

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 31 July 2014**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	207/14	<b>Matters arising</b> Specific dates to be scheduled for Executive Quality Board/Quality Assurance Committee updates on the work of UHL's Learning Disability Service.	CN	Dates to be set by 28.8.14	Report to be taken to EQB/QAC in September 2014.	5
1a	207/14	Action 12 (re: contact with NTDA over monitoring national media stories and their likely impact on service demand) to be removed from the log as now complete.	STA	Immediate	Actioned.	5
1b	207/14	Specific date to be scheduled for QAC consideration of TTO prescription error rates (as referred by the Finance and Performance Committee).	CN/MD	Date to be set by 28.8.14	<b>Verbal confirmation to be provided on 28 August 2014.</b>	4
1c	207/14	Action 12b (re: anticipated date for delivering the 95% appraisal target) to be pursued with the Director of Human Resources outside the meeting and removed from the action log.	CHAIR/DHR	Immediate	Actioned.	5
2.	208/14	<b>Chief Executive's monthly report</b> Any intended UHL bid for national mutualisation monies to be presented to the August 2014 Trust Board prior to submission.	CE	TB 28.8.14	To be included in report to August 2014 Trust Board.	4
2a	208/14	Trust Board approval to be given to the following recommendations re: paediatric congenital heart surgery at UHL:- <ul style="list-style-type: none"> <li>• an urgent assessment to be commissioned of the potential to alter current UHL configuration to achieve co-location (including timelines and costs);</li> <li>• Director of Strategy to be supported in pursuing existing dialogue with Birmingham Children's Hospital with a view to agreeing a network approach as soon as possible;</li> <li>• Submission of a report to a future Trust Board meeting setting out the implications of meeting the emergency standards and also the implications of not meeting them (eg future strategy for the service), and</li> <li>• Issuing of a communication to all staff immediately, explaining the approach being taken and the decision-making timescales.</li> </ul>	CE/DS/DMC	Immediate and for future Trust Board meeting	All actions in progress. All staff communication issued. The Director of Strategy continues discussions with Birmingham Children's Hospital.	4

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3.	209/14/1	<b>“Learning Lessons to Improve Care” LLR joint quality review</b> Boards of all involved organisations to receive a further update on the cross-cutting actions, in 3 months’ time.	MD	TB 30.10.14	To be scheduled accordingly for the October 2014 Trust Board.	4
4.	209/14/2	<b>Medical appraisal and revalidation</b> Statement of compliance to be approved as per the Regulations.	MD	Immediate	Actioned.	5
4a	209/14/2	Support to be given for the Executive Team to consider and agree reasonably justified additional funding, to allow UHL to discharge its responsibilities as a designated body.	MD	Ongoing	Timescale to be confirmed outside the meeting.	4
5.	209/14/3	<b>2013-14 UHL Health and Safety Annual Report</b> Security Committee to ensure that it received appropriate detail on incidents of violence and aggression.	CN	Immediate	Actioned – discussed accordingly with the Director of Safety and Risk.	5
6.	209/14/4	<b>“Sign up to Safety” National Campaign</b> Organisational improvements/actions required to be supported as detailed in additional paper 1.	CN	Immediate	Actioned.	5
6a	209/14/4	Executive Quality Board and Quality Assurance Committee to be kept updated of progress on the Sign up to Safety campaign, through the regular patient safety reports.	CN	Monthly updates	In place via Safety Report.	5
7.	210/14/1	<b>Vascular Services Outline Business Case</b> All recommendations to be approved as per paper R, including submission of the OBC to the National Trust Development Authority and release of ward 24 (Glenfield Hospital) as an enabler for the vascular project.	DS	Immediate	Actioned – the vascular OBC was submitted to the NTDA on the 6 August 2014.	5
7a	210/14/1	Full Business Case to include assurance on the impact on mortality, funding requirements, operational efficiencies (as per 30 July 2014 Finance and Performance Committee discussions).	DS	For FBC	A paper is due to go to the 24 September Quality Assurance Committee that includes a service move assessment framework, the paper is to then go to the October ESB.	4
8.	210/14/2	<b>Capital funding for reprovision of clinical space/modular wards</b> Application for Public Dividend Capital funding via the NTDA to be approved and actioned, recognising the overcommitment of UHL’s capital programme.	ADF	Immediate	The application will be part of the cash loan submission to the NTDA on 22 August 2014	4
8a	210/14/2	Further update report on measures to mitigate the over-commitment of the capital programme to be provided to the Finance and Performance Committee in August 2014.	ADF	FPC 27.8.14	On track for F&P discussion	4
9.	210/14/3	<b>Managed Print LRI – business case</b> Business case to be approved and actioned, for work to commence in August 2014.	CE	Immediate	Order issued.	5

