

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday, 30 October 2014

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1	274/14	Chief Executive's update Chairman to provide feedback to the NTDA regarding UHL's expectations regarding NTDA Chairman and NED representation at future Board to Board meetings.	Chairman	31.10.14	The Chairman has written to the NHS TDA Chairman.	5
2	275/14/1	LLR Learning Lessons to Improve Care Review – 3 month progress report Refreshed action plan to be presented to the Trust Board in January 2015 – to incorporate feedback from the 3 listening events being held at Loughborough, Market Harborough and Leicester.	MD	TB 8.1.15	Scheduled accordingly for Trust Board meeting on 8 January 2015.	5
3	277/14/3	Designation of UHL Senior Responsible Officer (Medical Appraisal/Revalidation) Medical Director to advise NHS England and the GMC that Dr P Rabey has been appointed as UHL's Responsible Officer.	MD	Immediate	Actioned.	5
4	278/14/1	NIHR Local Clinical Research Network – quarterly update Internal Audit report on the LCRN to be presented to UHL's Audit Committee (when available).	MD	When available	Included on list of agenda items for forthcoming Audit Committee meetings in 2015.	5
5	279/14/3	Emergency Care Performance and Recovery Plan Chairman to highlight UHL's concerns relating to LPT bed closures at his meeting with the LPT Chairman.	Chairman	w/c 3.11.14	The Chairman has met with the LPT Chairman.	5
6	280/14/1	NHS Trust Over-Sight Certification Director of Corporate and Legal Affairs and the Chief Executive to update the September 2014 self certification returns using the month 6 quality and performance exception reports and submit these to the NTDA by 31 October 2014.	DCLA/CE	31.10.14	Complete.	5

Matters arising from previous Trust Board meetings

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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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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
25 September 2014						
7	255/14 (a)	Matters Arising Trust Board to be advised at its January 2015 meeting on the outcome of the Medical Director's/Executive Team's consideration of whether additional resource is to be deployed to enable the Trust to meet its medical revalidation and appraisal responsibilities.	MD	TB 8.1.15	Update scheduled for the January 2015 Trust Board meeting.	4
8	255/14 (c)	Future provision of urgent care services Trust Board to be advised at its November 2014 meeting on the decision of the LLR CCGs on retendering the provision of urgent care services (NB decision expected to be taken by the end of October 2014)	CE	For TB action log 27.11.14	Decision has been taken to re-tender in 2015-16 for the start of the new contract in April 2016.	5
9	255/14 (d)	Nursing Workforce Report Trust Board to receive nursing workforce updates bi-annually, timing to be synchronised with the outcome of the bi-annual UHL nursing acuity review.	CN	TB January and July 2015	Updates scheduled for the Trust Board meetings in January and July 2015.	4
10	255/14 (e)	Monitoring of Patient Sexual Orientation Trust Board to be updated on this subject via the equality governance update report to be submitted to the January 2015 Trust Board meeting.	DHR	TB 8.1.15	Updates scheduled for the January 2015 Trust Board meeting. Considered by the Executive Team on 21.10.14 and agreed an alternative focus on capturing disability data to improve patient care and available support.	4
11	255/14 (f)	Learning Disability: Critical Incidents and Patients Outcome Review Director of Human Resources to confirm timescales for completion of the analysis of two critical incidents and patient outcome review – timescale to be incorporated in the October 2014 Trust Board action log.	DHR	For TB action log 30.10.14	Meeting to discuss outcome review methodology scheduled for 7.10.14. Completion date of the review to be agreed at that meeting.	4
12	255/14 (g)	Choose and Book Trust Board to be advised at its January 2015 meeting on the outcome of the work to explore an increase in the number of available slots.	COO	TB 8.1.15	Update scheduled for the January 2015 Trust Board meeting.	4
13	255/14(i)	UHL Patient and Public Involvement and Engagement Strategy Director of Marketing and Communications to submit a report to the January 2015 Trust Board meeting recommending the consideration and adoption of an updated UHL patient and public involvement and engagement strategy.	DMC	TB 8.1.15	Scheduled for January 2015 Trust Board meeting.	4

