

UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST

TRUST BOARD

REPORT ON MATTERS ARISING FROM THE MEETINGS HELD ON 3 AND 24 MARCH 2011

Minute ref:	Issue	Lead Officer	Outcome
24 March 2011			
76/11	<ul style="list-style-type: none"> • Requested format and content changes to be made to the conditionally-approved 2011-12 annual business plan. • Finalised 2011-12 annual business plan to be presented to the public Trust Board on 7 April 2011 for final approval. • Appropriate public format of the document to be reviewed. • Possible Trust Board development session on readmissions to be considered, with appropriate GP input. • Timescale to be confirmed for a further report on UHL Lean to the Executive Team. • Risk profiling to be undertaken of UHL's contingency plans in respect of potential future industrial action. 	<p>Director of Strategy/ Director of Finance and Procurement/Director of Human Resources/Chief Operating Officer/Chief Nurse</p> <p>Director of Strategy</p> <p>Director of Communications and External Relations</p> <p>Director of Finance and Procurement /Chief Operating Officer/Chief Nurse/Medical Director</p> <p>Director of Finance and Procurement</p> <p>Director of Human Resources</p>	<p>) Updated and featured accordingly on the 7 April 2011 Trust Board agenda.</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>)</p> <p>'Highlights' report to be produced for the public and stakeholders, following the plan's final approval on 7 April 2011.</p> <p>Trust Board development session provisionally scheduled for 5 May 2011.</p> <p>Scheduled for May 2011 Executive Team consideration.</p> <p>In progress, for discussion through the Workforce and Organisational Development Committee as appropriate.</p>
78/11	IBP to be presented for approval to the public Trust Board meeting on 5 May 2011.	Director of Strategy	Scheduled accordingly for 5 May 2011 Trust Board.

Paper B

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3 March 2011			
51/11	<ul style="list-style-type: none"> EPA business case to be presented to the 7 April 2011 Trust Board for approval. Capital discussions to be reported to the 24 March 2011 Trust Board. 	<p>Director of Human Resources</p> <p>Director of Finance and Procurement</p>	<p>Report scheduled for confidential Trust Board discussion on 7 April 2011 on the grounds of commercial confidentiality.</p> <p>Scheduled for confidential Trust Board discussion on 7 April 2011.</p>
52/11	<ul style="list-style-type: none"> Update on UHL actions in response to the PHSO report on “care and compassion” to be provided to the March 2011 Finance and Performance Committee and Executive Team, and to the 7 April 2011 Trust Board. Patient story to be reported to the 7 April 2011 Trust Board. Trust Board to be kept informed of developments on the “safe and sustainable” national paediatric cardiac surgery consultation. 	<p>Chief Operating Officer/Chief Nurse</p> <p>Chief Operating Officer/Chief Nurse</p> <p>Director of Strategy/Chief Executive</p>	<p>March 2011 Finance and Performance Committee cancelled. Update featured accordingly on the 7 April 2011 Trust Board agenda.</p> <p>Featured on the 7 April 2011 Trust Board agenda, linked to the “care and compassion” update.</p> <p>Update to be scheduled when available.</p>
53/11/1	<ul style="list-style-type: none"> Update on 2-week wait cancer appointments non-attendance to be provided to the March/April 2011 Governance and Risk Management Committee. Update on theatres utilisation to be provided to the March/April 2011 Finance and Performance Committee and GRMC meetings (noting the granular detail breakdown available). GRMC to receive quarterly reports on the work of the Clinical Effectiveness Committee. March 2011 GRMC to receive a progress report on outpatient letters. 	<p>Chief Operating Officer/Chief Nurse/ Medical Director</p> <p>Chief Operating Officer/Chief Nurse</p> <p>Medical Director</p> <p>Medical Director</p>	<p>March 2011 GRMC cancelled – featured accordingly on the 28 April 2011 GRMC agenda.</p> <p>Scheduled for 27 and 28 April 2011 respectively.</p> <p>Actioned and scheduled accordingly.</p> <p>March 2011 GRMC cancelled – scheduled accordingly for 28 April 2011 GRMC.</p>
53/11/1.	<ul style="list-style-type: none"> Performance of ward areas with recently-changed functions, to be reviewed (to gauge impact on patient care/experience). Narrative to be developed for the maternity/children’s/theatres/ outpatients metrics, to accompany their GRMC reporting. 	<p>Chief Operating Officer/Chief Nurse/ Medical Director</p> <p>Chief Operating Officer/Chief Nurse</p>	<p>Actioned. Escalation areas have been added to the nursing metrics.</p> <p>Actioned.</p>

