

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 5 November 2015

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	229/15	Chairman's monthly report UHL Vice Chair and Trust Board Committee Chairing arrangements to be adopted as per paper C.	DCLA	1.1.16 and 1.4.16	To be implemented in 2016 in line with the agreed implementation dates.	5
2.	230/15	Chief Executive's monthly report New requirement to report cancer 104 day waiters to be included in the quality and performance dashboard appended to the Chief Executive's monthly report.	CE	For TB report from 3.12.15	Set in train accordingly with the Assistant Director of Information and included within the dashboard which is being submitted to the Trust Board on 3.12.15.	5
2a	230/15	Updated cancer action plan (including a date for compliance with the 62-day target) to be provided to the Healthwatch representative.	COO	Immediate	Actioned.	5
2b	230/15	Update on Interserve issues to be provided at the Trust's next quarterly meeting with Healthwatch (2 December 2015).	CE	HW mtg 2.12.15	In progress.	4
2c	230/15	Written briefing on the position re: funding for the EPR project to be provided to a future Trust Board.	CFO	TB 7.1.16	Scheduled accordingly for January 2016 Trust Board.	4
3.	231/15/1	Patient Story – creating a courtyard retreat To review (the adequacy of) the frequency of maintenance of UHL's garden spaces.	DEF	Immediate	Schedule of maintenance of UHL's garden spaces has been requested from Interserve.	4
3a	231/15/1	Reconfiguration Board to take appropriate account of outside space and landscaping requirements.	DS	Immediate	Each Business Case considers the exterior and landscaping requirements as part of the project.	5
3b	231/15/1	To clarify the position re: provision of free wif-fi on Children's wards.	CE	Immediate	The Chief Executive has raised this with the Chief Information Officer. A verbal update will be provided at the meeting.	4
4.	231/15/2	Independent Complaints Review Panel [ICRP] report ICRP to be invited to provide feedback on complaints themes to the CMG clinical leadership teams.	AMD	Immediate	Actioned – passed to the CMGs to progress.	5

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RAG Status Key:	5 Complete	4 On Track	3 Some Delay – expected to be completed as planned	2 Significant Delay – unlikely to be completed as planned	1 Not yet commenced
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Trust Board Paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4a	231/15/2	Further update on UHL's complaints process and themes (including the work of the ICRP as appropriate) to be provided to (1) the attendees at the June 2014 complaints engagement event and (2) QAC.	AMD	Immediate & future QAC (TBA)	To be scheduled as appropriate.	4
4b	231/15/2	Healthwatch representatives to consider how best to publicise their good engagement work with UHL, to the wider public.	HW	Immediate	To be included in Healthwatch's forthcoming newsletter celebrating its first 6 months as an independent organisation.	5
5.	231/15/3	East Midlands Congenital Heart Centre/update on congenital heart review To consider (at the next Children's Project Board meeting) how best to update internal and external stakeholders on progress on this issue.	DMC	Next CPD mtg	Actioned – stakeholder briefing circulated and next stakeholder meeting arranged for January 2016.	5
6.	231/15/4	UHL reconfiguration programme Workforce workstream to be reviewed in detail at the December 2015 Trust Board.	DS	TB 3.12.15	Work is in progress.	4
6a	231/15/4	Following issues to be discussed at the November 2015 Trust Board thinking day:- (i) overarching reconfiguration workstream project plan (this also potentially to be considered at the December 2015 Trust Board, and (ii) the risks facing the programme.	DS	TBTD 12.11.15 (and possibly TB 3.12.15)	Actioned – discussed at the Trust Board thinking Day on 12.11.15.	5
6b	231/15/4	Issue of the national cap on agency nurse spending (eg potential impact) to be discussed at the next LLR Chairs' meeting.	CHAIR MAN	Next LLR Chairs' mtg	Actioned – Chairman met LLR Chairs on 12.11.15.	5
6c	231/15/4	UHL Reconfiguration Programme Director to clarify the discussions with the University of Leicester re: embedded space, to Professor A Goodall Non-Executive Director outside the meeting.	DS/ RPD	Immediate	A meeting is in the process of being arranged.	4
6d	231/15/4	Further thought to be given to how best to include education and training representatives within the reconfiguration programme (beyond membership on the Reconfiguration Board).	DS	Immediate	Work is in progress to ensure education and training are involved.	4

