

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 7 July 2016

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	138/16	Chief Executive's monthly report – July 2016 To meet with the Healthwatch representative outside the meeting to provide assurances over the sustainability of opening up additional ICU beds.	COO/CN	By 4.8.16	Meeting being arranged.	4
2.	139/16/1	Staff story To consider including a link to the NHS England training video on the UHL jobs website.	DWOD	Immediate	In progress.	4
3.	139/16/2	Children's Heart Surgery Appropriate legal advice to be sought on the need for formal public consultation on NHS England's intention to cease commissioning of level 1 children's heart surgery at the Glenfield Hospital.	CE/ DCLA	Immediate	Actioned. To be reported to August Trust Board.	5
3a	139/16/2	To make contact with the Secretary of State for Health and local MPs regarding the NHSE announcement.	Chairman/ DMC	Immediate	In hand.	4
3b	139/16/2	Any further queries to be directed to either the Chairman or Chief Executive for a response (replies to be circulated together with an update on questions raised at the meeting on this issue – eg re: cost of the service).	ALL/ DCLA	Immediate	Interim update provided at the Trust Board Thinking Day held on 14 th July 2016.	5
3c	139/16/2	To consider how best to flag this issue to the Chairman of NHS Improvement in light of his forthcoming visit to UHL.	Chairman	Before 18.7.16	Actioned.	5
4.	140/16	Integrated risk report All assurance ratings to be reflected in the August 2016 Trust Board iteration of the integrated risk report, following appropriate discussion at the Executive Team meetings.	MD	TB 4.8.16	In hand.	4
4a	140/16	Future Sustainability and Transformation Fund discussions to link appropriately to delivery of the Board Assurance Framework principal risks.	ALL EDs	Ongoing	Being actioned through Executive Boards' rolling review of principal risks.	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5.	141/16/1	Reconfiguration monthly update Revised phasing of UHL's reconfiguration programme to be presented to the September 2016 Trust Board.	CFO	TB 1.9.16	Scheduled on the agenda for Trust Board meeting in September 2016.	4
6.	142/16/1	Medical appraisal and revalidation annual report 2015-16 Update on 2016-17 job planning process to be provided to the next Executive Workforce Board.	DMD/MD	EWB 19.7.16	Actioned.	5
6a	142/16/1	To consider the potential future use of 360° feedback for medical supervisors.	DMD/MD	Ongoing	Work in progress.	4
6b	142/16/1	Chief Executive to sign the Statement of Compliance as required, as now approved by the Trust Board.	CE	Immediate	Actioned.	5
7.	143/16	Research and innovation 2016-17 – quarter 1 update To discuss the Hope Unit's Glenfield Hospital space requirements with the Chief Executive and the Director of Estates and Facilities, noting links to the Cancer Research UK Centre renewal.	Chairman	Immediate	Actioned.	5
7a	143/16	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.	DR&I/ MD	By October 2016	Work in progress.	4
8.	144/16/3	2016-17 financial performance – month 2 IFPIC to receive monthly briefings on the Trust's cash position.	CFO	IFPIC monthly	Complete.	5
9.	144/16/4	Emergency care performance To consider how best to share more widely the outcomes of the July 2016 Trust Board thinking day on emergency care.	Chairman/ COO	After TBTD 14.7.16	The Chief Operating Officer is to submit a report on the outcomes of the July 2016 Trust Board thinking day discussions on emergency care to the July 2016 meeting of the Integrated Finance, Performance and Investment Committee.	5

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
10.	146/16/1	Corporate Trustee Business – Charitable Funds Committee minutes 5.5.16 To discuss options for holding CFC meetings on a more frequent basis, in light of the volume of business.	Chairman/ DCLA	Immediate	Agreed that CFC meetings will take place more frequently in future – timetabling to be taken forward by Trust Administration in discussions with Committee Chair and members of the Committee.	5
11.	148/16	Questions from the press and public Information on the wider circulation of the quarterly patient experience triangulation report to be provided outside the meeting to the questioner.	CN	By TB 4.8.16	The requester will be contacted to progress this action.	4

Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
2 June 2016						
12.	112/16	Matters arising <u>UHL demand and capacity plan 2016-17</u> To be presented to the July 2016 Trust Board as part of a wider report on emergency care issues.	COO	TB 4.8.16	Covered in the summary of the 30.6.16 IFPIC meeting, and will be discussed in detail at the 14.7.16 Trust Board thinking day.	4
12a	112/16	<u>Chief Executive's report March 2016</u> Chief Nurse to ensure that the following information is shared with the Healthwatch representative:- outcome of the further review of (i) fractured neck of femur performance, and (ii) Friends and Family Test [FFT] coverage in ED and Outpatients.	CN	By 7.7.16	Verbal update to be provided on 7.7.16. CN confirmed on 7.7.16 that the Healthwatch representative now receives the FFT reports.	5
13.	113/16	Chairman's report – June 2016 To circulate the minutes of a meeting between UHL and the University of Leicester, to Trust Board colleagues for information.	Chairman	By 7.7.16	To be actioned once Minutes received.	4
14.	114/16	Chief Executive report – June 2016 Meeting to be convened with key academic partners to discuss cancer issues.	CE	After the BRC bid	Meeting has taken place and key agreements to support CRUK bid have been actioned.	5

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14a	114/16	Outcome of 11.5.16 public listening event to be shared with the CQC (cc Trust Board for information).	CN	Immediate	Verbal update to be provided on 7.7.16. CN confirmed on 7.7.16 that this action was complete.	5
14b	114/16	Timescale for BRC bid decision to be appropriately factored in to future UHL-University of Leicester meetings.	CE/MD	Immediate	Under consideration.	4
15.	115/16/1	Patient story Report on future pharmacy provision to be presented to the August 2016 Trust Board.	MD	TB 4.8.16	To be scheduled accordingly,	4
15a	115/16/1	To liaise with the Healthwatch representative to set up Healthwatch visits to general areas such as receptions and outpatients, in light of the issues raised in this patient story.	CN/DMC	Ongoing	Under consideration by Healthwatch colleagues.	4
16.	115/163/3	Quality Account 2015-16 Easy to read version to be developed, in conjunction with appropriate patient groups.	CN	Immediate	Verbal update to be provided on 7.7.16 CN confirmed on 7.7.16 that this was underway.	5
17.	118/16/2	Multi-professional education and training quarter 4 update Assessment of current medical manpower challenges and proposed remedial actions to be presented to the July 2016 Trust Board.	MD	TB 7.7.16 TB 4.8.16	Deferred to 4.8.16 Trust Board to enable prior discussion through 19.7.16 Executive Workforce Board.	4
5 May 2016						
18.	73/16/3	Reconfiguration programme monthly update Report format to be further refined to provide a more pictorial illustration of the timelines.	CFO	For TB 01.09.16	The Reconfiguration Board agreed that the 2016/17 Capital Plan will be programmed and submitted to IFPIC in July 2016. It will therefore be September before the pictorial illustration of the timeline is presented in its final state to TB.	4
19.	76/16/4	LLR Better Care Together programme (BCT) monthly update To propose to the BCT Programme Management Office that 'demand' be included as a 3 rd 'top risk' in the monthly BCT updates.	DMC	Immediate	To be included within next month's update from the BCT PMO	4

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