

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 4 June 2015**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	115/15	<p><b>Matters Arising Log</b></p> <ul style="list-style-type: none"> <li><b>Emergency care performance</b></li> </ul> <p>Trust Chairman to report back on the outcome of his discussions with other LLR Chairs on 18 June 2015.</p>	Chairman	TB <del>2.7.15</del> 6.8.15	Meeting between LLR Chairs fixed for 18.6.15 postponed. Trust Chairman to raise this matter at the next LLR Chairs' meeting, (when arranged), and report back thereafter to the Trust Board on the outcome.	4
2.	116/15	<p><b>Chairman's monthly report June 2015</b></p> <ul style="list-style-type: none"> <li>Trust responsiveness to patients/public concerns to be considered further at a future Trust Board thinking day with external partners as appropriate .</li> <li>Adequacy of mechanisms for briefing volunteers on UHL developments, to be reviewed.</li> </ul>	Chairman  DCM	Future TBTD  TB 2.7.15	The Trust Board will consider 'Acting on Feedback' at its Thinking Day on 13.8.15.	4
3.	118/15/2	<p><b>Delivering Caring at its Best – UHL 5-year plan</b></p> <ul style="list-style-type: none"> <li>Trust Board report (paper F) to be circulated to CCG Chairs for information.</li> <li>Accessibility of the plan to be reviewed, including development of a 'plain English' summary and potential availability of non-English language versions.</li> <li>Trust Board members to advise the Head of Communications which engagement event they would be attending.</li> </ul>	Chairman  DCM  ALL	Immediate  By 2.7.15  Immediate	Trust Chairman to discuss the Trust's 5-year plan with LLR Chairs at the next LLR Chairs' meeting. <b>Verbal update to be provided at the meeting.</b>  Actioned.	4
4.	118/15/3	<p><b>Long term financial model (LTFM) and updated financial strategy</b></p> <ul style="list-style-type: none"> <li>Integrated Finance, Performance and Investment Committee (IFPIC) to receive 6-monthly updates on the LTFM (annual update to the Trust Board).</li> <li>TDA feedback on UHL's LTFM to be circulated to Trust Board members once received.</li> </ul>	DF  DF	IFPIC 6-monthly  Once available	Updates to be scheduled accordingly.  Feedback to be circulated on receipt.	5

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<b>RAG Status Key:</b>	5	<b>Complete</b>	4	<b>On Track</b>	3	<b>Some Delay – expected to be completed as planned</b>	2	<b>Significant Delay – unlikely to be completed as planned</b>	1	<b>Not yet commenced</b>
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5.	118/15/4	<b>Better Care Together Programme update</b> Future updates to include an additional 'UHL-focused' impact assessment, appropriate detail on contingency planning/critical path analysis/gateways/milestones, and further information about BCT deliverables in future quarters.	DS	TB monthly	To be covered in future Better Care Together programme updates.	5
6.	118/15/5	<b>Multi-storey carpark LRI – full business case</b> Patient feedback/communication re: (LRI) carparking to be passed to the Director of Estates and Facilities, for information.	ACN	Immediate	Actioned. All patient comments for the last 12 month relating to car parking have been formatted and sent to the Director of Estates and Facilities.	5
7.	120/15/1	<b>Quality Account 2014-15</b> <ul style="list-style-type: none"> <li>the comments of Healthwatch and other external stakeholders on UHL's Quality Account be considered at the proposed Trust Board thinking day with external partners (see action 2 above).</li> <li>consideration to be given to seeking Healthwatch's input to the Quality Account more generally (in addition to seeking their comments formally as a stakeholder).</li> </ul>	DCLA  DCQ	Future Trust Board thinking day  Ongoing	This information will be recirculated to Trust Board members for consideration shortly ahead of the Trust Board Thinking Day session on 'Acting on Feedback' fixed for 13.8.15.	5
8.	120/15/4	<b>Month 1 financial position 2015-16</b> UHL's bank:agency ratio to be benchmarked against other Trusts.	ADHR	By 2.7.15	The Assistant Chief Nurse has undertaken benchmarking of bank/agency split which is currently 53% to 47% at the Trust which is on a par with other organisations. It is important that priority is given to implementing the action plan to increase nurse bank staff usage v Agency.	5
9.	120/15/5	<b>Emergency care performance report</b> Consideration to be given to a further Board to Board meeting in autumn 2015 to discuss emergency care issues with LLR CCGs and LPT.	Chairman/ DCLA	TBA	A further Board to Board meeting is to be held on 8.10.15 – invitations have been issued to the Chairs of the LLR CCGs and LPT.	5

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10.	121/15/1	<b>NIHR East Midlands Clinical Research Network Annual Report 2014-15</b> Consideration to be given to including 'research' in partnerships discussions at a future Trust Board thinking day.	DS	future TBSD	Discussion of 'Partnerships' took place at the Trust Board Thinking Day on 11.6.15. A future 'Thinking Day' discussion with local University representatives is to be timetabled, taking into account the outcome of preliminary discussions underway between UHL and University partners.	5
11.	122/15/1	<b>UHL risk report and Board Assurance Framework</b> <ul style="list-style-type: none"> <li>risk score for risk 10 to be increased.</li> <li>quarterly workforce report scheduled for July 2015 Trust Board also to cover an appropriately forward-looking assessment of medical and nursing workforce/recruitment issues.</li> </ul>	ADHR  ADHR/ACN/ MD	By 2.7.15  For TB 2.7.15	Actioned.  Paper included on the 2 July 2015 Trust Board agenda.	5
12.	122/15/2	<b>Trust Board and Board Committee governance</b> <ul style="list-style-type: none"> <li>working of the processes outlined in paper V to be reviewed in December 2015.</li> <li>consideration to be given to strengthening the Trust Board/Board Committee level focus on workforce issues, and to the information flow re: the Quality Commitment.</li> </ul>	Chairman/ DCLA  DCLA	TBSD 10.12.15  2.7.15	To be scheduled accordingly.  Latest workforce report under consideration at Trust Board 2.7.15.	5
13.	132/15/1	<b>Any other business</b> Measures to be discussed to increase the number of public attendees at Trust Board meetings.	DMC/COO	Immediate	Meeting held.	5

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## Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
<b>7 May 2015</b>						
14.	96/15/1 (c)	<b>Quarterly update on medical education issues</b> Consideration to be given to adapting the format of the quarterly Trust Board Medical Education updates to include all aspects of clinical education.	AMD/ACN/ DCLA	TBA	Under consideration.	4
<b>2 April 2015</b>						
15.	71/15/4 (c)	<b>Emergency floor full business case</b> Director of Marketing and Communications to acknowledge the support received in respect of planning consent for the emergency floor and give consideration to inviting appropriate individuals to celebrate key milestones within the project timeline.	DMC	TBA	Will be taken forward as part of the communications plan for FBC.	4

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