

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 27 March 2014**

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG status*
1.	83/14	Briefing on the CQC report to be provided to stakeholders.	DMC	Immediate	Actioned.	5
2.	85/14	<i>(action log)</i> Accessibility of patient information for patients unable to read, to be discussed further with the Service Equality Manager.	CN	Immediate	Actioned.	5
3.	85/14	Timescale for the emergency floor business case to be confirmed to Trust Board members (noting that the timescale will not be before June 2014).	CE	Once known	Meeting arranged for 3 April 2014 to confirm. Updated featured on the 24 April 2014 Trust Board agenda.	4
4.	86/14/1	CQC report to be presented to the April 2014 Trust Board.	CN	TB 24.4.14	Featured on the 24 April 2014 Trust Board agenda.	5
5.	88/14/1	<i>(LiA quarterly update)</i> Further information on the Pulse Check results to be circulated outside the meeting, providing a meaningful comparison and covering:- <ul style="list-style-type: none"> <li>the spread of results across all LiA individual organisations, and</li> <li>which organisations are in the top decile and quartile.</li> </ul>	DHR	by 24.4.14	Trust Board members advised at the Trust Board Development Session on 10 April 2014 that further analysis and comparisons of the UHL Pulse Check survey is not possible within the functionality of the national system.	5
6.	88/14/2	<i>(Organisational Development Plan quarterly update)</i> <ul style="list-style-type: none"> <li>next quarterly update to include feedback on the new induction programme, and</li> <li>sample agenda for the new induction programme to be circulated to Trust Board members for information.</li> </ul>	DHR	TB 26.6.14	To be scheduled accordingly for the June 2014 Trust Board.  Actioned.	5  5
7.	89/14/1	<i>(month 11 quality finance and performance report)</i> <ul style="list-style-type: none"> <li>never event investigation to be reported to the April 2014 QAC.</li> <li>implications of the forthcoming changes to the Choose and Book system to be discussed in detail outside the meeting, to ensure an appropriate level of awareness within the Trust.</li> </ul>	MD  COO	QAC 23.4.14  Immediate	To be discussed at the 23 April 2014 QAC.  <b>Verbal update to be provided at the 24 April 2014 Trust Board.</b>	4

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8.	89/14/3	2014-15 UHL Going Concern Statement to be approved as presented in paper T.	IDFS	Immediate	Actioned.	5
9.	89/14/4	<ul style="list-style-type: none"> <li>CCG representative to feedback to CCGs regarding the availability of UHL's GP Hotline. Renewed communication also to be considered for this facility.</li> <li>April 2014 Trust Board update on emergency performance to include the Urgent Care Working Group action plan covering all LLR actions.</li> <li>CCG representative to circulate further information on the 'Better Care Funds' programme, to Trust Board members outside the meeting.</li> </ul>	AB CCG rep/ DMC  COO  AB CCG rep	Immediate  TB 24.4.14  by 24.4.14	Actioned.  Report featured on the 24 April 2014 Trust Board agenda.  Actioned.	5
10.	89/14/5	Trust oversight self-certifications for March 2014 to be amended to reflect (1) the Audit Committee meeting held on 7 March 2014 and (2) UHL's agreement of the RTT recovery plan with Commissioners – self-certifications then to be submitted to the NTDA by 31 March 2014 as required.	DCLA	by 31.3.14	Actioned.	5
11.	90/14/1	<p><i>(2-year operational plan)</i></p> <ul style="list-style-type: none"> <li>clinical and strategic rationale for the vascular services proposals to be reported to the June 2014 Trust Board.</li> <li>revised approach to considering business cases to be discussed by the Finance and Performance Committee and Trust Board.</li> <li>further iteration of the detailed workforce plans (incorporating CMG bottom-up work) to be submitted to the April 2014 Trust Board.</li> <li>timetable of Trust Board-required approvals for the individual capital schemes, to be developed and advised to Board members.</li> <li>Scope to be assessed for including the UHL 'Older Person's Strategy' in the April 2014 Trust Board development session discussions.</li> </ul>	MD/DS  IDFS  DS/DHR  IDFS  CHAIR/ DCLA	TB 26.6.14  31.5.14  TB 24.4.14  by 24.4.14  TBDS 10.4.14	Provisionally scheduled for 26 June 2014 Trust Board. To be considered as part of the review of the working of the Commercial Executive. Featured on the 24 April 2014 Trust Board agenda. Report to be considered by the 25 June 2014 Finance and Performance Committee. With the Acting Chairman's approval, the Elderly Strategy now to be discussed by the 29 May 2014 Trust Board.	4
12.	90/14/1	<p><i>(2-year operational plan)</i></p> <ul style="list-style-type: none"> <li>proposed use of donations within the capital programme to be</li> </ul>	IDFS/PPNED	by 24.4.14	To be discussed at the 14 April 2014	5

