

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 6 July 2017**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	163/17	<b>Matters arising log</b> Issue of future Non-Executive Director representation on the EMCRN governance framework [action 18 below] to be picked up in wider discussions on whether Non-Executive Directors should shadow specific areas/portfolios.	<b>CHAIR MAN</b>	Future TBTD	Under consideration.	<b>4</b>
1a	163/17	Development of a single, cross-organisational dashboard for the LLR STP [action 20 below] to be raised again with the LLR STP lead, in the context of STP governance arrangements.	<b>CE</b>	Immediate	CEO has raised issue again. Dashboard expected to be developed once final STP published in September.	<b>5</b>
2.	164/17	<b>Chairman's monthly report – July 2017</b> Draft job description for the Non-Executive Director vacancy to be circulated to all current UHL Non-Executive Directors for any comments.	<b>CHAIR MAN</b>	Immediate	Will be circulated for comment ahead of commencement of recruitment process post Summer 2017.	<b>4</b>
3.	165/17	<b>Chief Executive's monthly report – July 2017</b> New public Trust Board reporting requirements re: 62 and 104 day cancer wait breaches to be reflected in UHL Trust Board reports from August 2017 onwards.	<b>ICOO</b>	TB 3.8.17 onwards	Will be actioned accordingly.	<b>5</b>
3a	165/17	To discuss outside the meeting the circumstances of a specific case raised by Mr B Patel Non-Executive Director re: 4-hour waits and movement from ED to EDU.	<b>CE/ BP NED</b>	By TB 3.8.17	To be discussed 27.7.17. Verbal update will be provided at the meeting.	<b>4</b>
3b	165/17	To check whether the dashboard appended to the Chief Executive's monthly report has been updated to reflect the Trust's 2017-18 annual priorities.	<b>DCLA</b>	Immediate	Dashboard under review and any revisions will be implemented to take effect from the September 2017 Trust Board meeting.	<b>4</b>

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4.	166/17/1	<b>UHL response to NHS England consultation document re: congenital heart disease</b> To consider seeking:- (i) external validation (by a neutral expert) of the data used by UHL in support of EMCHC, and (ii) an external 'sense-check' (by an appropriately experienced person) of the consultation response.	CE	Immediate	External validation completed on consultation response and growth plan and minor changes incorporated as a result.	5
4a	166/17/1	To approve the proposed response to the NHSE consultation document, subject to the considerations in (4) above, and to delegate authority to the Chief Executive to amend the response as required** and submit it to NHS England by the required deadline of 17.7.17. <i>** noting that any significant changes might require approval via an extraordinary Trust Board meeting.</i>	CE	By 17.7.17	Actioned.	5
4b	166/17/1	To issue appropriate communications/press release on behalf of the whole Trust Board, following submission of UHL's response to the consultation exercise.	DCIE	After 17.7.17	To be actioned as appropriate.	5
5.	166/17/2	<b>Staff story – Physician Associates</b> To contact Ms D Bateman Physician Associate to invite her views on emergency medicine at UHL.	ICOO	By TB 3.8.17	TL met with both PAs (Michael Dowd/Dina Bateman) 19.7.17 who will now arrange shadowing experience in LRI ED.	5
6.	166/17/3	<b>UHL annual report and accounts 2016-17</b> To send any further comments on the annual report 2016-17 to the Director of Communications, Integration and Engagement/Deputy Director of Communications and Engagement.	ALL	By close of play 10.7.17	Actioned.	5
6a	166/17/3	To send any amendments to the updated Remuneration Report (tabled paper) to the Chief Financial Officer, for inclusion in the finalised annual report accordingly.	ALL	By close of play 10.7.17	Actioned.	5
6b	166/17/3	To approve the annual report and accounts 2016-17 subject to any comments received above.	ALL	Immediate	Actioned.	5

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7.	166/17/4	<b>Emergency care performance</b> In light of comments on primary care access issues, a report triangulating the reasons for people attending ED be presented to a future Trust Board.	ICOO	Future TB <b>(TBA)</b>	Trust Board has undertaken a comprehensive review of emergency care performance at its special meeting held on 25.7.17.	5
8.	167/17	<b>Integrated risk register including Board Assurance Framework (BAF)</b> To endorse the proposed pilot to report HR/IMT/research & education BAF risks on a quarterly basis through the appropriate Executive Board (Trust Board to continue to receive the standing monthly updates however).	MD	Immediate	Actioned.	5
8a	167/17	To review the BAF appropriately when discussing the Trust's 2018-19 annual priorities.	MD/CE	Future TBTD	Will be timetabled accordingly as part of the 2017-18 Trust Board Thinking Day programme.	5
9.	168/17	<b>LLR STP and UHL reconfiguration programme</b> All Trust Board members to advise the <b>Chief Executive's office</b> of their availability for the 18.7.17 LLR STP stocktake event.	ALL	Immediate	Actioned.	5
10.	169/17/1	<b>Multi-professional education and training quarterly update (deferred from June 2017 Trust Board)</b> To give in-principle support to the establishment of a Leicester Healthcare Education Academy with the University of Leicester.	MD/CN/ DWOD	Immediate	Actioned.	5
10a	169/17/1	Further to (10) above, to develop a short, high-level business case accordingly, robustly setting out the case for investment, quantifying the opportunity cost of not establishing such an Academy, and outlining the leadership and support resource requirements.	MD (DCE) /CN/DWOD	Immediate	Work in progress.	4
10b	169/17/1	To invite the University of Leicester to consider contacting the Leicester and Leicestershire Enterprise Partnership to bid for capital funding for the Academy project.	PB NED	Immediate	Under consideration.	4

