

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

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG status*
1	55/14	<i>(action log)</i> <ul style="list-style-type: none"> <li>Final financial allocation for the 2013 Clinical Excellence awards to be circulated to Board members.</li> <li>Board members' current position re: statutory and mandatory training to be sent to the Chief Executive for information.</li> </ul>	DHR DHR	Immediate by 27.2.14	Circulated. Actioned.	5
2	56/14/2	IM&T business continuity plan to be presented to the April 2014 Audit Committee.	CE/CIO	15.4.14 AC	In hand.	4
3	56/14/3	<ul style="list-style-type: none"> <li>High-level 2014-15 capital programme to be presented to the March 2014 Trust Board for approval, with the detailed 5-year capital plan then to be reviewed by the Finance and Performance Committee.</li> <li>EDRM business case to be submitted to the NDTA in parallel with the POC rather than afterwards.</li> </ul>	IDFS CE/CIO	27.3.14 TB Future FPC Ongoing	Scheduled for discussion at the 27 March 2014 Trust Board. In progress.	4
4	57/14/1	Methods to be considered for improving the accessibility (for non-English speakers) of maternity patient information leaflets.	CN	Ongoing	<b>Verbal update to be provided on 27 March 2014.</b>	4
5	58/14/1	<i>(month 10 quality finance and performance report)</i> <ul style="list-style-type: none"> <li>18-month rolling graph showing sickness absence, to be included in future quality finance and performance reports.</li> <li>Debt-management/write-off process to be reviewed by the March 2014 Audit Committee.</li> </ul>	DHR IDFS	Month 11 QFP 7.3.14 AC	The Director of Human Resources has requested that this information be included at the earliest opportunity. Actioned – covered within agenda papers submitted to the 7 March 2014 Audit Committee.	5
6	58/14/1	Trust turnover figure be confirmed (excluding TUPE'd staff and trainee doctors).	DHR	by 27.3.14	Actioned.	5
7	58/14/1	Auditors' view on including the theatre tray count as stock, to be	IDFS	7.3.14	Item deferred pending confirmation of	4

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## Trust Board paper M

		reported to the March 2014 Audit Committee.		AC	accounting treatment. Scheduled for review at the April 2014 Audit Committee.	
8	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
9	58/14/2	Potential Trust Board Development Session to be held on overall UHL RTT capacity.	Chair/ COO	Future TBDS	Now included in the operational plan discussion at Trust Board on 27 March 2014.	4
10	58/14/2	BAF risk 9 (re: operational performance) to be refreshed in light of Trust Board paper Q.	COO	by 27.3.14 BAF iteration	Actioned.	5
11	58/14/3	Number of beds by UHL specialty and site (month by month) to be included in the March 2014 monthly update on ED performance.	COO	27.3.14 TB	<b>Verbal update to be provided at the 27 March 2014 Trust Board</b>	
12	58/14/5	NHS Trust oversight self-certification statements to be updated in light of February 2014 Trust Board discussions, and submitted to the NTDA as required.	DCLA	by 28.2.14	Actioned	5
13	59/14/1	<ul style="list-style-type: none"> <li>Authority be delegated to the Chairman and Chief Executive to sign-off the updated UHL 2-year operational plan, for submission to the NTDA on 5 March 2014.</li> <li>Outputs of Executive Director discussions on the UHL strategic direction to be reported to the March 2014 Trust Board Development Session.</li> </ul>	Chair/CE  DS	by 5.3.14  13.3.14 TBDS	Actioned.	5
14	59/14/2	March 2014 Trust Board update on improvement, transformation and financial recovery to include:- <ul style="list-style-type: none"> <li>list of dedicated leads for each theme within the 'best use of resources' transformation programme;</li> <li>update on the position re: Lean working.</li> </ul>	CE	27.3.14 TB	In hand.	4
15	59/14/2	Board members' comments on the 'being better' strapline to be sent to the Chief Executive by the end of 28 February 2014.	ALL	by end 28.2.14	Comments received. Strapline agreed as "Delivering Caring at its Best".	5
16	60/14/1	Future Trust Board Development Session to discuss the 2013	Chair/	Future	Date agreed as <b>10 April 2014.</b>	5

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		Staff Attitude and Opinion Survey results (and actions required by UHL).	DHR	TBDS		
17	61/14/1	<p>(Board assurance framework)</p> <ul style="list-style-type: none"> <li>• <b>Risk 11</b> <ul style="list-style-type: none"> <li>○ April 2014 Audit Committee review of business continuity plans to include CMG-level work;</li> <li>○ Impact and likelihood scores to be transposed;</li> </ul> </li> <li>• <b>Risk 13</b> – dates and actions to be reviewed.</li> <li>• 3 new CMG-specific high risks on the risk register to be reviewed through EQB.</li> <li>• May 2014 Trust Board Development Session to review (and refresh as required) the Board Assurance Framework.</li> </ul>	COO	15.4.14 A C	On track.	4
			MD CN	by 27.3.14 future EQB	Actioned. Provisionally scheduled for April 2014 EQB.	
			CN/ ALL	15.5.14 TBDS	Timescale now agreed as the Trust Board Development Session on 12 June 2014.	
18	65/14	<p>(questions from the public)</p> <ul style="list-style-type: none"> <li>• Queries re: dietetic input to the Interserve menus to be sent to the Director of Corporate and Legal Affairs to arrange a response.</li> <li>• Update re: UHL financial position to be included in the next Chief Executive's briefing for staff.</li> </ul>	DCLA	by 27.3.14	Trust response sent to questioner.	5
			CE	by 27.3.14	Included in the March 2014 briefing.	
19	67/14	Date/time and external venue of the March 2014 Trust Board to be circulated to members and stakeholders for information.	DMC	Immediate	Actioned.	5

## Matters arising from previous Trust Board meetings

Item No	Minute Reference	Action	Lead	By When	Progress Update	RAG status*
<b>30 January 2014</b>						
20	22/14/1	Acupuncture Service developments to be pursued outside the meeting relating to training roles and commissioning negotiations.	CN/DoS	29.5.14	<b>Director of Strategy to report verbally at the 27 March 2014 Trust Board.</b>	4
21	22/14/2 (C)	Proposals for a UHL Carers' Strategy to be presented to the Executive Quality Board in April 2014.	CN	2.4.14	Provisionally scheduled on the Executive Quality Board agenda.	4

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22	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 Trust Board.	4
23	24/14/1 (B)	Director of Strategy to liaise with the Assistant Director of Information to priorities the development of quality diamonds.	DoS	27.3.14	<b>Director of Strategy to report verbally at the 27 March 2014 Trust Board.</b>	4
<b>20 December 2013</b>						
24	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
25	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
26	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. <i>Deferred to the June 2014 Trust Board with the agreement of the Acting Chairman and Chief Executive.</i>	3
27	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. <i>Deferred to the June 2014 Trust Board with the agreement of the Acting Chairman and Chief Executive.</i>	3
<b>28 November 2013</b>						
28	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	Updates received on 20 December 2013 and 30 January 2014 Trust Board. Full Business Case to be presented to the Trust Board – timescale to be confirmed.	4
<b>31 October 2013</b>						
29	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	First meeting of the Executive Workforce Board planned for Q1 2014-15.	4

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