

Progress of actions arising from the Trust Board meeting held on Thursday 31 October 2013

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG status*
1	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	Verbal update to be provided at the 28 November 2013 Trust Board.	
2	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	Verbal update to be provided at the 28 November 2013 Trust Board.	
3	280/13/1(b)	Chief Operating Officer to provide feedback to the CSI CCG regarding arrangements for Pharmacy and Imaging Services to support R&D workstreams.	COO	28.11.13	Verbal update to be provided at the 28 November 2013 Trust Board.	
4	280/13/1(c)	Future R&D reports to describe how the Trust was discharging its responsibilities for monitoring EMCRN performance.	MD/DR&D	30.1.14	To be incorporated into the next quarterly report on R&D issues.	4
5	281/13/1	Month 7 financial reforecast and range of options to address the in-year and longer term financial position to be presented to the November 2013 Trust Board. Revised position and the underlying assumptions to be shared with the TDA and appropriate advice to be sought	DFBS	28.11.13	Scheduled on the 28 November 2013 Trust Board agenda.	4
6	281/13/2	Additional wording to be included in the Over-Sight returns relating to the month 7 reforecast prior to submission to the TDA.	DCLA/Acting Chair/CE	31.10.13	Actioned.	5
7	281/13/3	Consideration to be given to including extracts from the AOP Q2 review within the annual report and CE briefings.	DMC	28.11.13	Extracts covering progress against quality and performance standards included within the November 2013 Chief Executive's briefing submitted to this meeting.	5

Matters arising from previous Trust Board meetings

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG Status*
26 September 2013						
8	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	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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					appointment of CMG education leads.	
9	251/13/1(c)	Chief Nurse to explore whether any of the delays in processing urgent Estates requests had resulted in any patient quality or safety issues.	CN	31.10.13	Assurance provided at 31 October 2013 Trust Board that no SUIs or Health and Safety concerns had arisen from delays.	5
10	252/13/1	Chief Nurse to respond to Ms K Jenkins outside the meeting regarding the monitoring arrangements for risk 4.	CN	31.10.13 28.11.13	Verbal report to be provided on 28 November 2013.	
29 August 2013						
11	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 28.11.13	Report re-scheduled on the 28 November 2013 Trust Board agenda to allow for additional input by the Chief Nurse.	5
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 28.11.13	Verbal report provided at the 31 October 2013 meeting. Verbal report to be provided on 28 November 2013.	4
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 31.10.13	Acting Chairman confirmed at the 31 October 2013 Trust Board meeting that questions from stakeholders and members of the public relating to items on the Board agenda would continue to be raised at the end of each meeting.	5
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 20.12.13	Updated Trust Board calendar of business to be submitted to the Trust Board on 20 December 2013.	4
15	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

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