

Progress of actions arising from the Trust Board meeting held on Thursday 29 August 2013 in Seminar Rooms A & B, CEC, LGH

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG Status*
1	220/132	Further clinical presentations to be provided to the Trust Board relating to Emergency Care provision.	COO	31.10.13	Presentations provisionally scheduled to commence on 31 October 2013.	4
2	221/13/2	Update on UHL's Clinical Management Structure to be provided to the Trust Board in September 2013 (including the project plan and risk assessment)	CE/DHR/COO	26.9.13	Report features on the 26 September 2013 Trust Board agenda.	5
3	221/13/3	Details of the Listening into Action Pass it on Events to be circulated to Board members for information.	DHR	26.9.13	Provisional arrangements for 6 November 2013 are contingent on rescheduling the QPMG meeting on that date. Details to be circulated once this has been confirmed.	3
4	222/13/1	Acting Chief Nurse to follow-up a developmental issue arising from the contrasting experiences presentation provided by ward 15 staff at Glenfield Hospital.	ACN	31.10.13	To be progressed outside the Trust Board meeting.	4
5	222/13/2	Consolidated report on the common themes arising from Berwick, Keogh and Francis Reviews to be presented to the September 2013 Trust Board meeting.	MD/CN	26.9.13 31.10.13	With the agreement of the Chairman, this report has been re-scheduled on the 31 October 2013 Trust Board agenda to allow for additional input by the Chief Nurse.	3
6	223/13/1(B)	Copies of QAC report on commissioner led ward visits and quarterly Patient Safety report (containing complaints data) to be circulated to Trust Board members for information.	TA	26.9.13	Reports circulated by email on 18 and 23 September 2013 (respectively).	5
7	223/13/1(C)	Exception reports on fractured neck of femur to be provided in the event of non-compliant performance.	MD	26.9.13	Exception report appended to paper X for the 26 September 2013 meeting.	5
8	223/13/1(D)	Feedback on the Facilities Management remedial action plan to be provided to the Trust Board in September 2013.	CN	26.9.13	Verbal report to be provided to the 26 September 2013 meeting under section 8 of the Quality and Performance report (paper X) which includes the latest performance data in respect of estates and facilities management.	4
9	223/13/5(B)	Report on Quarter 1 Progress Against Annual Plan Priorities to be submitted to the TDA for information alongside the August 2013 self-assessment returns.	DCLA	30.8.13	Actioned.	5

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

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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG Status*
10	223/13/5(C)	Executive Team to review a summary of the key issues relating to the Annual Plan.	DDoS	26.9.13	Considered at the Executive Strategy Board meeting held on 10 September 2013.	5
11	225/13/1	Executive Team to consider proposals to re-establish the clinical coding improvement team (item 1.6 on BAF action tracker refers).	COO	26.9.13	Planned changes to the Clinical Coding Team have been reported to the Audit Committee on 10 September 2013.	4
12	227/13(1)	Mechanism for Patient and Public Involvement to be clarified within the new Clinical Management Structure.	COO/DHR/DMC	26.9.13	Verbal report to be provided to the 26 September 2013 meeting.	
13	227/13(2)	Chairman to update the Trust Board on the consideration of opportunities for members of the public to contribute to Trust Board discussions during the course of the meeting.	Chairman	26.9.13	Verbal report to be provided to the 26 September 2013 meeting.	

Matters arising from previous Trust Board meetings

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG Status*
25 July 2013						
14	194/13	Updated Trust Board calendar of business to be circulated to Trust Board members.	DCLA	30.8.13 30.9.13	To be circulated in the light of final decisions being taken on a revised Trust Board Development Programme.	4
15	199/13/1	Equalities Programme action plan to be refreshed using the standard UHL template and re-circulated to Trust Board members.	DHR	26.9.13	Refreshed action plan circulated by email on 23 September 2013 for information.	5
16	199/13/1	The 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	30.12.13	To be included in the quarterly Workforce and OD Trust Board update scheduled on the 20 December 2013 Trust Board agenda.	4
27 June 2013						
17	167/13/3	LLR Health Economy Response to Francis Report to be provided to the October 2013 Trust Board meeting.	CE	31.10.13	Provisionally scheduled on the 31 October 2013 Trust Board agenda.	4

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

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
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------