

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 2 June 2016

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	112/16	Matters arising <u>Volunteer services annual report 2015-16</u> To contact the Leicester Mercury to explore the scope for provision of newspapers for ward delivery by UHL's volunteers.	DMC	By 7.7.16	Completed.	5
1a	112/16	<u>UHL demand and capacity plan 2016-17</u> To be presented to the July 2016 Trust Board as part of a wider report on emergency care issues.	COO	TB 4.8.16	Covered in the summary of the 30.6.16 IFPIC meeting, and will be discussed in detail at the 14.7.16 Trust Board thinking day.	4
1b	112/16	<u>Chief Executive's report March 2016</u> Chief Nurse to ensure that the following information is shared with the Healthwatch representative:- outcome of the further review of (i) fractured neck of femur performance, and (ii) Friends and Family Test [FFT] coverage in ED and Outpatients.	CN	By 7.7.16	Verbal update to be provided on 7.7.16.	
2.	113/16	Chairman's report – June 2016 To circulate the minutes of a meeting between UHL and the University of Leicester, to Trust Board colleagues for information.	Chairman	By 7.7.16	To be actioned once Minutes received.	4
2a	113/16	To hold a Trust Board thinking day on developing closer relations with local Universities and identifying further opportunities for partnership.	Chairman/ MD	September 2016	This topic will be considered at the Trust Board Thinking Day session on 8.9.16.	5
3.	114/16	Chief Executive report – June 2016 Meeting to be convened with key academic partners to discuss cancer issues.	CE	After the BRC bid	To be arranged after the BRC bid.	4
3a	114/16	Trust Board congratulations to be expressed to the UHL ED, for their recent HSJ awards re: medical manpower and medical education.	Chairman/ CE	Immediate	Actioned.	5
3b	114/16	Outcome of 11.5.16 public listening event to be shared with the CQC (cc Trust Board for information).	CN	Immediate	Verbal update to be provided on 7.7.16.	

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
3c	114/16	Timescale for BRC bid decision to be appropriately factored in to future UHL-University of Leicester meetings.	CE/MD	Immediate	Under consideration.	4
4.	115/16/1	Patient story Report on future pharmacy provision to be presented to the August 2016 Trust Board.	MD	TB 4.8.16	To be scheduled accordingly,	4
4a	115/16/1	To liaise with the Healthwatch representative to set up Healthwatch visits to general areas such as receptions and outpatients, in light of the issues raised in this patient story.	CN/DMC	Ongoing	Under consideration by Healthwatch colleagues.	4
5.	115/16/2	Annual Accounts and Annual Report 2015-16, and accompanying documentation Taking account of any comments below, the annual accounts and annual report 2015-16 (plus accompanying documentation) to be approved, and the following to be signed accordingly for submission to the Department of Health by 2.6.16 as required:- <ul style="list-style-type: none"> • Statement of Directors' responsibilities in respect of Internal Control; • Annual Governance Statement 2015-16; • Directors' Statements – Statement of the Chief Executive's responsibilities as the Accountable Officer of the Trust and Statement of Directors' Responsibilities in respect of the accounts; • Balance sheet, and • Letter of Representation. 	CE/CFO	By end of 2.6.16	Actioned.	5
5a	115/16/2	2015-16 Annual Report to be amended to include the Chairman's thanks to Ms J Wilson, former UHL Non-Executive Director for her contribution to the Trust.	DMC	Immediate	Completed	5
5b	115/16/2	A review of the 2015-16 accounts process (including External Audit aspects) to be presented to the July 2016 Audit Committee.	CFO	AC 7.7.16	Scheduled accordingly.	4
5c	115/16/2	UHL Going Concern Statement 2016-17 to be approved.	CFO	Immediate	Actioned.	5

