

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 6 October 2016**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	216/16	<b>Matters arising log</b> Other health partners to be invited to participate in UHL's 2017 thinking day with PPI groups.	<b>DMC</b>	Summer 2017	Will be scheduled accordingly and added to the forward programme.	<b>5</b>
1a	216/16	Relevant reconfiguration actions to be updated with the correct cross-reference.	<b>STA</b>	Immediate	Actioned.	<b>5</b>
2.	218/16	<b>Chief Executive's monthly report – October 2016</b> Chief Executive's letter to NHS England re: 7-Day Services to be circulated to the Trust Board for information.	<b>STA</b>	Immediate	Actioned (circulated on 12.10.16).	<b>5</b>
2a	218/16	Chief Operating Officer to meet with the Healthwatch representative outside the meeting, to discuss the next steps re: cancer 62-day wait performance.	<b>COO</b>	By TB 3.11.16	Actioned.	<b>5</b>
2b	218/16	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.	<b>DWOD</b>	By TB 3.11.16	<b>Verbal update to be provided on 3.11.16.</b>	
3.	219/16/3	<b>Emergency care performance</b> To meet with the Healthwatch representative to clarify the 2016 winter plans and consider ways in which Healthwatch could assist with appropriate public messaging.	<b>COO</b>	By TB 3.11.16	Actioned.	<b>5</b>
3a	219/16/3	To keep the Trust Board appropriately informed of progress on future ED front door arrangements.	<b>COO</b>	<b>TBA</b>	Actioned – update reported to the 13.10.16 Trust Board thinking day.	<b>5</b>
4.	219/16/4	<b>LLR Learning Lessons to Improve Care – next stage review</b> To approve the proposal for a second review, as detailed in paper H.	<b>MD</b>	Ongoing		<b>4</b>
4a	219/16/4	To develop an appropriate public communication plan accordingly, in liaison with UHL's Director of Marketing and Communications.	<b>MD</b>	Ongoing	Work in progress – already agreed to involve the Director of Marketing and Communications.	<b>4</b>

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<b>RAG Status Key:</b>	<b>5</b> Complete	<b>4</b> On Track	<b>3</b> Some Delay – expected to be completed as planned	<b>2</b> Significant Delay – unlikely to be completed as planned	<b>1</b> Not yet commenced
------------------------	-------------------	-------------------	---	--	----------------------------

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5.	220/16/1	<b>Integrated risk register and Board Assurance Framework (BAF)</b> Executive Team to assess whether the risk score currently attributed to BAF principal risk 4 needs to be increased.	COO	By TB 3.11.16	Actioned.	5
5a	220/16/1	Director of Medical Education to confirm the current position re: accuracy of the GMC trainer database (re: BAF principal risk 8) to Col (Ret'd) I Crowe Non-Executive Director.	DME/ ICNED	7.10.16	Actioned. Assurances provided at the Education Showcase.	5
5b	220/16/1	To review BAF principal risk 17 to ensure appropriate reflection of cash issues.	CFO	By TB 3.11.16	Actioned.	5
6.	221/16/1	<b>Sustainability and Transformation Plan (STP), Better Care Together (BCT) and Reconfiguration update</b> 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.	
6a	221/16/1	Governance arrangements (including 'draft principles') to be discussed in further detail at the October 2016 Trust Board thinking day, ahead of a report to the November 2016 Trust Board [i] clarifying the role of the respective Boards and [ii] considering appropriate public messaging.	CFO/ DMC	TBTD 13.10.16 & TB 3.11.16	Discussion about the Sustainability and Transformation Plan took place at the Trust Board Thinking Day 13.10.16.	5
6b	221/16/1	Any further Trust Board views on the 'draft principles' for 6a above to be sent to the Director of Marketing and Communications.	ALL	By end of 6.10.16	Actioned.	5
6c	221/16/1	Potential capital funding and PF2 options to be discussed at the Trust Board thinking day in either November or December 2016.	CFO	TBTD <del>4.11.16</del> or 8.12.16	Will be programmed accordingly. Now confirmed as for the 8.12.16 Trust Board thinking day.	5
7.	222/16/1	<b>Nursing and midwifery biannual establishment review</b> Training and education to be included in the 'overall priorities' section of future iterations of the report.	CN	TB 6-monthly updates	Training needs will be considered in these reviews moving forward.	5
7a	222/16/1	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.	
7b	222/16/1	To support and progress the actions in respect of Glenfield Hospital CDU staffing, as detailed in paper K.	CN	Immediate	Actioned.	5