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10.	210/14/4	<b>Orthopaedic trauma CMF implants and associated products framework</b> Framework contract to be approved and authority to be delegated to an Executive Director to award contracts within the framework following a mini-competition (without the requirement for further Trust Board approvals).	ADF	Immediate	Actioned	5
10a	210/14/4	Number of suppliers who had not been shortlisted to be confirmed to members outside the meeting.	ADF	By 28.8.14	On track	4
11.	210/14/5	<b>(draft) strategic forward business planning programme</b> Issue of broader engagement with the public and stakeholders to be discussed and arrangements to be agreed with the Director of Marketing and Communications.	DS/DMC	Ongoing	Work in progress.	4
11a	210/14/5	Draft business rules framework for September 2014 Trust Board to include appropriate policing, to ensure CMG consistency of approach.	ADF	TB 25.9.14	Report to be discussed by the Executive Team in September 2014.	4
12.	210/14/6	<b>Medical workforce strategy</b> Future iteration of the strategy to reflect comments from the Associate Medical Director (education and training) re: medical training moving towards more generalist Consultants.	DHR/MD	Next iteration	To be incorporated as appropriate.	4
12a	210/14/6	Future supply of medical trainees (and associated issues) to be reviewed by the Trust Board in 4 months' time.	DHR/MD	TB 27.11.14	To be scheduled accordingly for November 2014 Trust Board.	4
13.	210/14/7	<b>Risk Management Policy</b> Updated Risk Management Policy to be approved and placed on Insite accordingly.	CN/ STA	Immediate	Actioned.	5
14.	210/14/8	<b>Board Assurance Framework (BAF)</b> Trust Board review of 3 key BAF risks to recommence from August 2014 (focusing on the highest risks).	CN	TB 28.8.14	Actioned.	5
14a	210/14/8	BAF to be amended to populate outstanding controls/gaps/risk sores including re: risks 6, 12, 13, and 14.	CN	By TB 28.8.14	Actioned.	5
15.	211/14/1	<b>Month 3 quality and performance report</b> Possible deep dive and further review of the 2014-15 capital plan to be discussed at the August 2014 Trust Board development session and then the formal August 2014 Trust Board.	ADF/ALL	TBDS 14.8.14 & TB 28.8.14	On track	4
15a	211/14/1	Nursing vacancies trajectory to be updated to reflect the incremental investments, and reported to the August 2014 Trust Board.	CN	TB 28.8.14	Report featured on the August 2014 Trust Board agenda accordingly.	5
16.	211/14/2	<b>2014-15 month 3 financial position</b> August 2014 Finance and Performance Committee to review the reasons for the year-to-date variance in forecast ED activity.	COO	FPC 27.8.14	Will be included in report.	5

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17.	211/14/3	<b>Emergency Department performance report</b> KPIs and data on which elements of the improvement plan were having the most impact, to be shared with the August 2014 Trust Board.	COO	TB 28.8.14	Will be included in report	5
18.	212/14/1	<b>NHS Trust oversight self-certifications</b> Authority to be delegated to the Director of Corporate and Legal Affairs to submit the NHS Trust oversight self certification returns to the NTDA by 31 July 2014 as required (last working day).	DCLA	3.7.14	Actioned.	5
19.	212/14/2	<b>Board effectiveness review – proposed changes</b> Action plan to be amended to include:- <ul style="list-style-type: none"> <li>reduction of duplicated business between Committees, and</li> <li>ordering Trust Board agendas to take the most important items early.</li> </ul>	DCLA	Immediate	Actioned.	5
20.	212/14/3	<b>UHL Annual Report 2013-14</b> Depiction of the Executive and Non-Executive Director Trust Board members to be amended to include:- <ul style="list-style-type: none"> <li>CCG and Healthwatch representatives;</li> <li>Committee Chairing and membership commitments of the Non-Executive Directors, and</li> <li>a brief explanation of the role of Non-Executive Directors.</li> </ul>	DMC	By 28.8.14	Actioned.	5
20b	212/14/3	Annual Report opening statements to be circulated to all members for information, once available.	DMC	Once available	Actioned.	5
21.	215/14	<b>Corporate Trustee Business (inquorate Charitable Funds Committee meeting of 9 June 2014)</b> all recommended items to be approved by the Trust Board as Corporate Trustee, and actioned as appropriate.	ADF	Immediate	Actioned.	5
22.	218/14	<b>Chair's Bulletin</b> Key messages from the 31 July 2014 Trust Board meeting to be communicated to staff, focusing on:- <ul style="list-style-type: none"> <li>learning lessons to improve care review;</li> <li>medical staffing workforce strategy</li> <li>intention to engage more widely on UHL's strategic forward planning business programme;</li> <li>clinically-led improvements to emergency care;</li> <li>paediatric congenital heart surgery review;</li> <li>engagement with Age UK.</li> </ul>	Chair/ DMC	Immediate	<b>Verbal update to be provided on 28 August 2014.</b>	4

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## Matters arising from previous Trust Board meetings

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<b>26 June 2014</b>						
23.	180/14/1	Finalised LLR 5-year health and social care plan to be presented to the September 2014 Trust Board.	DS	TB 25.9.14	Scheduled accordingly.	4
24.	180/14/2	<b>Draft UHL 5-year plan – executive summary</b> Final versions of the UHL (and LLR) 5-year plan to be presented to the Trust Board for formal approval in September 2014.	DS/CE	TB Sept/Oct 2014	Being worked through and on track to be presented to the Trust Board in September 2014.	4
25	180/14/2	Monitoring of progress against the 5-year plan to be included in the detailed Delivering Caring at its Best update being provided to the October 2014 Trust Board.	CE	TB Oct 2014	Scheduled accordingly for report to 30 October 2014 Board meeting.	4

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