

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 2 March 2017

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	59/17	Matters arising log To discuss appropriate coverage of the PPI aspects of the CQC inspection report, with the Leicester Mercury.	DCIE	By 6.4.17	Actioned (spoken to Leicester Mercury and Leicester Mercury Patients' Panel).	5
2.	60/17	Patient story – Serious Untoward Incident (SUI) To present a report to a future QAC:- <ul style="list-style-type: none"> mapping out the patient pathway journey, in order to understand where the process shortcomings had happened; identifying the lessons learned from this patient story; accompanied by an update setting out UHL's current position in respect of 'Acting on Results', as that was the key issue within the patient story. 	MD	Future QAC	Actioned – report scheduled for 4.4.17 EQB and 27.4.17 QAC.	5
3.	61/17	Q-Eye medical student project – ophthalmology To record the Trust Board's thanks to the medical students for their work on this project.	STA	Immediate	Will be in the 2.3.17 public Trust Board minutes.	5
4.	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
5.	63/17	Chief Executive's monthly report – March 2017 Demand and capacity including acute bedbase issues to be discussed at the March 2017 Trust Board thinking day.	COO	TBTD 9.3.17	Item featured accordingly on the 9.3.17 Trust Board thinking day agenda.	5
5a	63/17	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

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5b	63/17	Updates on the internal financial turnaround programme to be reported to the Executive Performance Board and Integrated Finance Performance and Investment Committee in March 2017.	CFO	EPB 28.3.17 IFPIC 30.3.17	Actioned.	5
6.	64/17	Strategic planning – long term objectives and immediate priorities The long term objectives and immediate priorities for UHL to be approved as per paper G, and communicated accordingly during April 2017.	CE	April 2017	Actioned – communicated via CEO Briefing, JSCNC, Clinical Senate, Healthwatch, Leicester Mercury.	5
6a	64/17	To consider appropriate messaging of the priorities.	DCIE	Immediate	Actioned – to be included in the April 2017 CEO briefing with revised graphics. As regards an updated 'DC@iB' document for 17-18 we need to do more work on the STP and implications for the Trust before we refresh the plan.	5
7.	64/17/2	EMCHC monthly update – March 2017 Any further headlines from the 1.3.17 public webinar (beyond those communicated at the 2.3.17 Trust Board) to be circulated to Trust Board members for information.	ICNED	Immediate	Col (Ret'd) I Crowe Non-Executive Director has confirmed that he outlined all major issues at the 2.3.17 Trust Board meeting.	5
8.	64/17/3	Emergency care performance The issue of how best to manage multiple morbidities and more complex patients to be discussed at a future Trust Board thinking day (potentially with wider LLR attendance), including moving towards a more generalist medical workforce and the need for appropriate care pathways and structures.	MD/PBNED	Future TBTD	Will be scheduled for discussion at a Trust Board thinking day in 2017/18.	5
8a	64/17/3	The UHL 'Fit for Frailty' Executive Team report to be circulated to Trust Board members for information.	STA	By 6.4.17	To be actioned by 6.4.17.	5
9.	64/17/4	Emergency Floor project Potential proposal to reduce elective work temporarily at the LRI to be discussed by the Executive Team.	COO	Future ET	Actioned.	5

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9a	64/17/4	A robust communication plan (including wayfinding signage) to be developed re: the closure of the Balmoral Building entrance, also covering Windsor and Balmoral Building lift lobbies.	DCIE	Before 26.4.17	Actioned – the Deputy Director of Communications and Engagement has created and is implementing the plan. New way finding and signage is being erected and unveiled on 26.04.17 – this work is being led by Facilities	5
9b	64/17/4	Appropriate thought to be given to overall messaging re: the new Emergency Floor facility, in the context of the proposed elective work reduction above.	DCIE	Immediate	Actioned – this is part of the key messages in the new emergency floor communications plan.	5
10.	65/17	Integrated risk report/Board Assurance Framework March 2017 Trust Board thinking day discussion on the refreshed 2017-18 Board Assurance Framework also to cover:- <ul style="list-style-type: none"> the implications of having 4 principal risks rated at the highest risk score; appropriate future-proofing of risk assessments; lessons for 2017-18 in terms of the current risk position compared to the start of 2016-17. 	MD	TBTD 9.3.17	Actioned – discussion took place at the March 2017 Trust Board thinking day.	5
11.	67/17/1	Multi-professional education 2016-17 quarter 3 update Feedback from the medical student session to be discussed at a future Trust Board thinking day.	PBNE	TBTD Q1 2017-18	Will be scheduled accordingly for discussion.	5
11a	67/17/1	Proposals to create a healthcare academy in Leicester to be discussed at a future Trust Board thinking day.	PBNE/ MD/CN	Future TBTD	To be scheduled at an appropriate future Trust Board thinking day.	5
11b	67/17/1	To contact Professor S Carr, Director of Medical Education, about including the issue of medical student recruitment in the next quarterly update.	ICNE	For TB 1.6.17	Meeting booked accordingly with the Director of Medical Education on 19.5.17.	5
12.	67/17/2	Junior doctors' contract and Guardian of Safe Working Trust Board to receive quarterly updates on the junior doctors' contract 2016 as required, in addition to an annual report from the Guardian of Safe Working.	DWOD	TB 1.6.17 7.9.17 7.12.17	To be scheduled accordingly.	5

