

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 3 November 2016

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	249/16	Matters arising Update on the 6.10.16 action to review the Government's 'Troubled Families Programme' (Minute 221/16/1) to be included in the matters arising log for December 2016 Trust Board.	DMC	For TB 1.12.16	Complete. Shared the idea and the 'Troubled Families Evaluation Report' with CCG Integrated Community Teams leaders.	5
1a	249/16	Update on the 6.10.16 action to consider reviewing establishment/recruitment and retention benchmarks for non-nursing staff groups (Minute 222/16/1) to be included in the matters arising log for December 2016 Trust Board.	DWOD	For TB 1.12.16	Verbal update to be provided on 1.12.16	
2.	250/16	Chairman's monthly report – November 2016 Equality and diversity issues to be discussed further at the January 2017 Trust Board thinking day, with external speakers present.	DWOD	TBTD 12.1.17	Scheduled accordingly.	5
3.	251/16	Chief Executive's monthly report – November 2016 Executive Quality Board/Quality Assurance Committee to receive a briefing from the Healthwatch representative, following his forthcoming visit to cancer services.	COO/ Healthwatch Rep	Once available	To be timetabled accordingly for consideration at EQB/QAC on receipt of the briefing.	4
4.	252/16/1	Patient story – post-operative surgical experience To check how widely the welcome letter (or any alternative) is used across the Trust, and explore developing a personalised local-area-specific version for inclusion in bedside booklets (also including appropriate reference to carers).	CN	Immediate	Verbal update to be provided on 1.12.16	
4a	252/16/1	To explore 'mapping out' the patient journey in a consistent and holistic manner to understand what communication is required with the patient at each stage.	CN	TBA	Verbal update to be provided on 1.12.16	
4b	252/16/1	To review the ward information folders to ensure that they are up to date and adequate for patients' needs.	CN	Immediate	Verbal update to be provided on 1.12.16	

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5.	252/16/3	Emergency care performance To consider a formal opening event and appropriate communications programme for the new non-medical education and training facility.	DMC/ DDCE	Early 2017	Proposed to progress this in the New Year when a formal opening date has been agreed.	4
5a	252/16/3	To explore the IM&T initiatives being used at the Royal Wolverhampton Trust ED, including (eg) RFID-enabled smartcards on admission.	COO	TBA	Will discuss with relevant UHL team.	5
6.	253/16/1	Integrated risk report December 2016/January 2017 QAC report on the internal re-audit of PLACE indicators to be shared with the Healthwatch representative.	DEF	Once available	To be shared once available.	4
7.	254/16/1	Sustainability and Transformation Plan (STP), Better Care Together (BCT), and UHL reconfiguration monthly update To approve the timetable for internal Committee consideration of the reconfiguration SOC.	CFO	Reconfig Bd 10.1.17 ESB 10.1.17 IFPIC 26.1.17 TB 2.2.17	As noted	5
7a	254/16/1	Next iteration of the report to contain fewer acronyms.	CFO/DMC	For TB 1.12.16	Additional explanations included within the report	5
8.	254/16/2	2-year planning process guidance Operational plans for 2017-18 and 2018-19 to be discussed further at the November 2016 Trust Board thinking day and at extraordinary Trust Board meetings to be convened in November and December 2016.	CFO	TBD 10.11.16 TB 24.11.16 & 22.12.16	Meetings have taken place in November 2016 as planned. Further discussions and final decisions to be made in December 2016 as scheduled.	4
8a	254/16/2	Once finalised, an appropriate communications exercise to take place in respect of the 2-year operational plans.	DMC	TBA	Submission is Dec 23 rd . Following that in the New Year we will promote the revised objectives & priorities... recognising that there is likely to be a material change in both the number and presentation of objectives.	4

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9.	255/16/1	QAC summary 27.10.16 To approve and progress accordingly the application to add the 'Dr Chandra Mistry Haemodialysis Unit' at Peterborough Hospital to UHL's CQC registration (for the 'treatment of disease disorder or injury' and 'diagnostic and screening procedures').	MD	Immediate	Actioned.	5
9a	255/16/1	Fractured neck of femur action plan as presented to the October 2016 QAC to be shared with the Healthwatch representative.	MD	Immediate	Actioned.	5
10.	257/16/1	Corporate Trustee Business – Charitable Funds Committee minutes 6.10.16 Charity annual accounts to be submitted to the Trust Board by January 2017, once signed off by External Audit.	CFO	By TB 5.1.17	In progress and scheduled accordingly	4
10a	257/16/1	Date and time of the Leicester Hospitals Charity AGM to be confirmed to all Trust Board members	DMC	Immediate	To note the date as Thursday 10 November 2016 from 6.30pm – 8pm at Crown Hills Community College, Leicester.	5

Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
6 October 2016						
11.	218/16	Chief Executive's monthly report – October 2016 To clarify to the Assistant Director of Information the data to be included in the November 2016 iteration of the performance dashboard re: BME leadership targets.	DWOD	By TB 3.11.16	Verbal update to be provided on 3.11.16. Actioned and included accordingly in the November 2016 iteration.	5
12.	219/16/4	LLR Learning Lessons to Improve Care – next stage review To approve the proposal for a second review, as detailed in paper H.	MD	Ongoing	Actioned.	5
12a	219/16/4	To develop an appropriate public communication plan accordingly, in liaison with UHL's Director of Marketing and Communications.	MD	Ongoing	Work in progress – already agreed to involve the Director of Marketing and Communications.	4

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13.	221/16/1	Sustainability and Transformation Plan (STP), Better Care Together (BCT) and Reconfiguration update To review the Department for Communities and Local Government 'Troubled Families programme' to assess any transferable lessons.	DMC	Ongoing	Verbal update to be provided on 3.11.16. Carried forward to the December 2016 matters arising log – see action 1 above	5
14.	222/16/1	Nursing and midwifery biannual establishment review To consider reviewing establishment/recruitment and retention benchmarks in respect of other staff groups.	DWOD	Ongoing	Verbal update to be provided on 3.11.16. Carried forward to the December 2016 matters arising log – see action 1a above	5
1 September 2016						
15.	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. Scheduled accordingly as per timetable noted in 254/16/1 above	4
15a	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	In progress.	4
4 August 2016						
16.	164/16/1	To consider holding a future Trust Board thinking day on capital.	Chairman	2 nd half of the 2016-17 financial year	Timetabling of a Thinking Day session under consideration. Now scheduled for December 2016 Trust Board thinking day.	5
17.	166/16/2	6-month equality update and WRES 2016 To approve UHL's proposed sign-up to the British Sign Language Charter and hold a signing ceremony in October 2016.	DWOD	October 2016 TBTD Early 2017	In Progress – date sought from the BDA. Likely to be November 2016. Use of an early 2017 Trust Board thinking day now being considered, to allow appropriate time for the ceremony.	4

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