

University Hospitals of Leicester NHS Trust
 Progress of actions arising from the Trust Board meeting held on **Thursday 1 September 2016**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	184/16	<p>Matters arising <u>6-monthly equality update and 2016 Workforce Race Equality Standard [WRES] submission (Minute 166/16/2 of 4.8.16)</u> To update the matters arising log with a specific date for learning equality lessons from other organisations/sectors and for adopting a creative approach re: improving the experiences of BME staff (Minute 166/16/2 of 4.8.16).</p>	DWOD	By TB 6.10.16	Best practice considered as part of the Diversity Task and Finish group final report presented to the Board in February 2016. Actions include the introduction of <ul style="list-style-type: none"> - reverse mentoring - R-targeted leadership development for band 5&6 Nurses - CMG targets. DWOD call with Roger Kline 3.10.16	4

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1a	184/16	The precise wording of the finding re: BME staff experiencing discrimination to be circulated to Trust Board members for information.	DWOD	By TB 6.10.16	<p>The national findings show for most Trusts that :</p> <ul style="list-style-type: none"> • A higher % of BME staff report bullying or abuse than White staff. • BME staff perception of career progression and promotion is less positive than White staff. • BME staff are more likely to experience discrimination than white staff. <p>UHL 2016 data is showing similar overall trends as reported in August 2015 and is in line with other Trusts. However, for UHL there is a slightly worsening position for indicators 5 ,6, 7 and 8, for BME staff although in line with other Trusts. The indicators are as described above and are based upon the National Staff survey response. Our own internal monitoring of staff experience of bullying and discrimination does not suggest a disproportionate number of cases from staff from a BME background. Actions to address these are included in the equality action plan.</p>	5
2.	186/16	Chief Executive's monthly report – September 2016 Information on the reasons for the increased rate of cancer referrals, to be provided to the Healthwatch representative outside the meeting.	COO	By TB 6.10.16	Conversation outside Trust Board will take place before 6.10.16.	5
2a	186/16	To meet with the Healthwatch representative outside the meeting and discuss the main areas for improvement in respect of the deteriorating patient.	MD/CN	By 6.10.16.	Meeting being arranged.	4

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
3.	187/16/2	EMCHC update To pursue the development (by NHS England) of clear terms of reference for the public consultation exercise.	CE	Immediate	Discussed during NHSE visit on 16 September 2016. Details in EMCHC update.	5
3a	187/16/2	A short written update on EMCHC to be a Trust Board standing agenda item.	CE	All TB mtgs	Actioned.	5
4.	188/16	Integrated risk report and Board Assurance Framework (BAF) Principal risk 8 (<i>failure to deliver an effective learning culture and to provide consistently high standards of medical education</i>) to be discussed in further detail at the September 2016 Trust Board thinking day.	MD	TBTD 8.9.16	Agenda'd accordingly for 8.9.16.	5
4a	188/16	Report on cyber security to be provided to a future private Trust Board meeting.	CE/CIO	Future Private TB	The Trust Chairman has agreed that the cyber security report will instead come via Audit Committee on 3.11.16.	5
4b	188/16	Audit Committee views on the appropriateness and adequacy of the BAF principal risk scores and action plans to be provided to Executive Directors.	AC Chair/ DCLA	TBA	A discussion on these matters also took place at the Audit Committee meeting held on the afternoon of 1.9.16 – in consequence, the Director of Safety and Risk is to report to an Executive Board meeting on the actions to be taken to strengthen the Trust's risk management process.	5
5.	189/16/1	Reconfiguration – monthly update PF2 issues to be discussed at the October 2016 Trust Board thinking day.	CFO	TBTD 13.10.16	Provisionally timetabled for either the November 2016 or December 2016 Trust Board thinking day.	4
5a	189/16/1	Reconfiguration strategic outline case (SOC) to be restated/relaunched and presented to the December 2016 Trust Board, providing:- <ul style="list-style-type: none"> increased clarity on the total costs; clarity on phasing, and a reiteration of the compelling clinical and organisational case for reconfiguration. 	EDs/CFO	By TB 1.12.16	Work in progress.	4

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5b	189/16/1	Director of Marketing and Communications to be appropriately involved in the development of the relaunched SOC above, to ensure a coherent narrative.	DMC	By TB 1.12.16	Actioned.	5
5c	189/16/1	To consider any lessons learned from the delays to date, acknowledging that issues may have been outside the Trust's control.	CFO	Ongoing	In progress.	4
6.	189/16/2	Better Care Together (BCT) – monthly programme update Update on work re: demand management initiatives to be provided to the October 2016 Trust Board.	DMC/CE	TB 6.10.16	Work in progress.	4
6a	189/16/2	Next BCT update to the Trust Board also to cover proposals for refocusing the BCT programme and its organisational arrangements.	DMC/CE	TB 6.10.16	Actioned.	5
6b	189/16/2	Trust Board's request for the BCT dashboard and KPIs to be reinstated to this monthly update, to be fed back to the BCT Programme Board.	DMC	Immediate	Actioned.	5
7.	190/16/2	Multi-professional education and training update 2016-17 (Q1) Next quarterly update to include progress on UHL's potential role as a test site for the Nursing Associate role.	CN	TB 1.12.16	To be scheduled for 1.12.16 Trust Board agenda accordingly.	4
7a	190/16/2	Assistant Chief Nurse to be invited to attend the appropriate September 2016 Trust Board thinking day session.	CN/ ACN	TBTD 8.9.16	Actioned. Assistant Chief Nurse attending accordingly.	5
8.	191/16/1	Quality Assurance Committee summary 25.8.16 'Freedom to Speak Up' arrangements to be progressed as appended to the 25.8.16 QAC summary (as now approved by the Trust Board).	DWOD	Immediate	In progress for Trust Board 6.10.16.	4
9.	191/16/4	Emergency care performance An update on the 90 patients currently awaiting transfer out of UHL to be provided to the October 2016 Trust Board, including:- <ul style="list-style-type: none"> the reasons for the delayed discharge and the outcome, and an assessment of what factors are within/outwith the Trust's control. 	COO	TB 6.10.16	Will be included in Trust Board report.	5

