

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday, 8 January 2015

| Item No | Minute Ref: | Action | Lead | By When | Progress Update | RAG status* |
|---------|-------------|--|-------|---------------------|---|-------------|
| 1 | 6/15/1 | Patient Story Opportunities to be explored to purchase additional radios and televisions for use in the side rooms on ward 14, LGH from charitable funds (if appropriate). | CN | As appropriate | Appropriate advice and application forms have been provided to the ward sister to facilitate the application process. | 5 |
| 2 | 6/15/2 | Emergency Floor Business Case Draft business case to be update to reflect any TDA feedback and presented to the next available Trust Board meeting for final approval. | DS | TB 5.2.15 or 5.3.15 | Provisionally re-scheduled for the 5 March 2015 Trust Board, pending TDA feedback. | 4 |
| 3 | 6/15/3(a) | Emergency Care Performance Chairman to write to the Urgent Care Board seeking assurance on progress of the actions agreed at the 23 December 2014 risk summit, a review of the LLR weekly care dashboard, and assurance that the issues raised were being acted upon with the appropriate degree of urgency. | Chair | Immediate | Actioned. | 5 |
| 4 | 6/15/3(b) | Executive Team to consider whether sufficient robust evidence was available regarding any GP over-referrals and whether any processes could be implemented to disincentivise such behaviours. | CE | As appropriate | Under consideration. | 4 |
| 5 | 6/15/3(c) | Director of Marketing and Communications to meet with the Chairman and the Chief Executive to agree the extent of any additional communications workstreams in relation to ED attendances. | DMC | As appropriate | In hand. | 4 |
| 6 | 6/15/14 | UHL Initial Draft Annual Operational Plan for 2015-16 Further discussion on the key issues arising from the draft Annual Operational Plan for 2015-16 be scheduled for discussion at a Trust Board thinking day. | DCLA | As appropriate | Discussed at the Trust Board thinking day on 15 January 2015. | 5 |
| 7 | 7/15/2(a) | Workforce Equality and Diversity Monitoring Report 2013-14 Service Equality manager to be invited to attend a Trust Board thinking day on the subject of equality and diversity. | DCLA | As appropriate | Scheduled on the agenda for the Trust Board thinking day to be held on 12 February 2015. | 5 |
| 8 | 7/15/2(b) | The issue regarding public access to meetings in the Jarvis Building at the LRI be highlighted to the Director of Estates and Facilities. | CN/TA | Urgent | 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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| 9 | 7/15/3(a) | Board Assurance Framework The Chief Nurse and the Medical Director to refresh the narrative relating to risk 1 (Quality Commitment) for the next iteration of the BAF. | CN/MD | TB 5.2.15 | Complete. | 5 |
| 10 | 7/15/3(b) | Discussion on risk 24 (IM&T Strategy) be deferred to the 5 February 2015 Trust Board meeting. | CN | TB 5.2.15 | Provisionally scheduled for discussion at the 5 February 2015 Trust Board meeting. | 4 |

Matters arising from previous Trust Board meetings

| Item No | Minute Ref: | Action | Lead | By When | Progress Update | RAG status* |
|-------------------------|--------------|---|-------|--------------------------------------|--|-------------|
| 22 December 2014 | | | | | | |
| 11 | 320/14/3 | Delivering the 5 Year Strategy Director of Strategy to provide regular progress reports to the Trust Board on delivering the 5 Year Strategy. | DS | TBA | Reports to be scheduled on the Board agenda. Frequency to be agreed in consultation with the Director of Strategy. | 4 |
| 12 | 324/14/1 (a) | Duty of Candour/Fit and Proper Persons Test Chief Nurse to report on the arrangements for meeting the requirements of the duty of candour at the 29 January 2015 QAC meeting. | CN | QAC 29.1.15 26.3.15 | Report provisionally scheduled on the 3 March 2015 EQB agenda and the 26 March 2015 QAC agenda. | 3 |
| 13 | 324/14/1 (b) | Acting Director of Human Resources to report on the arrangements for meeting the requirements of the fit and proper persons test at the 5 February 2015 Trust Board meeting. | DHR | TB 5.2.15 | Report features on the 5 February 2015 Trust Board agenda. | 5 |
| 14 | 324/14/2 | Board and Board Committee Governance Trust Chairman to write to the CCG Chairs consulting them on the arrangements for joint CCG representation on UHL Board Committees and inviting appropriate nominations. | Chair | TBA | Actioned – response of CCG Chairs awaited. | 4 |

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