

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 5 May 2016

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	92/16	Chairman's report May 2016 Future Trust Board thinking day to explore different types of partnership working arrangements.	DMC	2016/17 Trust Board development programme	Session to be timetabled to take place as part of the Trust Board Thinking Day Programme 2016/17.	5
2.	93/16	Chief Executive's report May 2016 August 2016 Trust Board thinking day to seek partner organisations' views on the clarity/adequacy of the information presented to the public Trust Board re: in-year progress against UHL's annual priorities.	CE/ DMC	TBTD 11.8.16	To feature as part of the discussions at the Trust Board Thinking Day on 11.8.16.	5
3.	94/16/2	Volunteers' Services Annual Report 2015-16 To explore the scope for volunteers to be used to deliver newspapers to patients on the wards (and the scope for a related agreement with the local press for provision of local papers).	CN	By TB 2.6.16	The Volunteer Services Manager is exploring the opportunities to do this.	4
3a	94/16/2	Details of the UHL Volunteers' awards evening to be circulated to Trust Board members, with a view to them attending if available.	CN	Immediate	Complete	5
3b	94/16/2	To consider inviting local media to run a story on the work of UHL volunteers.	DMC/ CN	Immediate	Verbal update to be provided on 2.6.16.	
4.	94/16/3	Emergency Care Performance Future such reports to the Trust Board to cover the Glenfield Hospital CDU (Clinical Decisions Unit) as well as the ED.	COO	TB 2.6.16+	Actioned.	5
4a	94/16/3	2016-17 demand and capacity plan to be presented to the June 2016 Trust Board.	COO	TB 2.6.16	Verbal update to be provided on 2.6.16.	
4b	94/16/3	August 2016 Trust Board thinking day with partner organisations to share progress on emergency care pressures and invite views on further measures needed.	COO	TBTD 11.8.16	To feature as part of the discussions at the Trust Board Thinking Day on 11.8.16.	5
4c	94/16/3	To review planning for the staffing requirements of planned additional medical wards.	CN	Immediate	Scope required is now part of recruitment scope.	5

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4d	94/16/3	Future Trust Board thinking day to explore a holistic risk assessment of the 2016-17 demand and capacity current imbalance.	COO	Future TBTD	Session to be timetabled to take place as part of the Trust Board Thinking Day Programme 2016/17.	5
5.	94/16/4	Reconfiguration update To incorporate information on the critical decision-making points into future monthly updates on reconfiguration.	CFO	TB 2.6.16+	The request is being taken forward and is to be included within the reconfiguration update to Trust Board.	4
6.	94/16/5	LLR Better Care Together programme update To request that the LLR BCT dashboard is provided for future monthly updates.	CE	Immediate and for TB 2.6.16+	Full BAF is to be included in future updates.	5
7.	94/16/6	Annual Operational Plan 2016-17 UHL discussions with NHSI regarding the improvement trajectories to be reported to IFPIC.	CE	IFPIC 26.5.16	On agenda. Chief Executive wrote to NHSI confirming the position 18.5.16	5
7a	94/16/6	AOP 2016-17 to be approved as presented on the understanding that any further amendments required as a result of finalising the contracting round will be reported to the June 2016 Trust Board.	CFO	TB 2.6.16 if required	No further amendments required or requested	5
8.	95/16/1	East Midlands Clinical Research Network (EMCRN) quarterly update EM CRN 2016-17 annual delivery plan to be approved as presented (UHL Trust Board approval required as the host organisation), and progressed accordingly.	MD	Immediate	Actioned.	5
8a	95/16/1	To consider appropriate external communications on the work of the EM CRN.	MD/DMC	Immediate	Actioned.	5
8b	95/16/1	To discuss UHL and wider research and innovation issues at a future Trust Board thinking day, including how to enhance research performance further.	MD	Future TBTD	Session to be timetabled to take place as part of the Trust Board Thinking Day Programme 2016/17.	5
8c	95/16/1	EM CRN Director to contact the UK Trade and Invest EM regional lead.	MD/ D,EMCRN	Immediate	In hand.	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
9.	96/16/3	Month 12 finance report Review of month 12 pay position to be reported to the May 2016 IFPIC.	CFO	IFPIC 26.5.16	Discussed at the 26.5.16 IFPIC.	5

Matters arising from previous Trust Board meetings

Item No	Minute ref	Action	Lead	By When	Progress Update	RAG status*
10.	70/16	Matters arising log First quarterly report on estates performance/issues to be discussed at the April 2016 IFPIC.	DEF/CE	IFPIC 28.4.16	The IFPIC Chair has agreed to defer this item due to pressure of business. The first such report is to be submitted to IFPIC Quarter 2 2016/17.	5
11.	71/16	Chairman's monthly report – April 2016 Chief Nurse to contact the Healthwatch representative regarding public feedback on end of life care (to inform the end of life care report scheduled for April 2016 QAC).	CN	Immediate	Verbal update to be provided at the Trust Board meeting on 5.5.16 – this confirmed that contact had been made accordingly.	5
12.	73/16/3	Reconfiguration programme monthly update Report format to be further refined to (i) provide a more pictorial illustration of the timelines and (ii) refresh the risk log content and dates.	CFO	For TB (i) 02.06.16 (ii) 01.09.16	(i)The Reconfiguration Board in May agreed to provide the plan on a page pictorially, in order to progress this action and the areas identified by the Gateway Review it was agreed at to hold a time out in July to redefine each of the work streams (due to dependencies e.g. capital availability and conclusion of BCT demand and capacity refresh) . This session will capture key milestones and interdependencies. It will therefore be September before the pictorial illustration of the timeline is presented in its final state to TB. (ii)The Reconfiguration Board has reviewed the programme risks and process for reporting and the refreshed information is to be presented to Trust Board in June 2016.	4 5

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13.	76/16/4	LLR Better Care Together programme (BCT) monthly update To propose to the BCT Programme Management Office that 'demand' be included as a 3 rd 'top risk' in the monthly BCT updates.	DMC	Immediate	To be included within next month's update from the BCT PMO	4
3 March 2016						
14.	48/16	Chief Executive's report – March 2016 Action plan from the 1 and 2 March 2016 AQuA session to be presented to the March 2016 QAC.	CN	QAC 24.3.16 26.5.16	Regular updates to be scheduled.	4
14a	48/16	Outcome of further review of (i) fractured neck of femur performance, and (ii) Friends and Family Test [FFT] coverage in ED and Outpatients to be shared with the Healthwatch representative.	COO/ CN	When available	Information to be shared with the Healthwatch representative when available.	4
14b	48/16	To consider including workforce indicators in the quality and performance dashboard appended to the CE's monthly report.	CE/ DWOD	May 2016 June 2016 Q&P report	CEO has asked DWOD to propose suitable measures. Draft Targets for sign off by CMGs and Executive Performance Board expected by end of May.	5

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