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6.	115/163/3	Quality Account 2015-16 Easy to read version to be developed, in conjunction with appropriate patient groups.	CN	Immediate	Verbal update to be provided on 7.7.16	
6a	115/16/3	Quality Account to be approved and loaded on to the public NHS Choices website by 30.6.16.	CN/ DCQ	By 30.6.16	To be actioned by 30.6.16.	5
7.	115/16/4	UHL updated Strategic Direction Final version (as approved at 2.6.16 Trust Board) to be disseminated to staff.	DMC	Immediate	Completed.	5
8.	116/15	Integrated risk report (see also action 15a below) To review the comprehensiveness of the current BAF entry re: workforce and OD, for discussion at the June 2016 Trust Board thinking day.	DWOD	TBTD 9.6.16	Workforce and OD issues discussed at the Trust Board Thinking Day on 9.6.16.	5
9.	117/16/1	Reconfiguration programme (see also action 10 below) To consider holding a future Trust Board thinking day to discuss the impact of national capital constraints.	Chairman/ CFO	Future TBTD	For discussion at the Trust Board Thinking Day on 11.8.16.	5
10.	117/16/2	Better Care Together (BCT) programme (see also action 9 above) Longer-term capital funding position to be discussed at a future Trust Board thinking day.	Chairman/ CFO	Future TBTD	For discussion at the Trust Board Thinking Day on 11.8.16.	5
10a	117/16/2	BCT Programme Management Office to be advised of UHL's suggestion to add a further top programme risk of 'access to capital and cash'.	DMC	Immediate	Completed.	5
11.	118/16/1	EMCRN Annual Report 2015-16 Report to be approved as presented, by UHL as Network host.	MD	Immediate	Actioned.	5
12.	118/16/2	Multi-professional education and training quarter 4 update Advanced Practitioner course now offered at De Montfort University to be included in the next quarterly update.	MD/CN	TB 1.9.16	To be included accordingly.	5

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Trust Board paper B

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12a	118/16/2	Assessment of current medical manpower challenges and proposed remedial actions to be presented to the July 2016 Trust Board.	MD	TB 7.7.16 TB 4.8.16	Deferred to 4.8.16 Trust Board to enable prior discussion through 19.7.16 Executive Workforce Board.	4
12b	118/16/2	To consider using part of a Trust Board thinking day to discuss research and training/education (including staff retention issues), also involving representatives from DMU and UoL.	Chairman/ MD	Future TBD	Discussed at Trust Board Thinking Day 9.6.16.	5
13.	119/16/1	PPI 2015-16 quarter 4 update CMG representatives to be invited to the August 2016 Trust Board thinking day with PPI partners.	DMC	TBD 11.8.16	Completed.	5
13a	119/16/1	To use the UHL Way change exemplars as the starting point for the PPI 'involvement into action' initiative.	DMC	Immediate	Completed.	5
14.	120/16/3	Month 1 finance report (April 2016) Any comments on the new format report to be sent to the Chief Financial Officer.	ALL	Immediate	Actioned.	5
15.	120/16/4	Emergency care performance including CDU July 2016 Trust Board thinking day to include a detailed review of emergency care issues including demand and capacity and priorities for 2016-17.	Chairman/ COO	TBD 14.7.16	Actioned – will be included.	5
15a	120/16/4	To review and update the BAF risk on emergency care, to cover culture/accountability/leadership aspects.	COO	By 7.7.16	Actioned – will be updated.	5
16.	121/16/1	Governance framework Executive and CMG management structure to be updated and reviewed on a flexible basis (eg changes made as they occur) rather than annually.	DCLA	Immediate	Will be actioned accordingly.	5
16a	121/16/1	Risk and control section to be augmented and also take account of May 2016 Audit Committee discussions.	DCLA	Immediate	Actioned.	5
16b	121/16/1	Chief Executive to review the changes outside the meeting and circulate the proposed updated version to Trust Board members on 6.6.16, for final approval by 9.6.16.	CE	circ 6.6.16 Final approval 9.6.16	Updated version circulated to Trust Board members w/c 13.6.16.	5

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20.	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	Latest AQuA action plan update to be reviewed by QAC on 30.6.16	5
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