

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 7 January 2016

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	7/16/3	Emergency care performance Emergency care performance and contingency plans to be discussed further at the Feb 2016 Trust Board thinking day, covering:- <ul style="list-style-type: none"> • modelling and scenario planning for winter 2016-17, and • the need for a coherent, system-wide plan focusing on outcomes. 	COO	TBTD Feb 2016	Will be completed by February 2016 Trust Board.	4
2.	7/16/5	Equality update Equality and diversity task and finish group to report its findings to the Feb 2016 Trust Board thinking day and then on to the public March 2016 Trust Board.	DWOD	TBTD Feb 2016 TB 3.3.16	Scheduled accordingly.	4
2a	7/16/5	The Service Equality Manager, members of the equality and diversity task and finish group, and Mr D Henson, LLR Healthwatch representative, to be invited to the February 2016 Trust Board thinking day for discussion on the task and finish group's report.	DWOD/ DCLA	TBTD 11.2.16	To be actioned by 4 February 2016.	4
2b	7/16/5	Trust Board to undertake the 'unconscious bias' training being organised through the East Midlands Learning Academy.	DWOD	TBA	Date currently being sought in April/May 2016.	4
3.	7/16/7	Better Care Together (BCT) The narrative on the top 2 programme risks to be expanded to cover how long the risk had been at that graded level, the timescale to resolve the risk, and the further actions planned.	DS/ DWOD	TB 4.2.16 onwards	Work is on-going with the BCT PMO	4

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3a	7/16/7	To advise the BCT Programme Management Office and BCT Programme Board (as appropriate) of the following points raised by the Trust Board, with a view to them being reflected in the next iteration of the report:- <ul style="list-style-type: none"> the request for the dashboard to include more information on the specific step targets needing to be achieved and provide a more comprehensive vision of the progress needed, and the need for the key programme milestones to include the current review of capital availability and its BCT impact. 	DS	Immediate	Work has started on the dashboard with the view to submitting a more detailed dashboard to the March TB	4
3b	7/16/7	Next monthly report to provide an update on the patient/carer experience of the ICS beds.	DS	TB report 4.2.16	Complete – included within the February 2016 Trust Board paper	5
4.	7/16/8	Tertiary partnerships strategy Awareness of (and development of appropriate rules of engagement with) the National Defence Rehabilitation Centre to be included in the strategy.	DS/ HoTP	Immediate	Actioned	5
4a	7/16/8	Appropriate risk issues (for all partnerships/arrangements) to be reflected in the tertiary partnerships strategy.	DS/ HoTP	Immediate	Actioned	5
5.	7/16/9	Draft annual priorities 2016-17 Strategic objective 2 priorities to include the issue of capacity to match 2016-17 demand.	DS/HoS	Immediate	Actioned	5
5a	7/16/9	Strategic objective 5 priorities to be expanded to reflect UHL's growing relationship with its academic partners (wording to be provided by Professor A Goodall, Non-Executive Director).	DS/AGNED/ HoS	Immediate	Actioned.	5
5b	7/16/9	Consideration be given to including 'reducing agency spend' in the 2016-17 strategic priorities (item from the discussion on the workforce and OD quarterly update).	DS/HoS	Immediate	Actioned	5

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Trust Board Paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5c	7/16/9	UHL's 2016-17 Quality Commitment to be presented to the January 2016 QAC and on to the February 2016 Trust Board for approval.	CN	QAC 28.1.16 TB 4.2.16	Scheduled for the January 2016 QAC accordingly, and will be appended to the summary of that meeting for Trust Board approval on 4 February 2016.	5
5d	7/16/9	Authority to be delegated to the Chief Executive to approve the updated annual priorities in line with the NTDA first-cut submission dates (noting that the finalised version will then be presented to a future Trust Board).	CE	TBA	In progress in line with timetable.	5
5e	7/16/9	Appropriate communication exercise to be developed with internal and external stakeholders, following the finalisation of the annual priorities 2016-17. Consideration also to be given to holding a larger-scale public event to communicate both the 2016-17 annual priorities and the Trust's wider vision for coming years prior to the BCT launch.	DS/ DMC	TBA	Verbal update to be provided at the 4 February 2016 Trust Board.	
6.	8/16/1	Research and innovation quarter 3 report Director of Research and innovation to circulate the slides from his recent meeting with the Trust Chairman, to other Trust Board members for information.	DRI/AMD	By 4.2.16	To be actioned by 4 February 2016	4
6a	8/16/1	Issue of Glenfield Hospital site accommodation for the Hope Centre to be pursued with the Director of Estates and Facilities (and raised at the UHL-UoL Strategic Partnership Group, as appropriate).	CE	Immediate	Discussed at UHL/UoL Group – to be included in wider appraisal of research/trials accommodation requirements, co-ordinated by Director of R&I.	5
6b	8/16/1	Consideration be given to offering the University of Leicester a seat on UHL's Space Reconfiguration Group.	DS	Immediate	Professor A Goodall Non-Executive Director has agreed to identify someone to sit on the LGH Rationalisation Board. Also to be represented at the Space Utilisation Group	4
6c	8/16/1	Future Trust Board thinking day to include a dedicated session on research and innovation (also covering the Trust's relationship with the University of Leicester).	Chairman/ DCLA	TBA	Included in the list of items for discussion at Trust Board Thinking Days 2016 by the Director of Corporate and Legal Affairs.	5

