

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 3 March 2016**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	48/16	<b>Chief Executive's report – March 2016</b> Action plan from the 1 and 2 March 2016 AQuA session to be presented to the March 2016 QAC.	<b>CN</b>	QAC <del>24.3.16</del> 26.5.16	This will be presented to Quality Assurance Committee when it is complete.	<b>4</b>
1a	48/16	Outcome of further review of (i) fractured neck of femur performance, and (ii) Friends and Family Test [FFT] coverage in ED and Outpatients to be shared with the Healthwatch representative.	<b>COO/ CN</b>	When available	Information to be shared with the Healthwatch representative when available.	<b>4</b>
1b	48/16	To consider including workforce indicators in the quality and performance dashboard appended to the Chief Executive's monthly report.	<b>CE/ DWOD</b>	May 2016 Q&P report	CEO has asked DWOD to propose suitable measures.	<b>4</b>
2.	49/16/1	<b>Patient story</b> On behalf of the Trust Board, the Chief Nurse to write to the patient's family and thank them for sharing their story.	<b>CN</b>	By TB 7.4.16	Complete. Process in place to do this for every patient story.	<b>5</b>
3.	49/16/2	<b>Equality and Diversity Task Force report</b> The 6 recommendations and the delivery plan within the report to be approved, and progressed accordingly.	<b>DWOD</b>	Immediate	<b>Director of Workforce and OD to report orally at the 7 April 2016 Trust Board meeting.</b>	
3a	49/16/2	The principle of legitimate positive action target-setting be endorsed (authority to be delegated to the Director of Workforce and OD to finalise the details of those targets).	<b>DWOD</b>	<b>TBA</b>	<b>Director of Workforce and OD to report orally at the 7 April 2016 Trust Board meeting.</b>	
3b	49/16/2	Appropriate target-related indicators to be incorporated in to the HR/workforce performance dashboards.	<b>DWOD</b>	<b>TBA</b>	<b>Director of Workforce and OD to report orally at the 7 April 2016 Trust Board meeting.</b>	
3c	49/16/2	To consider contacting the NTDA regarding the issue of BME Non-Executive Director recruitment.	<b>Chairman</b>	<b>TBA</b>	Actioned.	<b>5</b>
3d	49/16/2	Progress on the equality and diversity issues within the report to be presented to the Trust Board 3 times a year.	<b>DWOD</b>	TB July/Nov/ March	Scheduled accordingly.	<b>5</b>

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4.	49/16/3	<b>Emergency care performance</b> Information to be provided to Trust Board members on any difference in the acuity of patients brought in by (i) private ambulance and (ii) EMAS.	COO	By TB 7.4.16	Will be covered in the April 2016 Trust Board report on emergency performance.	5
4a	49/16/3	An update on emergency care plans to be provided at the March 2016 Trust Board thinking day, including the more medium-term actions.	COO	TBTD 17.3.16	Actioned.	5
4b	49/16/3	Trust Chairman to contact his fellow LLR Chairs to suggest inviting Healthwatch to the emergency care session of the proposed April 2016 Board-to-Board.	Chairman	Before April 2016	April 2016 Board-to-Board no longer taking place. Discussions will take place via the Better Care Together Programme.	5
5.	49/16/5	<b>Better Care Together (BCT) update</b> The BCT update to the April 2016 Trust Board also to:- <ul style="list-style-type: none"> <li>include FFT data re: ICS beds, and</li> <li>expand the top 2 risks and issues section to include the 'level of demand across the LLR healthcare system'.</li> </ul>	ADS	TB 7.4.16	Actioned. Included within the update to Trust Board in April 2016.	5
5a	49/16/5	To consider how best to collect data on ICS' responsiveness to patients' discharge requirements.	ADS	TB 7.4.16	Actioned.	5
6.	49/16/6	<b>Appointment of Responsible UHL Officer (RO)</b> To progress the appointment of Dr C Free Deputy Medical Director as Responsible Officer for UHL, as approved by the Trust Board.	MD	Immediate	Actioned.	5
7.	50/16	<b>Patient and public involvement and engagement quarterly update</b> July 2015 Trust Board thinking day session with public partners to be repeated in 2016.	Chairman/ DMC	Summer 2016	Session provisionally timetabled for the August 2016 Trust Board thinking day.	5
8.	51/16	<b>Multi-professional education and training quarterly update</b> Information on Northamptonshire practices re: junior doctor recruitment and retention to be shared with the Acting Director of Medical Education.	QAC Chair	Immediate	Actioned 3.3.16.	5
8a	51/16	Current status of the education and training facilities strategy to be confirmed outside the meeting.	CE	Immediate	Strategy has dropped off ET action log. CEO will be convening a meeting to progress this.	5

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8b	51/16	To use a future Trust Board thinking day to consider the development of an integrated recruitment and retention strategy (in conjunction with academic partners).	MD/DWOD	Future TBTD	Will form part of the discussions on workforce at the June 2016 Trust Board thinking day.	5
9.	52/16/2	<b>Summary of 25.2.16 IFPIC</b> To progress the paediatric dentistry and daycase surgery business case, as approved by the Trust Board (recommended item from February 2016 IFPIC).	CFO/DEF	Immediate	Orders have been placed and we are in the mobilisation period.	5
10.	52/16/4	<b>Single currency interim capital support facility application</b> Signed loan agreement documentation to be submitted, as approved by the Trust Board.	CFO	Immediate	Actioned 7.3.16.	5
11.	54/16/1	<b>Charitable Funds Committee Minutes 4.2.16</b> All recommendations to be approved by the Trust Board as Corporate Trustee, and progressed accordingly, including the appointment of the CFC Chair as a member of the Approvals Group for the procurement of charitable funds investment management services.	ALL	Immediate	Actioned.	5

**Matters arising from previous Trust Board meetings**

Item No	Minute ref	Action	Lead	By When	Progress Update	RAG status*
<b>4 February 2016</b>						
12.	28/16	<b>Chief Executive's report – February 2016</b> IFPIC to receive quarterly reports on estates issues/performance.	CE/DEF	IFPIC quarterly	It was agreed at the Estates/FM Transitional/Mobilisation Programme Board that a monthly report will be presented to IFPIC. Going forward, KPI's and Performance Management reports will be discussed at EQB and QAC (dates to be confirmed).	5

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**Trust Board paper B**

13.	29/16/5	<b>Safer staffing report</b> Update on the national progress re: the care contact hours approach to be provided to QAC when available.	<b>CN</b>	When available	To be scheduled once available as part of regular reporting to QAC on Nursing and Midwifery staffing.	<b>5</b>
<b>7 January 2016</b>						
14.	7/16/5	<b>Equality update</b> Trust Board to undertake the 'unconscious bias' training being organised through the East Midlands Learning Academy.	<b>DWOD</b>	March/April 2016	Scheduled for 7 April 2016.	<b>5</b>

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