

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 26 June 2014

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	173/14/1	July 2014 Audit Committee meeting to be rescheduled before September 2014 (current date in quorate).	STA	Immediate	Subsequently agreed by Acting Chair that a meeting was not required before the already-scheduled September 2014 Audit Committee.	5
2.	178/14	Matters arising In addition to any actions currently classed as a '5', the following actions to be removed from the log, as either complete or being pursued through other avenues:- <ul style="list-style-type: none"> Minute 145/14/1 of 29 May 2014 (updates to be pursued through the Older People's Strategy Board and Delivering Caring at its Best). 	STA	Immediate	Actioned.	5
2a	178/14	Discussion on the revised Board Assurance Framework to be held at the July 2014 Trust Board development session.	CN	TBDS 17.7.14	Scheduled on TBDS agenda for 17 July 2014.	5
2b	178/14	Action re: providing additional information on the meaning and impact of the Quality Schedule and CQUIN indicators, to be moved to the Audit Committee matters arising log.	STA	Immediate	Chief Nurse to report accordingly to next Audit Committee meeting on 9 September 2014.	5
2c	178/14	Draft timetable of Trust Board-required approvals for individual capital schemes to be discussed at the July 2014 Finance and Performance Committee.	IDFS	FPC 30.7.14.	Included accordingly on the 30 July 2014 Finance and Performance Committee agenda.	5
3.	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
4.	180/14/2	Draft UHL 5-year plan – executive summary 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
4a	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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5.	180/14/3	LRI theatres recovery area – full business case Approval be given to proceed with the capital spend of £3.6752m (phased over 2 years) as per additional Trust Board paper 1.	DS	Immediate	Complete.	5
5a	180/14/3	Confirmation to be provided outside the meeting of whether the scheme would provide a single staff rest area for all staff groups, or maintain the current separate areas for different staff groups.	DS	By 31.7.14	Confirmed as already being included in the business case.	5
6.	180/14/4	Board Assurance Framework Bed numbers within risk 9 to be amended to match those within the additional capacity report at Trust Board paper V1.	COO	Immediate	Actioned.	5
6a	180/14/4	Risk 1 to:- <ul style="list-style-type: none"> reflect a date for producing the UHL service and financial strategy, including reconfiguration/SOC, and have its risk rating reviewed further in July 2014 (retaining the 5x5 rating in the meantime). 	DS	By 31.7.14	Completed.	5
6b	180/14/4	Risk 13 to be reviewed to differentiate between 'postgraduate' and 'undergraduate' education and training issues (where necessary).	MD	By 31.7.14	This risk will be reviewed in future updates of the BAF and the distinction made as appropriate.	5
6c	180/14/4	Risk rating for the new high risk re: renal transplant to be reviewed following the review team's return visit to UHL.	MD	Following the visit	Reviewed - current risk rating to remain unaltered for the present time	5
7.	181/14/1	Patient experience story EQB/QAC to receive further updates on the work of the learning disability service as part of their annual work programme.	CN	Ongoing	To be scheduled as appropriate.	5
7a	181/14/1	Current barriers to learning disability patients bringing in their own personal equipment to hospital, to be explored outside the meeting.	CN	Ongoing	Being pursued outside the meeting.	4
7b	181/14/1	Dr A Bentley, CCG representative, to contact Ms H Leatham, Head of Nursing, to discuss strengthening relationships with GP practice nurses.	AB CCG	By 31.7.14	Actioned.	5
8.	181/14/2	Quality Account 2013-14 Trust Board congratulations to be passed to the quality team, for the standard of the 2013-14 quality account.	CN	Immediate	Completed.	5

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Trust Board paper M

9.	182/14/1	Update on medical education and training issues in UHL NHS Trust Next quarterly update to identify (i) medical education and training leads for all CMGs and (ii) to include a timescale for reconciling the funding received and that spent.	MD	TB Sept 2014	Will be included accordingly.	5
10.	182/14/2	UHL Organisational Development (OD) Plan Refresh 2014-16 Consideration to be given to reviewing leadership competencies, in light of UHL's draft 5-year plan.	DHR	By 31/08/14	On-going.	4
10a	182/14/2	Trust Board to be advised in due course of discussions about ensuring the future representativeness of UHL's workforce, particularly at senior levels.	DHR	By 31/08/14	To be incorporated into the equality governance update report to be submitted to the 28 August 2014 Trust Board.	5
11.	182/14/3	Nurse staffing update Monthly nurse staffing report to be presented to the Executive Quality Board, Quality Assurance Committee, and the Clinical Quality Review Group (nursing workforce headlines also to be included in the monthly quality and performance report for Trust Board).	CN	Monthly EQB/QAC/ CQRG	Completed/In Place.	5
12.	183/14/1	Month 2 quality and performance report Contact to be made with NHS England re: monitoring of national media stories (eg soap opera storylines), in terms of early warning of any likely rise in demand for the service(s) involved.	COO/ DMC	By 31.7.14	Verbal update to be provided on 31 July 2014.	
12a	183/14/1	Issue of TTO prescription error rates to be referred to QAC for consideration.	CN	QAC 30.7.14	Timing of QAC discussion currently under consideration.	4
12b	183/14/1	Anticipated date for delivering the 95% appraisal target to be confirmed outside the meeting.	DHR	By 31.7.14	Under consideration.	4
12c	183/14/1	(bed capacity) Proposals in Trust Board paper V1 to be approved and progressed accordingly (use of the LRI modular block as 2 acute medical wards and closure of LGH ward 2).	COO	Immediate	Actioned.	5
13.	183/14/2	Month 2 financial position For clarity, future updates to separate the CIP shortfall rather than show it on the non-pay budget line.	IDFS	Future finance reports	Actioned.	5

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14.	183/14/3	ED performance report Further detail on measuring progress against the ED charter key performance indicators, to be provided to the July 2014 Trust Board.	COO	TB 31.7.14	Actioned.	5
15.	184/14/1	NHS Trust oversight self-certifications 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 30 June 2014 as required (last working day).	DCLA	30.6.14	Actioned.	5
16.	187/14/1	Charitable Funds Committee meeting – 9 June 2014 Charitable funds applications 5006 and 5044 to be approved by the Trust Board as Corporate Trustee and progressed accordingly.	IDFS	Immediate	Actioned.	5
17.	190/14	Date of next meeting Revised Trust Board meeting dates to be circulated as soon as possible.	DCLA	Once available	Dates to change from January 2015..	5

Matters arising from previous Trust Board meetings

None outstanding.

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