

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

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	85/17	Matters arising log Progress in convening a new 'disability access advisory group' to be included in the next scheduled diversity and equality update to the Trust Board (<i>see also the update to action 14 below</i>).	DWOD	TB 3.8.17	To be scheduled accordingly.	4
1a	85/17	Proposals for engaging with civic society organisations to be included in the next scheduled PPI Strategy update to the Trust Board.	DCIE	TB 1.6.17	To be covered in the revised PPI Strategy being presented to the June 2017 Trust Board (as per actions 15 and 20).	5
1b	85/17	Scenario planning for the availability of national capital to be discussed further at IFPIC, ahead of the May 2017 Trust Board thinking day (<i>see also action 6a below</i>).	CFO/ IFPIC Chair	IFPIC 27.4.17 TBTD 11.5.17	Alternative clinical (reconfiguration) scenarios are being developed in advance of the Trust Board Thinking Day. A specific Exec and CDs session was held on 25 th April 2017 and a 3 day workshop is taking place between 2 nd – 4 th May 2017.	4
2.	86/17	Chairman's monthly report – April 2017 To write to Mr D Henson on behalf of the Trust Board, to thank him for his contribution to the work of the UHL Trust Board as the LLR Healthwatch representative.	Chairman	By TB 4.5.17	Actioned.	5
2a	86/17	Trust plan for managing the 2017-18 financial position to be included in the May 2017 TBTD strategic direction discussions with PwC (plan already scheduled for April 2017 IFPIC discussion) (<i>see also action 10a below</i>).	CFO	TBTD 11.5.17	Scheduled accordingly.	4
2b	86/17	April 2017 QAC to discuss the possibility of UHL undergoing a 'shadow' inspection by the CQC before the end of the 2017 calendar year (under the CQC's new inspection/assessment approach).	QAC Chair	QAC 27.4.17	Following discussion between the QAC Chair and the Trust Chairman, this item has been closed. UHL will continue to focus on the current action plan and embed the improvements required, following the last inspection. In the meantime, staff will continue to support the CQC in shaping its new intelligence-led inspection process.	5

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
3.	87/17	Chief Executive's monthly report – April 2017 Head of Strategic Planning's review of the 5-Year Forward Plan headlines to be circulated to Trust Board members outside the meeting.	DCIE	By TB 4.5.17	To be actioned accordingly.	5
3a	87/17	May 2017 Trust Board update on UHL's EPR options also to cover the issue of Digital Exemplar hospitals and "fast followers".	CIO	TB 4.5.17	Actioned.	5
4.	88/17/2	National staff survey 2016 Action plans from the national staff survey 2016 and the development of a 'people capability framework' to be reported to the appropriate Executive Team meeting.	DWOD	Future Exec Team	Considered by the 18.4.17 Executive Workforce Board.	5
4a	88/17/2	The meaning of question 14b and its response findings to be clarified to Mr R Moore Non-Executive Director outside the meeting.	DWOD	By TB 4.5.17	Verbal update on this item to be provided at the 4.5.17 Trust Board.	
4c	88/17/2	To seek a view from Optimise Ltd on what constitutes a reasonable sample size and response rate (sufficient to enable meaningful conclusions to be drawn from the response data).	DWOD	By TB 4.5.17	Verbal update on this item to be provided at the 4.5.17 Trust Board.	
5.	88/17/4	Emergency care performance Report clarifying how the existing outpatients/beds/theatres efficiency workstreams tie together (and their governance) to be provided to the April 2017 IFPIC.	COO (DCIP & FOM)	IFPIC 27.4.17	Emergency care performance report by the Chief Operating Officer features on the 27.4.17 IFPIC agenda.	5
6.	90/17	STP and UHL reconfiguration – monthly update UHL Non-Executive Director views on the governance merits of a joint STP dashboard to be reiterated to the LLR STP SRO.	CE	7.4.17	Actioned.	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
6a	90/17	May 2017 Trust Board thinking day to discuss scenarios for UHL 2017-18 capital planning in the event of little or no national capital being available – that discussion also to cover the impact of any prolonged reconfiguration delay on the UHL estates and financial strategies and in terms of clinical risk (see also action 1b above).	CFO/DEF/MD	For TBTD 11.5.17	See update for action 1b above. Item features on the 11.5.17 Trust Board thinking day agenda.	5
7.	91/17	Research & innovation 2016-17 quarter 4 update and East Midlands Clinical Research Network [EMCRN] 2016-17 quarter 4 update 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.	4
7a	91/17	To consider setting up a staff access portal to provide information about UHL research and innovation activities on both a Trust and a regional basis. Useful information to include (eg) number of research studies/regional activity/ outcome of research projects etc.	MD/DR&/ EMCRN Director	For consideration	Director of Research and Innovation to review feasibility and feedback in next quarterly report.	4
7b	91/17	To consider either a Trust Board visit to another research facility, or inviting representatives to come to UHL to discuss specific research projects of interest.	MD/DR&/ EMCRN Director	For consideration	The Trust Board will visit research facilities or invite representatives to Trust Board Thinking Days as necessary to discuss relevant items.	5
7c	91/17	To consider the most appropriate frequency and method of providing future updates to the Trust Board on research & innovation (ie possible moves to 6-monthly updates complemented by more in-depth discussion at a Trust Board thinking day), noting however the requirement for continued quarterly EMCRN reporting to the UHL Trust Board as host organisation.	MD	For consideration	Medical Director has agreed with the Chairman that the Trust Board will continue to receive quarterly update reports.	5
7d	91/17	EMCRN Annual Delivery Plan 2017-18 to be presented to the May 2017 Trust Board for approval.	MD/EMCRN Director	EPB 25.4.17 & TB 4.5.17	Scheduled accordingly.	4

