

## Progress of actions arising from the Trust Board meeting held on Thursday 27 June 2013 in the C J Bond Room, LRI

Action Note	Action	Lead	By When	Progress Update	RAG Status*
<b>1.</b>	<b>Matters Arising</b>				
	Updated Trust Board calendar of business to be circulated.	DCLA	25.7.13	To be circulated outside the meeting for information.	
<b>2.</b>	<b>Response to the IRP Report on Children's Heart Surgery</b>				
	Copies of a letter from UHL to NHS England to be circulated for information.	DCM	25.7.13	Letter circulated by the Director of Marketing and Communications on 28 June 2013	5
<b>3.</b>	<b>Clinical Commissioning Groups Maternity Services Review</b>				
	Response to Non-Executive Director queries on maternity staffing level data to be provided outside the meeting.	ACN	25.7.13	To be provided to Mr R Kilner and Mr I Reid, Non-Executive Directors outside the meeting.	
<b>4.</b>	<b>LLR Health Economy Response to Francis Report</b>				
	Progress report to be provided to the October 2013 Trust Board meeting.	CE	31.10.13	Provisionally scheduled on the October TB agenda.	4
<b>5.</b>	<b>Draft Quality Account 2012-13</b>				
	Process to be put in place to ensure engagement with UHL's Patient Advisers during development of the 2013-14 Quality Account.	MD	28.2.14	Director of Clinical Quality to make the necessary arrangements.	4
<b>6.</b>	<b>Monthly Update on Emergency Care</b>				
	Work Plan for the recruitment of ED staff to be presented to the July Trust Board meeting.	DHR	25.7.13	Scheduled on the Trust Board agenda during the private session (commercial interests and prejudicial to the conduct of public affairs).	5
<b>7.</b>	<b>Improvement and Innovation Framework</b>				
	Progress report to be provided to the August Finance and Performance Committee (including staff coaching and programme management software).	CE	28.8.13	Provisionally scheduled on the F&PC agenda for 28 August 2013.	4
<b>8.</b>	<b>Strategic Outline Case for UHL's Emergency Floor</b>				
	Project team to be provided with the contact details for liaison with UHL volunteers.	ACN	25.7.13	Contact details to be provided to Ms C Free, Medical Lead, Emergency Medicine outside the meeting.	
<b>9.</b>	<b>Quarterly Update on Workforce and OD</b>				
	Future reports to be scheduled earlier within the Trust Board agenda.	DCLA/TA	26.9.13	To be built into the agenda planning for future Trust Board meetings.	4
<b>10.</b>	<b>Draft UHL Annual Report for 2012-13</b>				
	Annual Report to be finalised incorporating alternative front covers, any	DCM	29.8.13	Progress update to be provided by the Director	4

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strikethrough~~ so that the original date is still visible.

<b>RAG Status Key:</b>	<b>5</b>	<b>Complete</b>	<b>4</b>	<b>On Track</b>	<b>3</b>	<b>Some Delay – expected to be completed as planned</b>	<b>2</b>	<b>Significant Delay – unlikely to be completed as planned</b>	<b>1</b>	<b>Not yet commenced</b>
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	additional feedback from Trust Board members, and the Chief Executive's and Chairman's sections to be completed.			of Marketing and Communications.	
<b>11.</b>	<b>Questions</b>				
	Acting Chief Nurse to follow up some concerns raised by Mr M Woods regarding specific instances of hospital care at UHL outside the meeting.	ACN	25.7.13	<b>Concerns to be followed up by the Acting Chief Nurse outside the meeting due to patient confidentiality.</b>	

**Matters arising from previous Trust Board meetings**

None noted

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