

## Progress of actions arising from the Trust Board meeting held on Friday 20 December 2013

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG status*
1	337/13 (g)	Acting Chairman to provide feedback on proposals to strengthen the governance arrangements for the Better Care Together Programme.	Acting Chair	27.2.14	Update to be provided by 27 February 2014 Trust Board.	4
2	340/13/1	Update on talent management and leadership development to be incorporated into the Quarter 4 update on workforce and OD.	DHR	27.3.14	To be included in the report scheduled for the 27 March 2014 Board meeting.	4
3	341/13/2	Additional information on discharge and ward rounds to be included in the next report on emergency care.	COO	30.1.14	To be included in the monthly emergency care report.	4
4	342/13/2	Further progress report on the Annual Operational Planning Process to be presented to the January 2014 Trust Board.	DoS	30.1.14	Provisionally scheduled on the 30 January 2014 Trust Board agenda.	4
5	342/13/3	Trust Board development time to be allocated for discussion of issues relating to the UHL Travel Plan.	DCLA	31.3.14	Under discussion between the Acting Chairman and the Director of Corporate and Legal Affairs.	4
6	344/13/1	Equality and Diversity report to feature earlier in the agenda in July 2014 and consideration be given to holding a Board development session on equality and diversity.	DCLA	31.7.14	Under discussion between the Acting Chairman and the Director of Corporate and Legal Affairs.	4
7	344/13/2	Assurance, Escalation and Response Framework to be updated, implemented as a "live" document and further reviewed in March 2014.	DCLA	27.3.14	Provisionally scheduled on the 27 March 2014 Trust Board agenda.	4
8	344/13/3	Trust Board calendar of business to be refreshed and presented to the February 2014 Board meeting for approval.	DCLA	27.2.14	Provisionally scheduled on the 27 February 2014 Trust Board agenda.	4

## Matters arising from previous Trust Board meetings

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG Status*
<b>28 November 2013</b>						
9	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	Update received on 20 December 2013. <b>Verbal report to be provided at 30 January 2014 Trust Board.</b>	
10	304/13/1	Arrangements to be made to roll out the Information packs on	CN	31.3.14	<b>Verbal update to be provided at the 30</b>	

\* 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.

<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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Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG Status*
		community based rehabilitation facilities to other wards.			<b>January 2014 Trust Board.</b>	
11	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	Report deferred to 18 February 2014 Executive Team meeting.	4
12	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	Differential analysis of the reputation audit feedback to be circulated outside the meeting when available.	4
13	309/13/1	Progress against Internal Audit actions to be monitored through the Executive Performance Board.	DCLA	31.1.14	Updates scheduled for the Executive Performance Board on 28 January 2014 and Audit Committee in February 2014.	4
14	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	Update received on 20 December 2013. <b>Verbal report to be provided at 30 January 2014 Trust Board.</b>	
15	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. <b>Further concerns raised by Mr Woods on 17 December 2013 circulated to Board members on 18 December 2013 – issues under investigation.</b>	4
<b>31 October 2013</b>						
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	<del>28.11.13</del> 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	<del>28.11.13</del> 20.12.13	Executive Workforce Board to be established. Membership and terms of reference considered by the Executive Team on 21 January 2014.	4
<b>26 September 2013</b>						
18	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 <del>28.11.13</del> 20.12.13	<b>Verbal report to be provided on 30 January 2014.</b>	

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