

**UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST**

**TRUST BOARD**

**REPORT ON MATTERS ARISING FROM THE MEETINGS HELD ON 2 JUNE 2011 AND 23 JUNE 2011**

Minute ref:	Issue	Lead Officer	Outcome
<b>23 June 2011</b>			
169/11/1	<ul style="list-style-type: none"> <li>• Appropriate forecast to be included in each monthly quality, finance and performance report to the Trust Board.</li> <li>• Potential accelerated use of external support to be discussed by the June 2011 Finance and Performance Committee.</li> <li>• An update on financial recovery to be provided to the 7 July 2011 Trust Board.</li> </ul>	)Director of Finance )and Procurement ) ) Chief Operating Officer/Chief Nurse/Director of Finance and Procurement	Actioned.  Discussed accordingly at the 29 June 2011 Finance and Performance Committee. Covered in the public month 2 quality, finance and performance report.
169/11/2	UHL’s response to the national Safe and Sustainable consultation re: paediatric cardiac surgery, to be submitted by the end of the consultation period (1 July 2011).	Director of Strategy	Actioned. See Trust Board Bulletin for 7 July 2011.
169/11/3	The statement of Directors’ responsibilities in respect of the 2011 Quality Account to be signed by the Chief Executive.	Chief Executive	Actioned.
177/11/2	An update on UHL’s BRU applications to be provided to the August 2011 Trust Board.	Chief Executive	Scheduled accordingly for the 4 August 2011 Trust Board.
<b>2 June 2011</b>			
141/11	<ul style="list-style-type: none"> <li>• Summary of proposals to support further reductions in staff sickness rates to be provided to the Trust Board.</li> <li>• Summary of proposals to improve patient experience polling to be provided to the Trust Board.</li> </ul>	Director of Human Resources Chief Operating Officer/Chief Nurse	To be reported to the 4 August Trust Board meeting (via the Minutes of the Workforce and Organisational Development Committee). To be reported to the 7 July 2011 Trust Board via the Minutes of the GRMC meeting.

**Paper B**

<b>Minute ref:</b>	<b>Issue</b>	<b>Lead Officer</b>	<b>Outcome</b>
143/11/2	Quarterly mechanism to be established for GRMC to monitor the target for reducing preventable hospital acquired pressure ulcers.	Chief Operating Officer/Chief Nurse	To commence reporting to GRMC in 2011-12.
143/11/3	Statutory accounts 2010-11 and accompanying signed statements to be submitted to External Auditors and on to the Department of Health.	Director of Finance and Procurement	Actioned.
143/11/4	Chairman's and Chief Executive's contributions to the annual report to be circulated by email to Trust Board members for review prior to publication.	Director of Communications and External Relations	To be actioned prior to final publication of the annual report (date to be advised).
143/11/5	<ul style="list-style-type: none"> <li>Update on the LLR urgent and emergency care system improvement programme to be presented to the Trust Board.</li> <li>Additional data on UCC/ED deflections and 4 hour breaches to be included in the next Trust Board report.</li> <li>Consideration of the scope to hold a Trust Board development session in respect of ED transformation, LLR emergency care network developments and CBU-level support arrangements.</li> </ul>	<p>Chief Executive/Chief Operating Officer/Chief Nurse</p> <p>Chief Operating Officer/Chief Nurse</p> <p>Chief Operating Officer/Chief Nurse/ Director of Corporate and Legal Affairs</p>	<p>Scheduled on the 7 July 2011 Trust Board agenda.</p> <p>Actioned.</p> <p>Provisionally scheduled for 1 September 2011 Trust Board.</p>
143/11/6	<ul style="list-style-type: none"> <li>Issues relating to stroke service patient flows, pathways and availability of rehabilitation facilities to be escalated to the Trust Commissioners.</li> <li>Detailed plans to reduce readmission to be reviewed by the QPMG and assurance provided to the Trust Board.</li> <li>Update on staff appraisal performance to be included within the quality and finance report.</li> </ul>	<p>Chief Operating Officer/Chief Nurse</p> <p>Medical Director/Chief Operating Officer/Chief Nurse</p> <p>Director of Human Resources</p>	<p>To be actioned accordingly.</p> <p>To be discussed at the 3 August 2011 QPMG.</p> <p>Incorporated into the 7 July 2011 Trust Board report.</p>

Minute ref:	Issue	Lead Officer	Outcome
146/11	<ul style="list-style-type: none"> <li>• SRR/BAF to be reviewed by the Executive Team.</li> <li>• Mapping arrangements to be demonstrated between the original and revised format SRR/BAF when presenting the finalised report to the Trust Board on 7 July 2011.</li> <li>• GRMC and Finance and Performance Committee Chairs to consider undertaking a detailed review of the risks specific to their Committees.</li> </ul>	<p>Medical Director</p> <p>Medical Director</p> <p>Mr D Tracy, Non-Executive Director and Mr I Reid, Non-Executive Director</p>	<p>Featured on the Executive Team agenda on 21 June 2011.</p> <p>To be covered verbally at the 7 July 2011 Trust Board in discussion on the new format SRR/BAF.</p> <p>To be confirmed at the 7 July 2011 Trust Board meeting.</p>
147/11/2	Information on the extended nursing metrics to be presented to the Trust Board.	Chief Operating Officer/Chief Nurse	Incorporated into the 7 July 2011 quality and performance report.

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

Minute ref:	Issue	Lead Officer	Outcome
<b>5 May 2011</b>			
119/11/2	Action plans to improve patient experience polling results to be discussed at the GRMC and shared with the Audit Committee Chair outside the meeting.	Chief Operating Officer/Chief Nurse	Discussed at 26 May 2011 and 30 June 2011 GRMC meetings.
121/11	Assurance arrangements and escalation processes for highlighting specific risks to the GRMC/Finance and Performance Committee/Audit Committee to be confirmed.	Medical Director	To be reported to the 7 July 2011 Trust Board meeting.

**Paper B**

<b>Minute ref:</b>	<b>Issue</b>	<b>Lead Officer</b>	<b>Outcome</b>
<b>7 April 2011</b>			
90/11	Update on the Hutton reports to be provided to a future Trust Board meeting.	Chief Executive	To be scheduled once further information is available on the response to the reports.
91/11	Quarterly patient experience report to be provided to the Trust Board.	) Chief Operating )Officer/Chief Nurse	To be scheduled as requested.
93/11/1	Quarterly updates against the 2011-12 annual operational plan milestones to be provided to the Trust Board.	Director of Strategy	To be scheduled on a quarterly basis accordingly (beginning at the August 2011 Trust Board)
<b>6 Jan 2011</b>			
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.