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7.	231/15/5	LLR Better Care Together programme [BCT] 'Lessons learned' exercise re: the Intensive Community Support Service beds to be undertaken at an appropriate future point (eg early 2016).	DS	Early 2016	Work has started.	4
7a	231/15/5	Further update on the implications of any BCT slippage (including risks to UHL's reconfiguration programme) to be provided to the December 2015 Trust Board.	DS	TB 3.12.15	Work is on track.	4
7b	231/15/5	Future BCT updates to include an explanatory narrative for the 'top 2 risks and issues' section.	DS	T B 3.12.15 onwards	On track to come to the December 2015 Trust Board meeting.	4
8.	231/15/6	Emergency care performance Brief 1-page report on the actions taken to address inflow issues (eg LLR system response to previous Ian Sturgess recommendations) to be produced for discussion at the next LLR Chairs' meeting. Progress on inflow actions also to be raised with the Managing Director of WL CCG.	COO CE	Next LLR Chairs' mtg Immediate	Briefing paper provided to Chairman for discussion with LLR Chairs at meeting held on 12.11.15.	5
8a	231/15/6	To approach Local Authorities to consider undertaking a review of the local population demographic, to assess the reasons for any increase in acuity.	DS/ COO	Immediate	Work is on track.	4
8b	231/15/6	To seek information on the reasons for WL CCG's decrease in inflow to UHL and whether any steps taken could be extended to other CCGs).	DS/COO	Immediate	Work is on track.	4
9.	231/15/7	Board Assurance Framework [BAF] To obtain assurance from the Chief Information Officer re: the effective back-up of UHL IT systems in the event of any systems 'crash', and circulate that information to the Executive IM&T Board and Non-Executive Directors accordingly.	CE	EIMT Bd 29.12.15	Update will be scheduled for the next Executive IM&T Board.	5
9a	231/15/7	To consider whether the risk facing the Emergency Department and the Reconfiguration Programme, are appropriately reflected in the BAF, and to consider inclusion of a principal risk re: the facilities management contract.	EDs/ AMD	By 3.12.15	Under discussion.	4

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10.	231/15/8	appointment of Interim Responsible Officer Professor P Furness to be appointed as the Trust's Interim Responsible Officer as per paper L from the Acting Medical Director.	AMD	From 16.11.15 – 31.3.16	Actioned.	5
11.	232/15/3	month 6 financial position and financial plan update To review the report's narrative to ensure that future iterations appropriately explain the position due to the change in control total.	CFO	Immediate	In progress.	4
12.	234/15	Corporate Trustee business Charitable Funds Committee – terms of reference To adopt the updated Charitable Funds Committee terms of reference and any recommended items in three Minutes of the 1 October 2015 Charitable Funds Committee.	DCLA/ CFO/ DMC/ CFC CHAIR	Immediate	Updated Committee terms of reference effective from 6.11.15.	5

Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1 October 2015						
13.	207/15	Chief Executive's October 2015 report Use of the September 2015 leadership event external speaker to be considered for CMG-level events.	DWOD	TBA	Verbal update to be provided on 5 November 2015. The Director of Workforce and OD is working with CMGs on this issue.	5
14.	208/15/1	Patient story Scope to be explored for the patient to participate in a video for staff re: positivity and motivation.	DMC	Immediate	Verbal update to be provided on 5 November 2015. To be pursued outside the meeting by the Director of Marketing and Communications and the Assistant Chief Nurse.	5

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15.	208/15/3	LLR Better Care Together update Development of LLR BCT programme metrics/dashboard to be pursued with the LLR BCT Programme Director and appended to the November 2015 Trust Board update.	CE/ DS	For TB 5.11.15 3.12.15	Progress has been made in month. Draft long list of indicators established but require confirm and challenge at ESB prior to presentation to TB. For ESB mid November. This together with the need to align with the BCT programme (major projects) dashboard and the LLR BCT outcome dashboard has meant progress has been slower than expected. For TB in December.	3
16	209/15/2	East Midlands Clinical Research Network (EMCRN) update Consideration to be given to how best to highlight/publicise UHL's research profile.	AMD/ DMC	Ongoing	Verbal update to be provided on 5 November 2015. Discussed at the CRN meeting chaired by the Acting Medical Director – plan is in place to publicise research and innovation achievements.	5
3 September 2015						
17	184/15/2	UHL reconfiguration update ITU reconfiguration and the need to maintain operational performance also to feature as a future programme risk deepdive.	DS	TB 5.11.15	Actioned – discussed at the Trust Board Thinking Day on 12.11.15.	5

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