

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday, 5 February 2015

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1	24/15	Emergency Floor Gateway Review Summary report to be circulated to Trust Board members via the Integrated Finance, Performance and Investment Committee agenda.	DS	IFPIC 26.3.15	Provisionally scheduled on the IFPIC agenda for 26 March 2015.	4
2	25/15/2 (b)	Level 3 Intensive Care Service on the LGH Site Formal consultation requirements to be confirmed at the 2 April 2015 Trust Board meeting.	DS	TB 2.4.15	Provisionally scheduled on the 2 April 2015 Trust Board agenda.	4
3	25/15/2 (c)	Chief Executive and Director of Marketing and Communications to explore the use of additional interim communications resources (if appropriate).	CE/DMC	TB 2.4.15	Verbal update to be provided to the 5 March 2015 Trust Board meeting.	4
4	25/15/2 (d)	Regular updates on the implementation arrangements to be provided to the Executive Strategy Board and the Integrated Finance, Performance and Investment Committee.	DS	TBA	Verbal update to be provided to the 5 March 2015 Trust Board meeting.	4
5	26/15/1 (b)	Quality and Performance Report – month 9 Chief Operating Officer to brief the LLR Healthwatch Representative on the factors affecting UHL's cancer performance outside the meeting (if required).	COO	TBA	Briefing to be provided outside the meeting (if required).	4
6	26/15/1 (c)	Director of Corporate and Legal Affairs to ascertain when the next LCRN report was scheduled to be submitted to the Trust Board.	DCLA	TB 5.3.15	The next LCRN update is provisionally scheduled for the 2 April 2015 Board meeting.	4
7	26/15/3	Emergency Care Performance The revised LLR Emergency Care Dashboard to be circulated to Trust Board members on a quarterly basis.	COO	TBA	To be appended to the 5 March 2015 Emergency Care Report (if available).	4
8	27/15/1 (b)	Fit and Proper Persons Test Director of Corporate and Legal Affairs to feedback the Trust Board's comments and queries to the CQC.	DCLA	TBA	Complete.	5
9	27/15/1 (c)	Acting Director of Human Resources to report on the final arrangements for implementation of the fit and proper persons test to a future Trust Board meeting.	ADHR	TBA	Discussions held between the NTDA and NHS Employers. An Annual Declaration Form template will be produced.	5

* 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.

RAG Status Key:	5	Complete	4	On Track	3	Some Delay – expected to be completed as planned	2	Significant Delay – unlikely to be completed as planned	1	Not yet commenced
------------------------	---	-----------------	---	-----------------	---	---	---	--	---	--------------------------

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
10	27/15/2	Board Assurance Framework Further discussion on the development of the BAF for 2015-16 to be held at the Trust Board thinking day on 12 February 2015.	CN	TBTD 12.2.15	Complete.	5

Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
8 January 2015						
11	6/15/2	Emergency Floor Business Case Draft business case to be update to reflect any TDA feedback and presented to the next available Trust Board meeting for final approval.	DS	TB 5.2.15 or 5.3.15 2.4.15	Provisionally re-scheduled for the 2 April 2015 Trust Board, pending TDA feedback.	4
12	6/15/3 (b)	Executive Team to consider whether sufficient robust evidence was available regarding any GP over-referrals and whether any processes could be implemented to disincentivise such behaviours.	CE	As appropriate	Chief Executive to update Chairman on any developments to inform his monthly meetings with CCG Chairs.	4
13	6/15/3 (c)	Director of Marketing and Communications to meet with the Chairman and the Chief Executive to agree the extent of any additional communications workstreams in relation to ED attendances.	DMC	As appropriate	Chief Executive to update Chairman on any developments to inform his monthly meetings with CCG Chairs.	4
22 December 2014						
14	320/14/3	Delivering the 5 Year Strategy Director of Strategy to provide regular progress reports to the Trust Board on delivering the 5 Year Strategy.	DS	TBA	Reports to be scheduled on the Board agenda. Frequency to be agreed in consultation with the Director of Strategy.	4
15	324/14/1 (a)	Duty of Candour/Fit and Proper Persons Test Chief Nurse to report on the arrangements for meeting the requirements of the duty of candour at the 29 January 2015 QAC meeting.	CN	QAC 29.1.15 26.3.15	Report provisionally scheduled on the 3 March 2015 EQB agenda and the 26 March 2015 QAC agenda.	3
16	324/14/2	Board and Board Committee Governance Trust Chairman to write to the CCG Chairs consulting them on the arrangements for joint CCG representation on UHL Board Committees and inviting appropriate nominations.	Chair	TBA	Complete.	5

* 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.

RAG Status Key:	5 Complete	4 On Track	3 Some Delay – expected to be completed as planned	2 Significant Delay – unlikely to be completed as planned	1 Not yet commenced
------------------------	-------------------	-------------------	---	--	----------------------------