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7.	10/16/2	Integrated Finance Performance and Investment Committee 2016-17 capital programme to be progressed and approved accordingly, as per the recommendation within the 17.12.15 IFPIC Minutes.	CFO	By 31.3.16	In progress.	4
8.	10/16/3	Month 8 financial performance 2015-16 In future reports, charts 2-6 also to show the original plan.	CFO	Immediate	At the meeting, the Chief Financial Officer confirmed that this will be actioned from the January 2016 IFPIC meeting onwards.	5
9.	10/16/4	Interim revenue support loan application The decision to apply for an interim revenue support loan under emergency powers be ratified as presented in paper S1, and signed accordingly.	Chairman and CE	Immediate	Actioned at the Trust Board meeting on 7.1.16.	5
10.	13/16	Questions from the public <ul style="list-style-type: none"> <i>Cancelled operations</i> – number of operations cancelled during the last 4 weeks (not just on the day cancellations) to be provided to the requester. <i>Orthodontics</i> – details of instances where NHS Trusts which have run satellite departments within other Trusts, to be provided to the Chief Executive by the requester. 	COO DCLA	By 4.2.16 By 4.2.16	Will be completed by February 2016 Trust Board.	4
11.	21/16/1	Any other business Ms C Buss, Leicester Mercury, to be appropriately informed of UHL's arrangements for handling the junior doctors' strike planned for 12.1.16.	AMD	Immediate	Actioned.	5

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Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
3 December 2015						
12.	254/15/1	Patient story Clear, standardised communication about discharge to be added to the standard list of issues on which patients should expect to be informed.	CN	TBA	Verbal update to be provided at the 4 February 2016 Trust Board	
12a	254/15/1	QAC to receive a report on patient story lessons and themes from the last 12 months.	CN	Future QAC	Scheduled for the March 2016 QAC as part of the quarter 3 patient experience triangulation report.	5
13.	254/15/2	UHL Way 'Coverage' of UHL Way to be mapped (number of staff reached).	DWOD	TBA	Actioned.	5
13a	254/15/2	Updated UHL OD Plan to be presented to the February 2016 Trust Board.	DWOD	TB 4.2.16	An updated on the revised OD Plan will be included in the February Board Thinking Day Agenda (2016)	4
14..	254/15/7	Board Assurance Framework (BAF) and risk report Principal risk 11 (re: estates infrastructure and team capacity) to be considered at a future Trust Board.	AMD/DEF	Future TB	UHL's Reconfiguration Programme was discussed at the Trust Board Thinking Day on 14 January 2016.	5
15.	255/15/2	Integrated Finance Performance and Investment Committee (IFPIC) – summary of issues from 26.11.15 Feedback on CMGs' presentations to be provided back to those CMGs after each IFPIC meeting.	IFPIC Chair/ COO	After each IFPIC	Confirmed that this approach will begin from the January 2016 IFPIC onwards.	5
16.	256/15	PPI strategy – quarterly update Executive Directors to consider the appropriate placement of the PPI portfolio.	CE	Ongoing	CE has decided that current arrangements should remain in place.	5
5 November 2015						

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Trust Board Paper B

17.	230/15	Chief Executive's monthly report Written briefing on the position re: funding for the EPR project to be provided to a future Trust Board.	CFO	Future TB	The Chief Financial Officer will submit a paper on this subject to IFPIC in due course and the Trust Board will therefore be updated via receipt of the IFPIC minutes	5
18.	231/15/2	Independent Complaints Review Panel [ICRP] report Further update on UHL's complaints process and themes (including the work of the ICRP as appropriate) to be provided to (1) the attendees at the June 2014 complaints engagement event and (2) QAC.	AMD	Immediate & future QAC (TBA)	To be included in the quarterly complaints performance report, next scheduled for March 2016 QAC.	5
19.	231/15/5	LLR Better Care Together programme [BCT] 'Lessons learned' exercise re: the Intensive Community Support Service beds to be undertaken at an appropriate future point (eg early 2016).	DS	Early 2016	Action replaced by action 3b above.	5
20.	231/15/6	Emergency care performance To approach Local Authorities to consider undertaking a review of the local population demographic, to assess the reasons for any increase in acuity.	DS/COO	Immediate	Actioned.	5
20a	231/15/6	To seek information on the reasons for WL CCG's decrease in inflow to UHL and whether any steps taken could be extended to other CCGs).	DS/COO	Immediate	Action progressed but now to be factored into the work in action 1. above.	5

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