

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 7 September 2017

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	218/17	Matters arising log To liaise with Estates to progress the site tour for Non-Executive Directors.	CCSM	TBA	Work is in hand to arrange this.	4
2.	219/17	Chairman's report – September 2017 In respect of the Non-Executive Director and Associate Non-Executive Director vacancies:- <ul style="list-style-type: none"> advert and person specification to be circulated to Trust Board for information, and to consider how best to advertise/communicate the vacancies as widely as possible. 	DWOD DCIE	Once finalised Immediate	Actioned 25.9.17.	5
3.	220/17	Chief Executive's report – September 2017 To pass any comments on the revised format and content of the report to the Chief Executive.	ALL	Immediate	Any comments received will be taken into account in preparing future reports.5	5
3a	220/17	To consider visiting the Ophthalmology Department to witness the positive developments made.	ALL NEDs	TBA	Col (Ret'd) I Crowe Non-Executive Director visited Ophthalmology on 12.9.17.	5
4.	221/17/1	Patient safety story To review the governance arrangements for the various patient safety initiatives undertaken in the Trust, to ensure appropriate outcome improvements.	MD (DSR)	Ongoing	Underway.	4
4a	221/17/1	Quality and Outcomes Committee to review progress in rolling out PRISM.	MD/DCIE	TBA	To be scheduled accordingly.	4
4b	221/17/1	On behalf of the Trust Board, to write to the family of the patient featured in the SUI patient story.	MD (DSR)	By 5.10.17	Underway.	4

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5.	221/17/4	Organisation of care/emergency care performance Director of Communications, Integration and Engagement to attend the A&E Delivery Board discussion on stepdown facilities (following the September 2017 ESB).	DCIE	AEDB Sept 2017	Attended on 20.9.17.	5
5a	221/17/4	To learn appropriate lessons from Trusts who have successfully operated stepdown facilities.	DCIE	Immediate	Will be actioned as appropriate.	5
5b	221/17/4	Weekly updates on emergency care performance to include key learning points re: process and people.	ICOO	Immediate	Noted – areas of progress against process change to be identified in weekly update	4
5c	221/17/4	To cross-reference the action plan entries to the 7 'root cause' bulletpoints in future iterations of the Trust Board monthly organisation of care/emergency care performance report.	ICOO	TB 5.10.17 onwards	iCOO to cross refer root cause with elements of OoC workstreams in first instance	4
6.	222/17/1	Integrated risk report/Board Assurance Framework Report on Acting on Results to be presented to the October 2017 EQB and QOC meetings.	MD	EQB 3.10.17 QOC 26.5.10	Scheduled accordingly.	5
7.	222/17/2	EPRR core standards and annual report 2017 To repeat the major incident planning exercise following the completion of the Emergency Floor phase 2.	ICOO	End of EF phase 2	Plan for Q1-18/19 allow EF Phase 2 to embed and keep clear of winter	3
7a	222/17/2	To approve the EPRR core standards annual report 2017 for submission to NHS England.	ICOO	Immediate	Actioned.	5

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
8.	222/17/3	<p>Trust Board and Board Committee governance</p> <p>Changes to the chairmanship and membership of Board Committees to be approved as per paper L, subject to:-</p> <ul style="list-style-type: none"> inclusion as appropriate of Executive Director voting Trust Board members as voting members on their respective Board Committees (noting the agreement that the majority of voting members on those Committees should be Non-Executive Directors); inclusion of 'process' in the remit of the new Board Committee (titled therefore: People, Process and Performance Committee); clarification of when the Chairman was attending in an ex officio capacity; inclusion of the additional Non-Executive Director (once appointed), and identification of individual Patient Partner members. 	DCLA DCLA DCLA DCLA DCLA/ DCIE	For TB 5.10.17	Actioned – Patient Partners are in the process of being confirmed for each of F+I/PPP/QOC for the October 2017 cycle of meetings and onwards. 5	5
8a	222/17/3	Updated terms of reference and annual workplans to be submitted to the September 2017 FIC/PPPC/QOC meetings.	DCLA	FIC/PPPC/ QOC 28.9.17	Scheduled accordingly.	5
8b	222/17/3	Revised governance framework report to be provided to the October 2017 Trust Board.	DCLA	TB 5.10.17	Scheduled accordingly.	5
8c	222/17/3	All Trust Board papers to be accompanied by an executive summary report capable of being a stand-alone document.	EDs	TB 5.10.17+	For implementation from October 2017.	5
9.	223/17/2	<p>Accountable care system (see also action 13 below)</p> <p>Consideration of the accountable care system (paper N) to be deferred until the October 2017 Trust Board, following further internal discussion at the September 2017 Trust Board thinking day.</p>	CE/ DCIE	TB 5.10.17 TBTD 14.9.17	The Chairman has deferred this item from the October Trust Board agenda pending engagement.	4

