs on rehabilitation facilities to other wards.	CN	31.3.14	Verbal update to be provided at the 20 December 2013 Trust Board.	
3	304/13/2	Action plan to respond to Francis, Keogh and Berwick to be updated to reflect which Corporate Committee would be overseeing each theme.	CN	27.2.14	Updated action plan provided to the Quality Assurance Committee on 17 December 2013 for information.	4
4	304/13/3(b)	Consideration to be given to holding a Trust Board workshop on the subject of UHL's complaints handling system	CN/DCLA	31.3.14	Provisionally timetabled for the Trust Board development session on 13 February 2014.	4
5	304/13/3(c)	Detailed report and action plan to respond to the Clwyd report on NHS Complaints systems to be presented to the Quality Assurance Committee.	CN	31.1.14	Provisionally scheduled on the Quality Assurance Committee agenda for 29 January 2013.	4
6	305/13	Board Assurance Framework to be updated and submitted with UHL's evidence for the CQC inspection.	EDs/CN	6.12.13	Updated BAF submitted to the CQC as part of UHL's evidence submission.	5
7	306/13/1	Update on UHL's Quality and Safety supporting structure to be provided to the Trust Board on 20 December 2013.	DHR/CN	20.12.13	Verbal update on the management of change process to be provided at the 20 December 2013 Trust Board.	
8	307/13/1	High level actions relating to improvements in pressure ulcer performance to be incorporated into the quality and performance reporting mechanism.	CN	20.12.13	Commentary included in the Quality and Performance report which features on the 20 December 2013 agenda.	4
9	308/13/1	Executive Team to review and monitor progress relating to the emergency preparedness, resilience and response self-assessment and determine whether an additional entry on the Risk Register would be appropriate.	COO/ET	31.1.14	Provisionally scheduled on the Executive Team meeting agenda for 21 January 2014.	4
10	308/13/2	Director of Marketing and Communications to undertake a further analysis of the results of the reputation audit and consider the Board's recommendation for annual audits to be conducted.	DMC	31.12.13	Verbal update to be provided at the 20 December 2013 Trust Board.	
11	309/13/1	Progress against Internal Audit actions to be monitored through	DCLA	31.1.14	Provisionally scheduled for the Executive	4

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RAG Status Key:	5	Complete	4	On Track	3	Some Delay – expected to be completed as planned	2	Significant Delay – unlikely to be completed as planned	1	Not yet commenced
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Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG status*
		the Executive Performance Board.			Performance Board meeting on 28 January 2014	
12	311/13(1)	Director of Strategy to raise the potential impact of large scale immigration from Romania and Bulgaria with the whole health community through the Better Care Together Programme Board.	DoS	31.1.14	Verbal update to be provided at the 20 December 2013 Trust Board.	
13	311/13(2)	Director of Corporate and Legal Affairs to remind the relevant Board members of any outstanding responses to queries raised by Mr M Woods on 28 September 2013.	DCLA	20.12.13	Status of outstanding queries reviewed and reminders issued where appropriate.	4
14	312/13/1	Acting Chairman to seek updated information regarding the arrangements for enhancing the governance around the Better Care Together Programme.	Acting Chair	20.12.13	Verbal update to be provided at the 20 December 2013 Trust Board.	
15	312/13/2	Director of Corporate and Legal Affairs to obtain and circulate to Ms K Jenkins, Non-Executive Director, the programme of UHL Quality and Safety Walkabouts.	DCLA	20.12.13	The Director of Safety and Risk will arrange to contact Ms K Jenkins, Non-Executive Director directly on this issue.	4

Matters arising from previous Trust Board meetings

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG Status*
31 October 2013						
16	277/13/1	Meaningful Activities initiative for dementia patients to be highlighted to the National Lead for Dementia Care and the LLR Workforce Group.	CN/DHR	28.11.13 31.1.13	To be highlighted at the first 2014 meeting of the LLR Workforce Group.	4
17	277/13/5	Acting Chairman and Chief Executive to consider the governance arrangements for monitoring the Trust's workforce.	Acting Chair/CE	28.11.13 20.12.13	Verbal update to be provided at the 20 December 2013 Trust Board on recent discussions concerning the proposed establishment of an Executive Workforce Board.	
26 September 2013						
18	249/13/1	Letters requesting expenditure reports for SIFT resources to be re-circulated to the new CMG education leads.	MD/AMD	31.10.13	CMG management teams have been informed of the requirements, pending the appointment of CMG education leads.	4
19	252/13/1	Chief Nurse to respond to Ms K Jenkins outside the meeting	CN	31.10.13	Verbal report to be provided on 20	

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Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG Status*
		regarding the monitoring arrangements for risk 4.		28.11.13 20.12.13	December 2013.	
29 August 2013						
20	227/13(1)	Mechanism for Patient and Public Involvement to be clarified within the new Clinical Management Structure.	COO/DHR/DMC	26.9.13 28.11.13 20.12.13	Verbal reports provided at the 31 October 2013 and 28 November 2013 meetings. Named PPI Leads provided in the 20 December 2013 Trust Board bulletin.	5
25 July 2013						
21	194/13	Updated Trust Board calendar of business to be circulated to Trust Board members.	DCLA	30.8.13 30.9.13 20.12.13	Updated Trust Board calendar of business to be submitted to the Trust Board on 20 December 2013.	5
22	199/13/1	Results of the Equality Audit to be provided to the Trust Board in December 2013, with any urgent issues being highlighted to the Audit Committee Chair in the interim period.	DHR	20.12.13	Report scheduled on the 20 December 2013 Trust Board agenda.	5

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