

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Monday, 22 December 2014

| Item No | Minute Ref: | Action | Lead | By When | Progress Update | RAG status* |
|---------|--------------|--|-------|----------------|--|-------------|
| 1 | 320/14/1 (a) | Emergency Care Performance Report and Response to the Sturgess Report Trust Chairman to convene a risk summit with local health economy partners on 24 December 2014 to progress an urgent local resolution to improve the quality of patient care and patient experience during the current period of unprecedented demand. | Chair | Immediate | Complete. | 5 |
| 2 | 320/14/1 (b) | Formal letter to be sent to the Chairs of local health economy partners confirming the outputs of the risk summit and a copy of this letter to be circulated to Board members within 72 hours. | Chair | 26.12.14 | Complete. | 5 |
| 3 | 320/14/1 (c) | Chief Operating Officer to provide monthly emergency care reports to the Trust Board to include outcome based indicators and progress with the implementation of the recommendations arising from the Sturgess report. | COO | 8.1.15 | Report provided for 8 January 2015 and monthly reports scheduled on the Trust Board agenda. | 5 |
| 4 | 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 |
| 5 | 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 | Report provisionally scheduled on the 29 January 2015 QAC agenda. | 4 |
| 6 | 324/14/1 (b) | Acting Director of Human Resources to report on the arrangements for meeting the requirements of the fit and proper persons test at the 5 February 2015 Trust Board meeting. | DHR | TB 5.1.15 | Report provisionally scheduled on the 5 February 2015 Trust Board agenda. | 4 |
| 7 | 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 | Actioned – response of CCG Chairs awaited. | 4 |

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strikethrough~~ so that the original date is still visible.

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| 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 |
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| 8 | 324/14/3 | NHS Trust Over-Sight Certification Director of Corporate and Legal Affairs and the Chief Executive to update the November 2014 self certification returns using the month 8 quality and performance exception reports and submit these to the NTDA by 31 December 2014. | DCLA/CE | 31.12.14 | Complete. | 5 |

Matters arising from previous Trust Board meetings

| Item No | Minute Ref: | Action | Lead | By When | Progress Update | RAG status* |
|-------------------------|-------------|---|------|-----------|-------------------|-------------|
| 27 November 2014 | | | | | | |
| 9 | 298/14 | Chief Executive's monthly report An analysis of the Trust's MyNHS data (relating to Consultant level outcomes) to be circulated to Trust Board members outside the meeting. | DS | TB 8.1.15 | Work in progress. | 4 |

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