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Trust Board paper B

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10.	224/17/1	QAC 31.8.17 – summary Quarterly report on mortality to be reported to the public Trust Board via the QOC summary.	MD	Quarter 3 of 2017-18 onwards	To be scheduled accordingly.	5
11.	224/17/3	Finance report 2017-18 – July 2017 September 2017 IFPIC to receive additional data on income, information on how the Trust will reach its year-end forecast, and clarity on the basis of that forecast (period involved).	CFO	IFPIC 26.10.17	Additional information provided at FIC meeting in September 2017. Also agreed that M6/Q2 reporting will contain a full analysis of forecast by CMG/Department and any necessary further action/mitigation.	4
11a	224/17/3	Future Trust Board financial performance reports to include runrate data and a comparison to the previous year.	CFO	TB 5.10.17 +	Complete.	5
12.	226/17/1	Corporate Trustee business – Charitable Funds Committee minutes 3.8.17 To endorse the Emergency Floor spend as recommended by the Charitable Funds Committee.	TB as CT/ CFO	Immediate	Actioned.	5
13.	228/17	Questions from the public and press <u>Accountable Care System</u> (see also action 9 above) <ul style="list-style-type: none"> to obtain copies of the patient and public involvement guidance referred to by the Patient Partner questioner; to feedback (to the System Leadership Team) the public concerns voiced re: the apparent lack of public and patient engagement in the accountable care system proposals. 	DCLA CHAIR MAN	For TBTD 14.9.17 Immediate	Actioned. Actioned.	5

Matters arising from previous Trust Board meetings

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3 August 2017						
14.	195/17	Matters arising log An appropriate lookback at the 2017-18 BAF to be undertaken when setting the Trust's 2018-19 annual priorities.	MD/ CE	When setting the priorities	To be scheduled accordingly.	4
14a	195/17	The outpatients performance report to be informed as appropriate by any comments from the August 2017 Trust Board thinking day session with patient and public involvement partners.	DCIE	Now scheduled for TB 2.11.17	Scheduled accordingly.	4
15.	197/17	Chief Executive's monthly report – August 2017 Appropriate staffing levels (and recruitment/different ways of working measures to address any significant shortfalls) to be considered as part of the People Strategy at the August 2017 Trust Board thinking day.	DWOD/ MD/CN	TBTD 10.8.17	Covered in the People Strategy discussion at the August 2017 Trust Board thinking day. Once further developed, the People Strategy to be presented to a future Trust Board for approval.	5
16.	198/17/2	Volunteer Services Annual Report 2016-17 Volunteer Services Coordinator to be asked to contact Dr C Miller Geriatrics Registrar, to discuss how volunteers might play a role in spotting delirium.	CN (VSC)	Immediate	Work in progress.	4
17.	198/17/3	Equality and diversity update/national WRES data submission 2017 To consider bringing forward the (currently January 2018) Trust Board thinking day on equality and diversity issues, and using that session to discuss:- <ul style="list-style-type: none"> whether UHL's diversity and equality goals are clear enough, and to clarify what is being measured against; more granular-level data and actions (eg cut by CMG and staff group), and key priorities on which to focus, including (eg) equity of progression opportunities for UHL staff. 	DCLA/ CHAIRMAN/ DWOD	TBTD 9.11.17	Equality and Diversity Thinking Day confirmed as November 2017.	5

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18.	198/17/4	'Time to Change' – mental health pledge To support the Time to Change mental health pledge and associated action plan (for launch at the 25 September 2017 UHL leadership conference) and agree that Trust Board members will be photographed at the September 2017 Trust Board taking their personal pledges.	ALL	Launch 25.9.17 TB 7.9.17 TBD 14.9.17	Scheduled accordingly. Photographs were taken at the September 2017 Trust Board thinking day.	5
19.	198/17/6	Emergency care and organisation of care update To consider amending the ED workforce strand of the action plan to pursue action B5 as a priority and to formalise action C5.	ICOO	Immediate	In hand.	5
20.	199/17/3	Fire Annual Report 2016-17 To explore shared peer review options with other NHS Trusts, as a means of obtaining external assurance re: the Trust's fire safety plans.	DEF	Immediate	DEF discussed with both Nottingham and Birmingham Trusts and agreed to meet early September to discuss the potential of having a peer review. We are also considering an option of engaging an AE Fire on a shared resource basis as well as contacting DoH to discuss taking this forward as a national recommendation.	4
21.	205/17	Questions from the press and public To consider how best to communicate the Trust's planned actions to improve ED performance (and other key challenges) to the public and the media.	DCIE	TBA	Work in progress.	4
6 July 2017						
22.	165/17	Chief Executive's monthly report – July 2017 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.	DCLA	Immediate	Dashboard under review and any revisions will be implemented to take effect from the September 2017 Trust Board meeting.	5
22a	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

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22b	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
23.	169/17/2	Work of the Doctors in Training Committee (DiTC) To invite the Chair of the DiTC to attend the Autumn 2017 Trust Board thinking day on education/research /training.	MD	TBTD Autumn 2017	To be invited accordingly once the date is finalised.	4
23a	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).	CE	Future DiTC mtg	To be scheduled accordingly.	4
1 December 2016						
24.	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

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