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		<p>discussed outside the meeting.</p> <ul style="list-style-type: none"> <li>April 2014 Trust Board to receive further detail on the cost of (and plans for) the additional beds for rightsizing UHL capacity.</li> <li>UHL quality commitment to be discussed at the April 2014 Trust Board development session, and then submitted to the April 2014 Trust Board for approval.</li> </ul>	COO	TB 24.4.14	Charitable Funds Committee. Featured on the agenda for the 24 April 2014 Trust Board.	5
			CN	TBDS 10.4.14 TB 24.4.14	Discussed accordingly on 10 April 2014 and featured on the 24 April 2014 Trust Board agenda.	5
13.	90/14/2	Further 'stock-take' of the Delivering Caring at its Best programme to be presented to the April 2014 Trust Board.	CE	TB 24.4.14	Featured on the 24 April 2014 Trust Board agenda.	5
14.	91/14/1	<p><i>(Board assurance framework)</i></p> <ul style="list-style-type: none"> <li>overall score for risk 2 (failure to transform the emergency care system) to be reviewed in due course.</li> <li>risk score for risk 3 (inability to recruit, retain, develop and motivate staff) to be amended to 16 (4x4).</li> <li>wording of risk 4 (ineffective organisational transformation) to be reviewed and refreshed.</li> <li>Score and actions to be reviewed for risk 13 (failure to enhance medical education and training culture), feeding in the impact of LETB work on the reduction of medical training posts (once known).</li> </ul>	COO	Quarterly	Risk to be reviewed on a quarterly basis.	4
			DHR	Immediate	Actioned.	
			DS	by 24.4.14	Verbal update to be provided to the 24 April 2014 Trust Board.	
			MD	by 24.4.14	Quarterly update report on R&D featured on the 24 April 2014 Trust Board agenda.	
15.	92/14/2	<p><i>(Finance and Performance Committee minutes)</i></p> <p>2014-17 Procurement and Inventory Management Strategy to be approved as appended to paper Z.</p>	IDFS	Immediate	Actioned.	5
16.	95/14/3	<p><i>(any other business)</i></p> <p>(subject to recognised exceptions such as the quality finance and performance report, and formal business cases) All future Trust Board papers to be a maximum of 10 pages in length with no appendices, wherever possible.</p>	All EDs	From April 2014 TB	Actioned.	5

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## Matters arising from previous Trust Board meetings

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<b>27 February 2014</b>						
17.	56/14/3	EDRM business case to be submitted to the NDTA in parallel with the POC rather than afterwards.	CE/CIO	ongoing	In progress.	4
18.	58/14/1	Never event to be reviewed through the EQB and QAC.	CN	5.3.14 EQB then QAC.	Discussed at 5 March 2014 EQB and schedule for discussion at the next QAC meeting (April 2014).	4
19.	61/14/1	<i>(Board assurance framework)</i> May 2014 Trust Board Development Session to review (and refresh as required) the Board Assurance Framework.	CN/ ALL	15.5.14 TBDS	timescale now agreed as the Trust Board Development Session on 12 June 2014.	4
<b>30 January 2014</b>						
20.	22/14/2 (D)	Consideration to be given to raising awareness of dementia related issues through the Board development programme.	DCLA	27.3.14	To be considered alongside review of the Elderly Strategy at the April 2014 TB.	4
<b>20 December 2013</b>						
21.	342/13/3	Trust Board development time to be allocated for discussion of issues relating to the UHL Travel Plan.	DCLA	<del>31.3.14</del>	Now programmed for quarter 2 2014-15 Trust Board development programme.	4
22.	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	Now programmed for quarter 2 2014-15 Trust Board development programme.	4
23.	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	Deferred to the June 2014 Trust Board with the agreement of the Acting Chairman and Chief Executive.	3
24.	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	Deferred to the June 2014 Trust Board with the agreement of the Acting Chairman and Chief Executive.	3
<b>28 November 2013</b>						
25.	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	Full Business Case to be presented to the Trust Board – timescale to be confirmed. <b>Update featured on the 24 April 2014 Trust Board agenda.</b>	4

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