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10.	195/16	Trust Board Bulletin – 2017 key Trust Board and Committee dates 2017 meeting dates to be circulated as now approved by the Trust Board.	STA	Immediate	E-invitations sent for all Trust Board meeting dates.	5
11.	196/16	Questions from the press and public To explore the scope for PPI input on the day of the October 2016 GMC visit (although noting the prescribed format for the visit).	MD	Immediate	Actioned. An identified Patient Partner is already inputting to the GMC visit.	5
11a	196/16	To explore extending the existing Trust Board thinking day event with PPI partner groups, to cover LPT and CCG PPI groups.	CHAIR MAN/DMC	TBA	Verbal update to be provided at Trust Board on 6.10.16	

Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4 August 2016						
12.	162/16	Chief Executive's monthly report – August 2016 Outputs from the #NOF steering group to be reported to EQB and QAC.	MD	EQB 6.9.16 QAC 29.9.16	Scheduled accordingly.	5
13.	163/16/2	East Midlands Congenital Heart Centre [EMCHC] update Mr B Patel Non-Executive Director to advise the Chief Executive of any specific concerns about clarifying the nature of the NHSE public consultation.	BP NED	Immediate	Actioned.	5
14.	164/16/1	Integrated risk report including the Board Assurance Framework (BAF) Nature of the BAF scoring matrix for the more strategic issues to be discussed with the risk team.	DCLA/ MD	By 1.9.16	Now superseded by item 4b above.	N/A

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Trust Board paper B

14a	164/16/1	To consider holding a future Trust Board thinking day on capital.	Chairman	2 nd half of the 2016-17 financial year	Timetabling of a Thinking Day session under consideration.	4
15.	165/16/1	Reconfiguration monthly update To explore the development of a short, clearly-articulated business plan for the Trust's 3-to-2 strategy focusing on reconfiguration and PF2, and the delivery of sustainable and safe services.	CFO	November 2016	To be explored in line with the finalisation of the STP in October 2016. Now superseded by item 5c above.	N/A
16.	166/16/1	Medical workforce strategy update Future IFPIC to receive a report on Consultant workforce planning, providing assurance that vacancies are appropriately reviewed to confirm the continuing need for the post.	DWOD/ MD	Future IFPIC	Included on the list of future agenda items for October 2016 IFPIC	5
16a	166/16/1	Future iterations of appendix 3 of paper K (list of Consultant vacancies by service) to include a prioritised RAG rating.	MD/ DWOD	Immediate	Actioned.	5
17a	166/16/2	To pursue the inclusion of the BME leadership targets on the dashboard appended to the Chief Executive's monthly Trust Board report.	DWOD	By 1.9.16	Complete. To be implemented with effect from the 6.10.016 Trust Board.	5
17b	166/16/2	To approve UHL's proposed sign-up to the British Sign Language Charter and hold a signing ceremony in October 2016.	DWOD	October 2016	In Progress – date sought from the BDA. Likely to be November 2016.	4
18.	167/16/3	2016-17 financial performance – month 3 For ease of understanding, the 'improved profit' and 'cost reduction' elements of the 2016-17 cost improvement programme to be split in future CIP update reports to IFPIC.	CFO	IFPIC 25.8.16 onwards	Actioned.	5

7 July 2016

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Trust Board paper B

19.	141/16/1	Reconfiguration monthly update Revised phasing of UHL's reconfiguration programme to be presented to the September 2016 Trust Board.	CFO	TB 1.9.16 1.12.16	Scheduled on the agenda for Trust Board meeting in September 2016. The re-phasing of the reconfiguration programme cannot be carried out until after Phase 2 of the Estates Strategy Refresh has been completed. This is planned for late October/early November 2016 so the re-phased programme will be presented to the Trust Board in December 2016. Now superseded by item 5a above.	N/A
20.	142/16/1	Medical appraisal and revalidation annual report 2015-16 To consider the potential future use of 360° feedback for medical supervisors.	DMD/MD	Ongoing	Actioned.	5
21.	143/16	Research and innovation 2016-17 – quarter 1 update To pursue securing a UHL research and innovation slot at the October 2016 Leicester Business Festival (as mentioned at the February 2016 Trust Board), liaising as appropriate with the new Director of the Leicester Precision Medicine Institute.	DR&I/ MD	By October 2016	Work in progress.	4

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