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

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
-----------------	---	----------	---	----------	---	--	---	---	---	-------------------

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
8.	222/16/2	<b>“Looking after UHL” – health and wellbeing strategy</b> To approve the Health and Wellbeing Strategy “Looking after UHL” and all associated recommendations as per paper L, and progress these accordingly.	DWOD	Immediate	Strategy will now be implemented accordingly.	5
9.	224/16/1	<b>Quality Assurance Committee summary 29.9.16</b> Existing capacity plans and delegated product approval in respect of aseptic dispensing (additions to Chief Pharmacist responsibilities), to be approved by the Trust Board as required, as per the recommendation from the 29.9.16 QAC.	MD	Immediate	Underway.	5
9a	224/16/1	To endorse and progress the appointment of the Director of Safety and Risk as the Trust’s interim Freedom to Speak Up Guardian.	DWOD	Immediate	Actioned.	5
10.	224/16/2	<b>Integrated Finance Performance and Investment Committee summary 29.9.16</b> To approve and progress the UHL Procurement Transformation Plan in response to the Lord Carter implementation programme, as per the recommendation from the 29.9.16 IFPIC.	CFO	Immediate	Actioned.	5
11.	224/16/3	<b>Financial performance August 2016</b> Report on the 2016-17 Sustainability and transformation funding monies to be provided to the November 2016 Trust Board.	CFO	TB 3.11.16	Scheduled as part of the month 6 finance report.	5
11a	224/16/3	Detailed review of UHL’s capital programme to be presented to IFPIC.	CFO	IFPIC 27.10.16	Actioned.	5
12.	238/16/1	<b>Any other business</b> To consider providing formal written support for the University of Leicester increasing its intake of medical students.	CE	TBA	Letter sent 13.10.16	5

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<b>RAG Status Key:</b>	<b>5</b>	<b>Complete</b>	<b>4</b>	<b>On Track</b>	<b>3</b>	<b>Some Delay – expected to be completed as planned</b>	<b>2</b>	<b>Significant Delay – unlikely to be completed as planned</b>	<b>1</b>	<b>Not yet commenced</b>
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
<b>1 September 2016</b>						
13.	184/16	<b>Matters arising</b> <u>6-monthly equality update and 2016 Workforce Race Equality Standard [WRES] submission (Minute 166/16/2 of 4.8.16)</u> To update the matters arising log with a specific date for learning equality lessons from other organisations/sectors and for adopting a creative approach re: improving the experiences of BME staff (Minute 166/16/2 of 4.8.16).	<b>DWOD</b>	By TB 6.10.16	Best practice considered as part of the Diversity Task and Finish group final report presented to the Board in February 2016. Actions include the introduction of - reverse mentoring - R-targeted leadership development for band 5&6 Nurses - CMG targets. DWOD call with Roger Kline 3.10.16	<b>5</b>
14.	186/16	<b>Chief Executive's monthly report – September 2016</b> To meet with the Healthwatch representative outside the meeting and discuss the main areas for improvement in respect of the deteriorating patient.	<b>MD/CN</b>	By 6.10.16.	Actioned.	<b>5</b>
15.	189/16/1	<b>Reconfiguration – monthly update</b> PF2 issues to be discussed at the October 2016 Trust Board thinking day.	<b>CFO</b>	<del>TBTD</del> <del>13.10.16</del> 10.12.16	<del>Provisionally timetabled for either the November 2016 or December 2016 Trust Board thinking day.</del> Now superseded by action 6c above.	<b>5</b>
15a	189/16/1	Reconfiguration strategic outline case (SOC) to be restated/relaunched and presented to the December 2016 Trust Board, providing:- <ul style="list-style-type: none"> <li>increased clarity on the total costs;</li> <li>clarity on phasing, and</li> <li>a reiteration of the compelling clinical and organisational case for reconfiguration.</li> </ul>	<b>EDs/CFO</b>	By TB 1.12.16	<del>Work in progress.</del> Scheduled accordingly.	<b>4</b>
15b	189/16/1	To consider any lessons learned from the delays to date, acknowledging that issues may have been outside the Trust's control.	<b>CFO</b>	Ongoing	In progress.	<b>4</b>

