

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 2 July 2015

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	137/15	Matters arising log Action re: emergency floor business case communication to be removed from the log, as now completed.	DMC	Immediate	Actioned.	5
2.	138/15	Chairman's monthly report – July 2015 Any further comments on diversity and equality in the workplace to be fed through to the Chairman.	ALL	By 6.8.15	Six monthly update report on equality and diversity features on the agenda for the 6.8.15 Trust Board.	5
2a.	138/15	Consideration to be given to discussing sustainability issues at a future Trust Board thinking day, and to reviewing the most appropriate Executive Director lead for this issue.	Chairman/ DS/DCLA	2016	This topic added to Thinking Day forward programme for 2016.	5
3.	139/15	Chief Executive's monthly report – July 2015 UHL's work on the TDA Development Programme to be presented to a future Trust Board thinking day, for information.	CE	TBTD 10.9.15	"UHL Way" to be discussed at Thinking Day on 10.9.15.	5
3a.	139/15	An update on work to address cancer target underperformance, to be presented to a future Trust Board.	COO	By October 2015	On Trust Board agenda for 3.9.15.	5
4.	140/15/1	Patient story Trust-wide communication to be issued to staff advising how to escalate patient transport issues in real-time.	ACN	Immediate	Actioned.	5
5.	140/15/2	Workforce and Organisational Development Quarterly Update Future reports to include workforce data by specialty, covering the medical and nursing workforce.	ADHR	Future reports	Noted – will be reflected accordingly in future reports.	5
5a.	140/15/2	Executive Workforce Board to discuss whether a sufficient number (for UHL needs) of nurses are being trained locally.	ACN/ ADHR	EWB 15.9.15	Noted – will be included accordingly on the 15.9.15 EWB agenda.	5
5b.	140/15/2	September 2015 Trust Board thinking day re: workforce/OD also to discuss medical staff retention issues.	ADHR	TBTD 10.9.15	Noted – will be actioned accordingly in the agenda for 10.9.15.	5

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Trust Board Paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
6.	141/15/1	Monthly strategy update – BCT-UHL Reconfiguration Programme Format of the programme dashboard to be reviewed (in terms of visual presentation and the level of detail provided), to improve navigability and understanding.	DS	For TB 6.8.15	Trust Board agenda item for 6.8.15.	5
6a.	141/15/1	Future iterations of the monthly strategy report also to include:- <ul style="list-style-type: none"> an overall RAG rating of progress; additional information on contingencies, and on the consequences of planned actions not happening, and clarification on which are the material risks within the high-level risk log. 	DS	Every TB from 6.8.15	Trust Board agenda item for 6.8.15.	5
6b.	141/15/1	UHL Audit Committee to review project assurance on this programme, on behalf of the Trust Board.	AC Chair	Immediate	Audit Committee to consider this issue at its next meeting on 3 rd September 2015.	5
6c.	141/15/1	The strategy update to the August 2015 Trust Board to include additional detail on the process for project assurance and the varying levels of detail available underpinning the dashboard.	DS	TB 6.8.15	Trust Board agenda item on the 6.8.15	5
6d.	141/15/1	Consideration to be given to inviting a University of Leicester representative to attend the Reconfiguration Programme Board.	DS	Immediate	Complete	5
6e.	141/15/1	UHL Director of Estates and Facilities to be invited to attend the joint UHL-University of Leicester Strategic Partnership Committee.	CE/ DEF	Immediate	Actioned.	5
7.	141/15/2	Better Care Together highlight report Dashboard to be agreed with the Better Care Together Programme Director, for adoption and monthly review by all BCT partner organisations.	DS	For TB 6.8.15	In progress. Update to Trust Board 3.9.15.	4
8.	142/15/3	Financial position month 2 (May 2015) Financial recovery plan to be reviewed by the July 2015 Executive Performance Board, July 2015 Integrated Finance, Performance and Investment Committee, and the August 2015 Trust Board.	DF	EPB 28.7.15 IFPIC 30.7.15 TB 6.8.15	Actioned.	5