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Trust Board paper B

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8.	92/17/1	QAC 30.3.17 – summary of discussions To approve the recommendations from the 30.3.17 QAC meeting as per paper O, namely [1] release of the draft Quality Account to external stakeholders for comment, ahead of final Trust Board approval on 1.6.17, and [2] endorsement of the action plan in respect of the nasogastric tube misplacement patient safety alert appended to Trust Board paper O.	CN/ MD	Immediate	In hand.	4
9.	92/17/2	IFPIC 30.3.17 – summary of discussions To approve the recommendations from the 30.3.17 IFPIC meeting as per Trust Board paper P, namely a summary of the key changes to the 2017-19 UHL Annual Operational Plan [as appended to Trust Board paper P].	CFO/DCIE /CE	Immediate	Complete.	5
10.	92/17/3	Financial performance 2016-17 – February 2017 To brief the IFPIC Non-Executive Director Chair, Mr R Moore Non-Executive Director and the Director of Communications, Integration and Engagement on the detailed cash discussions held at the 30.3.17 IFPIC, at which they had not been present.	CFO	Immediate	Complete.	5
10a	92/17/3	To discuss the 2017-18 financial plan in detail at the April 2017 EPB and IFPIC meetings, allowing sufficient agenda time on both occasions (<i>see also action 2a above</i>).	CFO	EPB 25.4.17 IFPIC 27.4.17	Complete.	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
2 March 2017						

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11.	62/17	Chairman's monthly report – March 2017 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
12	63/17	Chief Executive's monthly report – March 2017 To contact the Healthwatch representative outside the meeting to discuss (i) mortality and (ii) fractured neck of femur issues.	MD	By 6.4.17	Work in progress – Medical Director is arranging contact with the Healthwatch representative accordingly.	4
2 February 2017						
13.	37/17	Matters arising log The Chief Executive's letter relating to the UHL Annual Operational Plan 2017-19 to be sent to NHS Improvement once finalised at the end of February 2017 (copied to the Trust Board for information).	CE	Once finalised (end Feb 2017) 31.3.17 30.4.17	Requirement for revised letter being reviewed in light of discussion at quarterly review meeting with NHSI.	4
13a	37/17	Healthwatch representative's report on his visit to UHL cancer services to be passed to the Chief Operating Officer once finalised.	DH/ COO	Once finalised	Awaiting report.	4
14.	39/17/6	Equality workforce monitoring report 2015-16 To reconvene and refresh the UHL Disability Group to review access issues including the new Windsor Building access following the closure of the Balmoral Entrance.	DEF/ DWOD	Immediate	In progress. Update provided 12.4.17: Director of Estates and Facilities and the Service Equality Manager are drawing up terms of reference for a 'disability access advisory group' also involving stakeholders from the local disabled community, as the UHL Disability Group deals only with staff issues.	5
15.	42/17	Community engagement proposal To consider appropriate ways of engaging with civic society organisations (ie the local enterprise partnerships).	DCIE	Immediate	To be covered in the revised PPI Strategy being presented to the June 2017 Trust Board.	5
19 January 2017						

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16.	30/17	UHL draft annual operational plan (AOP) 2017-19 To consider including more detail on the Emergency Floor development in any public-facing summary/version of the AOP 2017-19 (noting the prescribed format of the formal NHSI submission).	HoSP	once AOP 2017-19 is finalised	Work in progress.	4
17.	30/17	To consider how to ensure that future medical workforce investment decisions are appropriately 'future proofed' in the context of new ways of working and care pathway developments.	DWOD/ MD	Ongoing	Work in progress.	4
1 December 2016						
18.	290/16	Integrated risk register (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	CEO has written to Toby Sanders 8.12.16 – awaiting reply. Update 10.2.17: No response as yet. Update 29.3.17: STP organisational and governance arrangements are still in development so a dashboard is not imminent.	2
19.	291/16/1	STP/BCT and UHL reconfiguration programme monthly update 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
20.	293/16/1	Patient and public involvement and engagement strategy 2016-17 quarter 2 update To consider how best to tap into the knowledge and views of UHL's Volunteers.	DMC	Ongoing	To be covered in the revised PPI Strategy being presented to the June 2017 Trust Board.	5
1 September 2016						
21.	189/16/1	Reconfiguration – monthly update 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 4.12.16	Work in progress. Scheduled accordingly. Now scheduled for 2.3.17 Trust Board. Awaiting STP/capital feedback before progressing SOC to conclusion. Preliminary work underway	3

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