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## Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
11.	169/17/2	<b>Work of the Doctors in Training Committee (DiTC)</b> To invite the Chair of the DiTC to attend the Autumn 2017 Trust Board thinking day on education/research/training.	<b>MD</b>	TBTD Autumn 2017	To be invited accordingly once the date is finalised.	<b>4</b>
11a	169/17/2	Col (Ret'd) I Crowe to attend the DiTC (in addition to the Trust Chairman when available).	<b>IC NED/ CHAIR MAN</b>	DiTC mtgs	To be arranged accordingly.	<b>4</b>
11b	169/17/2	Chief Executive to attend a future DiTC meeting to discuss the thematic review from the R2G initiative (themes re: continuity and junior doctors' relationships with Consultants).	<b>CE</b>	Future DiTC mtg	To be scheduled accordingly.	<b>4</b>
12.	169/17/3	<b>Responsible Officer revalidation and appraisal annual report 2016-17</b> Medical Consultant issues (numbers etc) to be discussed as part of the August 2017 Trust Board thinking day workforce session.	<b>DWOD</b>	TBTD 10.8.17	To be scheduled accordingly.	<b>5</b>
12a	169/17/3	To approve the RO annual report and Statement of Compliance accordingly, for signature by the Chief Executive/Chairman.	<b>CHAIR MAN</b>	Immediate	Actioned.	<b>5</b>
13.	169/17/5	<b>EMCRN 2017-18 quarterly update and EMCRN 2016-17 annual delivery report</b> To invite an EMCRN representative to attend the Autumn 2017 Trust Board thinking day on education/research/training.	<b>MD</b>	TBTD Autumn 2017	Actioned. Corporate and Committee Services Manager to confirm the date once finalised.	<b>5</b>
13a	169/17/5	Chief Executive to meet with the UHL Medical Director, Director of Research & Innovation [who will also cover any UoL issues], and EMCRN to discuss the fall in recruitment performance.	<b>CE/MD/DR&amp;I/ EMCRN</b>	Immediate	Meeting held.	<b>5</b>
13b	169/17/5	Nottingham University Hospitals NHS Trust's research study recruitment plan to be circulated for information.	<b>MD (via the EMCRN CD)</b>	by TB 3.8.17	Addressed at the meeting in 13(a) above.	<b>5</b>

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13c	169/17/5	To approve the EMCRN 2016-17 annual delivery plan as presented.	ALL	Immediate	Actioned.	5
14.	183/17	<b>Any other business</b> To receive a report re: outpatients performance.	DCIE	Future TB 7.9.17	The paper is being taken to EQB on 1.8.17 and will then come to the Board in September 2017.	4
14a	183/17	Background details for the new Interim Chief Operating Officer to be circulated for information.	DWOD	Immediate	In hand.	4

**Matters arising from previous Trust Board meetings**

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
<b>1 June 2017</b>						
15.	142/17/1	<b>Guardian of Safe Working quarterly update</b> Wider medical workforce report to be presented to the September 2017 Trust Board (in addition to the scheduled quarterly Guardian of Safe Working update), also covering recruitment and retention issues.	MD/ DWOD	TB 7.9.17	To be scheduled accordingly.  R&R not strictly part of GSW report so issues will be picked up as part of developing new UHL People Strategy at August 2017 Trust Board Thinking Day.	5
15a	142/17/1	Future Trust Board thinking day to focus on workforce, also including (i) overseas recruitment ethical issues, and (ii) the adequacy of measures to reinforce UHL's links with the local community and encourage employment uptake from the diverse local population.	DWOD	August 2017 TBTD	To be scheduled accordingly as part of wider People strategy development discussion.	5
<b>4 May 2017</b>						
16.	114/17/2	<b>EMCHC monthly update</b> Proposed UHL response to the public consultation to be presented to the July 2017 Trust Board for approval.	DCIE	TB 6.7.17	Scheduled accordingly.	5

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17.	114/17/3	<b>Emergency care performance including red 2 green update</b> To emphasise to all nursing and medical staff the need to deliver the red 2 green basics.	MD/CN	Immediate	Working through the programme and approach with the team.	5
<b>6 April 2017</b>						
18.	91/17	<b>Research &amp; innovation 2016-17 quarter 4 update and East Midlands Clinical Research Network [EMCRN] 2016-17 quarter 4 update</b> To approve the EMCRN Governance Framework 2017-18, noting however a suggestion to consider whether there it should include Non-Executive Director representation in future.	MD	For consideration	Chairman to discuss further with Non-Executive Directors. <b>Now superseded by action 1 above.</b>	5
<b>2 March 2017</b>						
19.	62/17	<b>Chairman's monthly report – March 2017</b> To consider undertaking a conducted tour of the Trust's estate, for all Trust Board members.	ALL/DEF	2017-18 financial year	Trust Admin will liaise with Estates & Facilities to organise the tour.	4
<b>1 December 2016</b>						
20.	290/16	<b>Integrated risk register</b> (re: risk 6) Development of a single, cross-organisational dashboard for the LLR STP to be discussed with the STP SRO (Toby Sanders).	CE	By TB 5.1.17	<del>CEO has written to Toby Sanders 8.12.16 – awaiting reply.</del> <del>Update 10.2.17: No response as yet.</del> Update 29.3.17: STP organisational and governance arrangements are still in development so a dashboard is not imminent. <b>See action 2 above – can now be closed.</b>	5
21.	291/16/1	<b>STP/BCT and UHL reconfiguration programme monthly update</b> To consider the most appropriate way to provide further public assurance on reconfiguration contingency plans, given the constraints on capital availability.	CFO/CE	Once formal STP feedback is received	Suggest that consideration is given to this matter once formal STP feedback on prioritised capital schemes is received	4

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