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Trust Board Paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
8a.	142/15/3	TDA response to UHL's 2015-16 Annual Operational Plan to be circulated to Trust Board members for information.	CE	By 6.8.15	Actioned - circulated on 17.7.15.	5
9.	142/15/4	UHL emergency care performance report August 2015 report to outline UHL initiatives to mitigate the more external challenges.	COO	TB 6.8.15	Completed.	5
9a.	142/15/3	Emergency care system issues also to be discussed at the October 2015 Trust Board thinking day with external partners.	COO/CE	TBTD 8.10.15	Added to forward schedule.	5
10.	144/15/1	Risk report incorporating the Board Assurance Framework (BAF) Memorandum of understanding to be updated in respect of risk 4.	DS	By TB 6.8.15	Completed - BAF risk 4 updated and submitted.	5
10a.	144/15/1	Risk 5 to be amended to:- <ul style="list-style-type: none"> review the 'delivery' risks, in light of earlier comments on the monthly strategy report and the monthly BCT update (see items 6 and 7 above), and review the 'gaps in assurance/control' entries. 	DS	By TB 6.8.15	Completed - risk 5 amended to reflect discussions.	5
10b.	144/15/1	Risk 11 to be reviewed in detail at the August 2015 Trust Board, with the Director of Estates and Facilities present.	DEF/ AMD	TB 6.8.15	Actioned – scheduled accordingly for Trust Board 6.8.15.	5
11.	144/15/2	Medical appraisal/revalidation at UHL Statement of compliance to be approved.	Chairman/ AMD	Immediate	Approved and signed accordingly.	5
12.	144/15/3	2014-15 UHL Annual Report Audit Committee formally to review the annual report prior to the UHL's Annual Public Meeting on 17 September 2015.	AC Chair/ DMC	Prior to APM 17.9.15	Scheduled on the agenda for the 3.9.15 Audit Committee.	5
12a.	144/15/3	External Audit response to be chased.	DF	Immediate	KPMG contacted and awaiting response	4
13.	144/15/4	Trust Board and Board Committee dates 2016 Sequencing of Audit Committee meetings to be reviewed with that Committee's Non-Executive Director Chair (revised schedule then to be issued).	DCLA/ AC Chair	Immediate	Actioned – meeting held 30 th July 2015.	5

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Trust Board Paper B

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14.	146/15/1	Corporate Trustee Business – charitable funds bid (renal) To consider a potential role for the UHL Research and Innovation Executive in reviewing charitable funds bids for research purposes, and providing assurance accordingly.	AMD/ DRD/DMC	Immediate	To be considered as part of revised process for dealing with charitable funds applications – outcome to be reported to Charitable Funds Committee as part of the overall review of the application process.	5
15.	155/15/2	Any other business Functional queries regarding the new system for electronic access to Trust Board papers by members, to be pursued outside the meeting.	DCLA/ COO	By 6.8.15	Actioned.	5

Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4 June 2015						
16.	116/15	Chairman's monthly report June 2015 Trust responsiveness to patients/public concerns to be considered further at a future Trust Board thinking day with external partners as appropriate.	Chairman	Future TBTD	The Trust Board will consider 'Acting on Feedback' at its Thinking Day on 13.8.15.	5
17.	116/15	Adequacy of mechanisms for briefing volunteers on UHL developments, to be reviewed.	DCM	TB 2.7.15	Verbal update to be provided to the Trust Board on 6.8.15	4
18.	122/15/2	Trust Board and Board Committee governance Working of the processes outlined in paper V to be reviewed in December 2015.	Chairman/ DCLA	TBTD 10.12.15	Scheduled for discussion at the 12.11.15 Trust Board Thinking Day.	5
7 May 2015						
19.	96/15/1 (c)	Quarterly update on medical education issues Consideration to be given to adapting the format of the quarterly Trust Board Medical Education updates to include all aspects of clinical education.	AMD/ACN/ DCLA	September 2015	Integrated report to be presented to the Trust Board on 3.9.15.	5

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