

Progress of actions arising from the Trust Board meeting held on Thursday 25 July 2013 in Seminar Rooms A & B, CEC, LGH

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG Status*
1	194/13	Updated Trust Board calendar of business to be circulated to Trust Board members.	DCLA	30.8.13	To be circulated outside the meeting for information.	4
2	195/13/3	Detailed recommendations arising from the Keogh Report to be presented to the September 2013 Trust Board meeting.	MD	26.9.13	Provisionally scheduled on the 26 September 2013 Trust Board agenda.	4
3	196/13/1	Statutory and Mandatory training compliance to be reported via the Quality, Performance and Finance reporting mechanism.	DHR/COO	29.8.13	Incorporated into the August 2013 report.	5
4	196/13/1	30 day readmissions data for June 2013 to be provided to Ms K Jenkins, Non-Executive Director (when available)	COO	29.8.13	Information to be provided to Ms K Jenkins on or before 29 August 2013.	4
5	196/13/2	LLR Emergency Care Recovery improvement Plan to be circulated to Trust Board members for information.	COO	29.8.13	Circulated by email on 20 August 2013.	5
6	196/13/2	Executive Team to consider the merits of arranging further clinical presentations to the Trust Board relating to Emergency Care provision.	CE	29.8.13	Verbal update to be provided on 29 August 2013.	
7	196/13/3	Progress of Divisional Financial Recovery plans to be reported to the August 2013 Trust Board meeting.	COO/DFBS	29.8.13	Report scheduled on the Finance and Performance Committee agenda for 28 August 2013.	4
8	196/13/4	Facilities Management Performance report to be presented to the 29 August 2013 Trust Board meeting.	DFBS	29.8.13	FM performance data has been incorporated into the regular Quality, Performance and Finance report with effect from 29 August 2013.	5
9	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 to be circulated with the September TB bulletin.	4
10	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
11	200/13/1	Mitigating action in respect of Risk 2 within the Board Assurance Framework to be updated and this risk highlighted for further Trust Board review on 29 August 2013.	MD	29.8.13	Report scheduled on the 29 August 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
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Matters arising from previous Trust Board meetings

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG Status*
27 June 2013						
12	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 October TB 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.

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