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13.	68/17	Implementation of UHL PPI Strategy Feedback from the joint patient representative group to be provided to Trust Board as an appendix to the quarterly PPI Strategy Update. The paper will be taken to QAC by the Patient Partner Chair where action is required.	DCIE	TB 1.6.17 7.9.17 7.12.17	To be scheduled accordingly.	5
13a	68/17	To consider the most appropriate mechanism/route for Patient Partner input (currently actioned through CMGs).	DCIE	By TB 1.6.17	This will be taken forward as part of the refresh to the PPI strategy, (reported at last month's Board) which is currently underway. Revised PPI Strategy will come to June 2017 Trust Board.	5
14.	69/17/1	QAC 23.2.17 – summary of discussions To approve the 3 recommended items from the 23.2.17 QAC meeting as per paper P (namely [i] provision of a quarterly PPI engagement report to the Trust Board as per action 13 above; [ii] extension of the Medical Examiner process to the LGH and Glenfield Hospital sites, and [iii] support for the continuation of the Bereavement Support Service).	DCIE/ MD/ CN	Immediate	Approved actions taken forward as agreed.	5
15.	72/17	Corporate Trustee Business – Charitable Funds Committee Minutes 2.2.17 To approve the recommended item from the 2.2.17 Charitable Funds Committee meeting as per paper V (re: specified funding for Emergency Floor enhancements), noting that delegated authority for approval had been granted to the Deputy Chairman and the Chief Financial Officer as Corporate Trustees at the 2.2.17 Trust Board.	CFO	Immediate	Actioned.	5
16.	73/17	Questions from the press and public To consider providing a further explanation of never event/SUI/SI terminology in future SUI patient story reports.	MD	For future such reports	Will incorporate as appropriate into the next SUI report to Trust Board (June 2017).	5

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Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
2 February 2017						
17.	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	Being updated in light of further developments around capacity and finance. To be sent before 31.3.17.	4
17a	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
18.	39/17/2	CQC inspection reports To support the proposed 'business as usual' approach to addressing the CQC recommendations (ie rather than developing a separate action plan), and as part of that approach to:- <ul style="list-style-type: none"> undertake an appropriate challenge of UHL's existing quality assurance/improvement/oversight processes, and understand how the business as usual approach will be taken forward at service-level. 	CN/MD	Immediate	A separate action plan has to be produced as that is what is required by CQC, however all the actions are being embedded as part of 'business as usual' and are part of the review of UHLs existing quality approach. Key themes are prioritised within the 2017/18 Trust objectives and priorities.	5
19.	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.	4

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20.	42/17	Community engagement proposal To consider appropriate ways of engaging with civic society organisations (ie the local enterprise partnerships).	DCIE	Immediate	In progress.	4	
21.	46/17	Questions from the press and public To ensure appropriate coverage of the CQC inspection reports' references to patient and public engagement.	DCIE	Immediate	Verbal update provided at the 2.3.17 Trust Board.	5	
19 January 2017							
22.	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
23.	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							
24.	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
25.	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
26.	292/16/1	Multiprofessional education and training 2016-17 quarter 2 update Q-Eye medical students initiative to be presented to the Trust Board in early 2017.		MD/ MT/IC NEDs	TB 2.3.17	Discussed at the 2.3.17 Trust Board.	5

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27.	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	When developing and implementing PPI and engagement strategy	Under consideration.	4
1 September 2016						
28.	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 1.12.16	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
28a	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	Complete.	5

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