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<b>RAG Status Key:</b>	<b>5</b> Complete	<b>4</b> On Track	<b>3</b> Some Delay – expected to be completed as planned	<b>2</b> Significant Delay – unlikely to be completed as planned	<b>1</b> Not yet commenced
------------------------	-------------------	-------------------	---	--	----------------------------

## Trust Board paper B

16.	189/16/2	<b>Better Care Together (BCT) – monthly programme update</b> Update on work re: demand management initiatives to be provided to the October 2016 Trust Board.	<b>DMC/CE</b>	TB 6.10.16	Included in BCT update presentation.	<b>5</b>
17.	190/16/2	<b>Multi-professional education and training update 2016-17 (Q1)</b> Next quarterly update to include progress on UHL's potential role as a test site for the Nursing Associate role.	<b>CN</b>	TB 1.12.16	To be scheduled for 1.12.16 Trust Board agenda accordingly.	<b>5</b>
18.	191/16/1	<b>Quality Assurance Committee summary 25.8.16</b> 'Freedom to Speak Up' arrangements to be progressed as appended to the 25.8.16 QAC summary (as now approved by the Trust Board).	<b>DWOD</b>	Immediate	Trust Board briefed on the latest position 6.10.16.	<b>5</b>
<b>4 August 2016</b>						
19	164/16/1	To consider holding a future Trust Board thinking day on capital.	<b>Chairman</b>	2 <sup>nd</sup> half of the 2016-17 financial year	Timetabling of a Thinking Day session under consideration.	<b>4</b>
20.	165/16/1	<b>Reconfiguration monthly update</b> To explore the development of a short, clearly-articulated business plan for the Trust's 3-to-2 strategy focusing on reconfiguration and PF2, and the delivery of sustainable and safe services.	<b>CFO</b>	<b>November 2016</b>	To be explored in line with the finalisation of the STP in October 2016. <b>Now superseded by item 5c 15a above.</b>	<b>N/A</b>
21.	166/16/2	<b>6-month equality update and WRES 2016</b> To approve UHL's proposed sign-up to the British Sign Language Charter and hold a signing ceremony in October 2016.	<b>DWOD</b>	October 2016	In Progress – date sought from the BDA. Likely to be November 2016.	<b>4</b>
<b>7 July 2016</b>						

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strikethrough~~ so that the original date is still visible.

<b>RAG Status Key:</b>	<b>5</b>	<b>Complete</b>	<b>4</b>	<b>On Track</b>	<b>3</b>	<b>Some Delay – expected to be completed as planned</b>	<b>2</b>	<b>Significant Delay – unlikely to be completed as planned</b>	<b>1</b>	<b>Not yet commenced</b>
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------

22.	141/16/1	<b>Reconfiguration monthly update</b> Revised phasing of UHL's reconfiguration programme to be presented to the September 2016 Trust Board.	<b>CFO</b>	<del>TB 1.9.16</del> <b>1.12.16</b>	<del>Scheduled on the agenda for Trust Board meeting in September 2016.</del> The re-phasing of the reconfiguration programme cannot be carried out until after Phase 2 of the Estates Strategy Refresh has been completed. This is planned for late October/early November 2016 so the re-phased programme will be presented to the Trust Board in December 2016. <b>Now superseded by item 5a 15a above.</b>	<b>N/A</b>
23.	143/16	<b>Research and innovation 2016-17 – quarter 1 update</b> To pursue securing a UHL research and innovation slot at the October 2016 Leicester Business Festival (as mentioned at the February 2016 Trust Board), liaising as appropriate with the new Director of the Leicester Precision Medicine Institute.	<b>DR&amp;I/ MD</b>	By October 2016	Work in progress.	<b>4</b>

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<b>RAG Status Key:</b>	<b>5</b>	<b>Complete</b>	<b>4</b>	<b>On Track</b>	<b>3</b>	<b>Some Delay – expected to be completed as planned</b>	<b>2</b>	<b>Significant Delay – unlikely to be completed as planned</b>	<b>1</b>	<b>Not yet commenced</b>
------------------------	----------	-----------------	----------	-----------------	----------	---	----------	--	----------	--------------------------