Paper B

	<ul style="list-style-type: none"> GRMC and Trust Board to be updated of progress on measures to improve the care and experience of elderly patients within UHL. 	Chief Operating Officer/Chief Nurse	Update featured on the 7 April 2011 Trust Board agenda.
53/11/2	<ul style="list-style-type: none"> LLR emergency care balanced scorecard to be presented to the April 2011 Trust Board. Value-adding elements of the medical and surgical triage pilots to be reviewed. East Midlands Deanery discussions (re: East Midlands wide ED middle grade shortages) to be communicated to the Chief Operating Officer/Chief Nurse. 	Chief Operating Officer/Chief Nurse Chief Operating Officer/Chief Nurse Director of Human Resources	Update on LLR emergency care transformational change programme featured on the 7 April 2011 Trust Board agenda. Actioned. Actioned.
54/11	<ul style="list-style-type: none"> Distribution of TrustTalk to be reviewed. Results of the 2010 staff attitude and opinion survey to be presented to the April 2011 Trust Board. 	Director of Communications and External Relations Director of Human Resources	Review underway, including potential increase in distribution numbers. Discussed in detail at the 23 March 2011 Workforce and Organisational Development Committee meeting, for assurance to the Trust Board through those Minutes rather than a separate report.
55/11	<ul style="list-style-type: none"> 2011-12 CIPs (informed by appropriate clinical risk assessment) to be presented on 24 March 2011 as part of the annual business plan. Appropriate output measures to be considered for the planned work to engage GP Commissioners. 	Director of Finance and Procurement Director of Communications and External Relations	To be featured in the final iteration of the business plan for Trust Board approval on 7 April 2011. 'GP satisfaction' benchmark survey in development by UHL Communications team.
56/11	<ul style="list-style-type: none"> New format Strategic risk register to be presented to the 5 May 2011 Trust Board following the April risk workshop discussions. Contingency plan to be developed in the event of potential public sector industrial action (impact on UHL). Risk 18 to be refreshed during April 2011 as part of the wider reformatting work. 	Medical Director Director of Human Resources Chief Executive	Scheduled accordingly for 5 May 2011 Trust Board agenda. Actioned, for discussion at the Workforce and Organisational Development Committee. Underway.
57/11/1	Results of the Audit Committee effectiveness self-evaluation to be considered by that Committee on 12 April 2011.	Director of Corporate and Legal Affairs	Scheduled accordingly.

Update on any outstanding matters arising from Trust Board meetings since 16 July 2009

Minute ref:	Issue	Lead Officer	Outcome
3 Feb 2011			
26/11	Update on the interface geriatrics project to be provided to the May 2011 Trust Board.	Medical Director	Scheduled accordingly for 5 May 2011 Trust Board.
30/11	Timetable for mapping the strategic risk register/Board Assurance Framework onto "from good to great" to be considered, including appropriate discussion by the Executive Team and GRMC during February/March 2011.	Director of Finance and Procurement/Medical Director	Timetable under consideration. Will be discussed in the risk workshop on 7 April 2011.
46/11/2	Consideration to be given to how best to learn from UHL staff experiences elsewhere.	Chairman.	Under consideration accordingly.
6 Jan 2011			
7/11/1	Trust Board to be kept appropriately informed of developments on the various DoH consultations.	Chief Executive	To be included in the Chief Executive's monthly as and when appropriate.
8/11/1	Workforce and Organisational Development Committee to consider the scheduling of staff appraisals on start date anniversaries.	Director of Human Resources/Ms J Wilson, Non-Executive Director.	Discussed at the 23 March 2011 Workforce and Organisational Development Committee meeting.
2 Dec 2010			
287/10	A further progress report on the Mrs M K patient experience to be provided to the Trust Board in 6 months' time.	Chief Operating Officer/Chief Nurse	Scheduled for June/July 2011 Trust Board.
290/10	Appropriate value-for-money benchmarking information to be taken into account in respect of the longer-term solution for LLR maternity and neonatal services.	Medical Director	To be considered at an appropriate future time.
294/10	<ul style="list-style-type: none"> Workforce and Organisational Development Committee to review recruitment activity in an FT context. SRR risk 6 to be reviewed at the April 2011 Trust Board meeting.)Director of Human)Resources Chief Executive	Discussed at the 23 March 2011 Workforce and Organisational Development Committee meeting. Scheduled for the 7 April 2011 Trust Board.