

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday, 7 May 2015

| Item No | Minute Ref: | Action | Lead | By When | Progress Update | RAG status* |
|---------|-------------|--|---------|----------------------|---|-------------|
| 1 | 95/15/2 | Draft Annual Operational Plan 2015-16 Delegated authority was provided to the Chief Executive and the Trust Chairman to submit the final iteration of the Annual Operational Plan to the TDA by 14 May 2015. | CE/DS | 14.5.15 | Complete and the final iteration featured on the 28 May 2015 IFPIC agenda (for completeness). | 5 |
| 2 | 95/15/3 | Final Financial Plan 2015-16 The risks associated with delivering the financial plan for 2015-16 to be kept under regular review by the Integrated Finance, Performance and Investment Committee. | DF | IFPIC regular review | To be included in the regular IFPIC financial performance reporting mechanism. | 5 |
| 3 | 96/15/1 (a) | Quarterly Update on Medical Education Issues Chief Executive to follow up the issued regarding proposed re-distribution of training posts with the LPT Chief Executive. | CE | TBA | Chief Executive to report orally at the 4 June 2015 Trust Board meeting. | |
| 4 | 96/15/1 (b) | UHL Medical Education Strategy to be presented to a future Executive Strategy Board. | AMD | TBA | Scheduled on the June 2015 Executive Strategy Board agenda. | 5 |
| 5 | 96/15/1 (c) | 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 | TBA | Under consideration. | 4 |
| 6 | 97/15/1 | UHL Risk Report The final 2015-16 version of the Board Assurance Framework to be presented to the June 2015 Trust Board meeting. | AMD | TB 4.6.15 | Complete. | 5 |
| 7 | 98/15/5 (a) | Emergency Care Performance LLR CCG Representative to be invited to provide feedback on the CCG Boards' consideration of the Sturgess report. | CCG Rep | TB 2.7.15 | Provisionally scheduled for the 2 July 2015 meeting. | 4 |
| 8 | 98/15/5 (b) | LLR Urgent Care Dashboard to be appended to future Emergency Care reports to the Trust Board. | COO | TB 4.6.15 | Dashboard to be appended to the Emergency Care report with effect from 4 June 2015. | 4 |
| 9 | 98/15/5 (c) | Chief Operating Officer to circulate copies of the May 2015 Emergency Care report to LPT and the CCGs. | COO | Immediate | Complete. | 5 |

* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

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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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Matters arising from previous Trust Board meetings

| Item No | Minute Ref: | Action | Lead | By When | Progress Update | RAG status* |
|---------------------|-------------|---|------|---------------|---|-------------|
| 2 April 2015 | | | | | | |
| 10 | 70/15 (b) | An assessment of any additional resource requirements to deliver the Trust's strategic objectives and annual priorities to be presented to a future IFPIC meeting. | CE | IFPIC 28.5.15 | Provisionally scheduled for the 25 June 2015 IFPIC meeting. | 3 |
| 11 | 71/15/4 (b) | Summary of lessons learned from the development of the Emergency Care business case to be presented to a future IFPIC meeting. | DS | IFPIC 28.5.15 | Report provisionally scheduled on the IFPIC agenda for 25 June 2015. | 3 |
| 12 | 71/15/4 (c) | 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 |
| 13 | 71/15/5 (c) | Deep dive into health economy actions affecting attendances and admissions to be scheduled at a future Trust Board meeting. | COO | TB 4.6.15 | An update will be provided to the Trust Board on 4 June 2015 (once the new LLR plan is in place). | 4 |
| 14 | 72/15/2 | Detailed action plan in response to the 2014 National Staff Survey Results to be presented to the July 2015 Trust Board meeting. | ADHR | TB 2.7.15 | Report provisionally scheduled on the Trust Board agenda for 2 July 2015. | 4 |
| 5 March 2015 | | | | | | |
| 15 | 49/15/3 | <i>Institute of Frail Elderly Medicine</i> Further report on the proposed partnership with DMU and the proposed governance arrangements to be presented to the Trust Board in June 2015. | AMD | TB 4.6.15 | Provisionally re-scheduled on the August 2015 Trust Board agenda at the request of Dr K Harris, Lead. | 3 |
| 16 | 49/15/4 | <i>PPI and Community Engagement Strategy</i> Formal review to be undertaken in 12 months' time and the outcomes to be reported to the Trust Board. | DMC | TB March 2016 | To be scheduled on the appropriate Trust Board agenda. | 4 |

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