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14	255/14(j)	UHL and LLR 5 Year Plans – Patient and Stakeholder Engagement Director of Marketing and Communications to submit a report to the October 2014 Trust Board meeting on the plans for patient and stakeholder engagement, following consideration of this subject at the Better Care Together Programme Board on 2 nd October 2014.	DMC	TB 30.10.14 22.12.14	Rescheduled for December 2014 Trust Board meeting.	3
15	257/14 (c)	Emergency Floor Development Measures to mitigate the over-commitment of the 2014/15 capital programme to be discussed at the October 2014 Finance and Performance meeting.	ADF	FPC October 2014	Recommendation arising from discussion at the 25.9.14 Finance and Performance Committee meeting to be considered for Trust Board approval on 30 October 2014 (via the F&P Minutes).	5
16	260/14/1 (c)	Medical Education Discussion to take place at the December 2014 Trust Board development session on medical education, to include the Director of Clinical Education and consideration to be given to also inviting the CMG Clinical Education Leads to join the Trust Board for this session.	MD	TBDS December 2014	Scheduled for TBDS December 2014.	4
17	261/14/1 (b)	Cancer Waiting Times Performance Comprehensive report on cancer waiting times performance to be submitted to the October 2014 Trust Board meeting: report to address (a) how clinical risk is being mitigated in light of current performance; (b) cancer detection rates; (c) the local and national factors felt to be influencing the Trust's performance; (d) the results of the national cancer patient survey 2014.	COO/CN	TB October 2014	Presented to Trust Board on 30 October 2014.	5
18	261/14/1 (c)	Mortality Indicators and other Key Performance Indicators Discussion to take place at the November 2014 Trust Board Development Session on the mortality indicators and other key performance indicators featured in the new version UHL Quality and Performance report.	MD/CN	TBDS November 2014	Scheduled for TBDS November 2014.	4
19	259/14/2 (c)	Complaints Engagement Event: Action Plan The Chief Nurse to consider and determine the most effective way of deploying existing resources in the implementation of the complaints engagement event action plan.	CN	Immediate	In progress. Update to be provided to the 27 November 2014 Trust Board.	4
20	259/14 (e)	Whistleblowing Policy Consideration be given to means of strengthening the ways in which patients and the public can raise concerns about patient care and other issues of concern; and to publicising such arrangements: outcome to be incorporated in the October 2014 Trust Board action log.	CN	For Trust Board action log 30.10.14	In progress. Update to be provided to the 27 November 2014 Trust Board. Updated policy approved by the Policy and Guideline Committee on 17 October 2014.	4

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21	261/14/1 (b)	Applications for Charitable Funding Director of Marketing and Communications and Acting Director of Finance to report to the Trust Board as Corporate Trustee on a framework to guide decision-making by the Charitable Funds Committee and Trust Board (as Corporate Trustee) on the expenditure of charitable funds, such framework to recommend matters which are/are not suitable for charitable funds expenditure.	DMC/ADF	Trust Board 27.11.14	On track.	4
28 August 2014						
22	235/14/1	Empath Full Business Case to be presented to the September 2014 Trust Board.	ADF	TB 25.9.14 30.10.14 27.11.14 8.1.15	Rescheduled to January 2015 Trust Board.	3
23	237/14	Measures to raise the Board-level profile of R&D to be considered by Executive Directors and fed into the Board effectiveness action plan as appropriate.	DCLA/EDs	Immediate	Director of Corporate and Legal Affairs to discuss with the newly appointed Trust Chair when he takes up his appointment on 1 st October 2014.	4
26 June 2014						
24	180/14/1	Finalised LLR 5-year health and social care plan to be presented to the September 2014 Trust Board.	DS	TB 25.9.14 27.11.14 22.12.14	Scheduled accordingly. Deferred to the December 2014 Trust Board.	3
25	180/14/2	Draft UHL 5-year plan – executive summary Final versions of the UHL (and LLR) 5-year plan to be presented to the Trust Board for formal approval in September 2014.	DS/CE	TB Sept/Oct 2014 27.11.14 22.12.14	Being worked through and on track to be presented to the Trust Board in September 2014. Deferred to the December 2014 Trust Board.	3
26	180/14/2	Monitoring of progress against the 5-year plan to be included in the detailed Delivering Caring at its Best update being provided to the October 2014 Trust Board.	CE	TB 20.10.14 27.11.14 22.12.14	Scheduled accordingly for report to 30 October 2014 Board meeting. Deferred to the December 2014 Trust Board.	3

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