

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday, 25 September 2014

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1	254/14	Minute 235/14/1 of 28 August 2014 The assurance given at the Trust Board meeting on 28.8.14 regarding the availability of the ICE requesting system for use by Primary Care once the EPR System goes live be recorded in the Minutes.	DCLA	Immediate	Actioned.	5
2	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
2a	255/14(b)	Medical Workforce Strategy Director of Human Resources to confirm the date for production of the next iteration of the Medical Workforce Strategy – date to be incorporated in the October 2014 Trust Board action log.	DHR	For TB action log 30.10.14	The Medical Strategy will be updated following discussions at the Clinical Senate and the New Roles Group. The next iteration will be produced by December 2014.	5
2b	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	Update scheduled for the November 2014 Trust Board meeting.	4
2c	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	Reports to be submitted to the TB at its meetings in January and July	Updates scheduled for the Trust Board meetings in January and July 2015.	4
2d	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 availability of support.	4

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Trust Board paper B

2e	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 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
2f	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
2g	255/14(h)	Update on LETB discussions re: changes to the national Consultant contract: remove from Trust Board action log.	DCLA	Immediate	Actioned.	5
2h	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
2i	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	Rescheduled for November 2014 Trust Board meeting.	3
3	257/14(b)	Emergency Floor Development Subject to the successful outcome of the Trust's bid to the Independent Trust Financing Facility for long-term borrowing, and approval by the NHS Trust Development Authority (decisions anticipated mid-October 2014), approval be given to proceeding with the remainder of the Emergency Floor enabling works.	CE	Contingent on decisions of Independent Trust Financing Facility & NHS TDA anticipated October 2014	Approval confirmed on 17.10.14 and approval to proceed with works confirmed.	5
3a	257/14(c)	Measures to mitigate the over-commitment of the 2014/15 capital programme to be discussed at the October 2014 Finance and Performance meeting.	ADF	Finance and Performance Committee October 2014	Recommendation arising from discussion at the 25.9.14 Finance and Performance Committee meeting to be considered for Trust Board approval on 20.10.14 (via the F&P Minutes).	4
4	257/14(d)	UHL Development Support Plan Draft UHL development support plan to be discussed at the Trust Board development session on 16 October 2014, ahead of submission to the public Trust Board meeting on 30 October 2014, for approval and onward submission to the NHS Trust Development Authority.	CE/DS	TBDS 16.10.14 and TB 30.10.14	Scheduled for TBDS 16.10.14 and TB 30.10.14	5

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Trust Board paper B

5	258/14/1	Draft 2015/16 and 2016/17 Integrated Business Planning Guidance Guidance approved for implementation, subject to the inclusion of the additional wording to describe the Trust's approach to patient and public involvement in the development of the Trust's Annual Plan 2015/16.	ADF/DMC	Immediate	Actioned.	5
6	260/14/1 (b)	Medical Education Presentation on medical education (to accompany the paper submitted to the Trust Board on 25.9.14) to be circulated to Trust Board members.	STA	Immediate	Actioned.	5
6a	260/14/1 (c)	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
7	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	Scheduled for Trust Board October 2014	4
8	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
9	259/14/3 (a)	ePIFFany Medical Director, Chief Nurse and Director of Human Resources to consider and determine how best to harness the new approach to staff education and training exemplified by the ePIFFany project.	MD/CN/DHR	Immediate	ECLIPSE (modelled on ePIFFany) is being trialled at LRI in order to improve functioning of MDT and improve patient safety. This will inform potential for future scalability which will then be discussed by the Executive Team.	5
9a	259/14/3 (b)	Chief Executive to invite Dr R Patel, NIHR Academic Clinical Lecturer in Medical Education, University of Leicester and Honorary Specialist Registrar in Renal Medicine to the Executive Team Improvement Workshop to be held on 30 September 2014.	CE	Immediate	Actioned.	5
10	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	CN	Immediate	In progress. Update to be provided to the 27 November 2014 Trust Board.	4

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Trust Board paper B

		engagement event action plan.				
10a	259/14/2 (d)	Whistleblowing Policy Taking in to account the independent review of whistleblowing in the NHS ('Freedom to speak up?') due to complete its work by November 2014, the Director of Human Resources to confirm the timescale for completing the review of the Trust's Whistleblowing Policy – for incorporation in the October 2014 action log.	DHR	For Trust Board action log 30.10.14	The Trust's Solicitors have advised on the revised content of this policy, along with HR and Staff Side colleague input. The revised policy has now been finalised and submitted for ratification to the Policy and Guideline Committee.	5
10b	259/14 (e)	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.	4
11	264/14/1 (a)	Applications for Charitable Funding Each of the 10 Charitable Funds applications, together with the charitable funding of the 2014 staff Christmas meal, be progressed consequent upon their approval by the Trust Board (as Corporate Trustee).	ADF	Immediate	Actioned	5
11a	261/14/1 (b)	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

Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status *
28 August 2014						
7a	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	Rescheduled to November 2014 Trust Board.	4
9.	235/14/3	Board Assurance Framework (BAF) Risk 1 to be divided into 'UHL' and 'LLR system-wide' components.	CN	Immediate	Plans in place to divide this risk in the next iteration of the BAF.	4

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Trust Board paper B

9b	235/14/3	Dr D Briggs, LLR emergency care plan lead, to be advised of UHL's concerns over the LLR emergency care plan and invited to clarify the position of that plan to the September 2014 Trust Board. See also action 10 below	COO	TB 25.9.14 30.10.14	Dr Briggs contacted and as he is unavailable to attend the September 2014 Trust Board meeting, this item has been scheduled for the October 2014 Trust Board agenda.	4
10.	236/14/1	Month 4 quality and performance report In his presentation to the September 2014 Trust Board (see action 9b above), Dr D Briggs also to be asked for an action plan to reduce DTOCs.	COO	TB 25.9.14 30.10.14	Dr Briggs contacted and as he is unavailable to attend the September 2014 Trust Board meeting, this item has been scheduled for the October 2014 Trust Board agenda.	4
13b	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
31 July 2014						
17.	210/14/1	Vascular Services Outline Business Case Full Business Case to include assurance on the impact on mortality, funding requirements, operational efficiencies (as per 30 July 2014 Finance and Performance Committee discussions).	DS	For FBC October 2014	A paper is due to go to the 24 September Quality Assurance Committee that includes a service move assessment framework, the paper is to then go to the October ESB. Report deferred to October 2014 QAC to enable prior discussion by the Executive Quality Board.	4
26 June 2014						
19.	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	Scheduled accordingly. Deferred to the November 2014 Trust Board. Update on the Better care Together Programme scheduled for September 2014 Trust Board.	3
20.	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	Being worked through and on track to be presented to the Trust Board in September 2014. Deferred to the November 2014 Trust Board.	3
21.	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	Scheduled accordingly for report to 30 October 2014 Board meeting. Deferred to the November 2014 Trust Board.	3

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