

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

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	70/16	Matters arising log First quarterly report on estates performance/issues to be discussed at the April 2016 IFPIC.	DEF/CE	IFPIC 28.4.16	The IFPIC Chair has agreed to defer this item due to pressure of business.	4
2.	71/16	Chairman's monthly report – April 2016 Chief Nurse to contact the Healthwatch representative regarding public feedback on end of life care (to inform the end of life care report scheduled for April 2016 QAC).	CN	Immediate	Verbal update to be provided at the Trust Board meeting on 5.5.16.	
3.	73/16/2	Emergency performance 2016-17 demand and capacity plan to be presented to a future Trust Board.	COO	Future TB	Further iteration to be discussed through EPB and IFPIC, en route to the June 2016 Trust Board.	4
3a	73/16/2	To consider how best to sight the Trust Board appropriately to capacity issues facing the Glenfield Hospital Clinical Decisions Unit.	COO	TBA	Verbal report to be provided on 5.5.16.	4
3b	73/16/2	To review opportunities to improve Trust Board and Executive Director visibility with GPs in the ED/Urgent Care Centre.	DMC	Immediate	Under consideration.	4
4.	73/16/3	Reconfiguration programme monthly update Report format to be further refined to (i) provide a more pictorial illustration of the timelines and (ii) refresh the risk log content and dates.	CFO	For TB 5.5.16 2.2.16	The Reconfiguration Board is currently reviewing the programme risks and process for reporting with a view for the revised format to be presented to Trust Board in June 2016.	4
4a	73/16/3	To consider how to keep the public informed and reassured of the clinical sustainability position of the (LGH) ICU service.	MD	Immediate	Concerns relating to clinical sustainability of ICU services at LGH will be monitored through the CMG Quality & Safety performance meetings, with escalation to Executive Quality Board and the public section of the Trust Board as appropriate.	5

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4b	73/16/3	To circulate more nuanced information on the service model options available to UHL, ahead of the April 2016 Trust Board thinking day (recognising that this should also be reflected in the Better Care Together programme narrative), and to consider whether any further information session is required on this issue.	DMC/ MD	Before TBTD 14.4.16	Work in progress.	4
4c	73/16/3	To receive a report on the Children's Hospital development, as an appropriate future date.	DMC/ CFO	TB 2.6.16	In the first instance, a report will be considered by the Trust Board as Corporate Trustee on 5.5.16	5
5.	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
6.	73/16/5	Annual Operational Plan (AOP) 2016-17 Chief Executive to review the wording of point (c) of strategic priority 7, and advise the Head of Strategic Development accordingly.	CE	Immediate	Wording revised and included in final AOP.	5
6a	73/16/5	Subject to the rewording of strategic priority 7c above, the draft 2016-17 AOP – including the 2016-17 financial plan and capital programme – be approved, recognising the potential need for further amendments before the 18.4.16 final submission date (see note 6b below).	ALL/ CE	Immediate	Plan amended and submitted.	5
6b	73/16/5	Authority be delegated to the Chief Executive and Trust Chairman [or Deputy Trust Chairman in the latter's absence] to review and sign off the finalised 2016-17 AOP for submission to NHS Improvement on 18.4.16.	CE/ Chairman/ Deputy Chair	By 18.4.16	Complete	5
6c	73/16/5	The final iteration of the 2016-17 AOP to be submitted to the May 2016 Trust Board for information.	HoSD/ CE	TB 5.5.16	On agenda accordingly.	5
7.	74/16/1	OD and workforce plan update To consider the possible implications (for the nursing workforce) of a 'Brexit' decision in the referendum on continued UK membership of the EU.	CN/ DWOD	Ongoing	Will be included in June 2016 Trust Board thinking day workforce slides.	5
7a	74/16/1	Staff productivity issues to be considered further at the June 2016 Trust Board thinking day on workforce and OD issues.	DWOD	TBTD 9.6.16	Programmed accordingly for the Trust Board thinking day on 9.6.16.	5

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8.	74/16/3	Listening into Action (LiA)/UHL Way update Healthwatch input to be sought to the LiA "involvement into action" workstream.	DWOD	Immediate	Complete – Health Watch attending UHL Way Steering Group	5
8a	74/16/3	Executive Directors to address any current UHL Way skillgaps in their 2016-17 personal development plans (basic requirements to be advised by the Assistant Director of Workforce and OD). Further thought to be given to how to address any gaps for Non-Executive Directors.	EDs/ DWOD	Immediate	Will form part of the EDs' discussions with the Chief Executive at their 2015-16 appraisal and 2016-17 objective-setting meetings.	5
8b	74/16/3	To identify appropriate organisational performance indicators to measure the success of the UHL Way.	DWOD	Immediate	UHL Steering group to discuss 28 April 2016.	5
8c	74/16/3	Further report on LiA/UHL Way to be provided to the Trust Board in 6 months' time, and also covered prior to that at the June 2016 Trust Board thinking day on workforce and OD issues.	DWOD	TB 6.10.16 (+ TBTD 9.6.16)	Scheduled accordingly.	5
9.	74/16/4	Junior Doctors' contract – arrangements and implementation Recommendations within paper M to be endorsed:- <ul style="list-style-type: none"> establishment of a task and finish group to oversee and manage the implementation of the new junior doctors' contract; appointment of a 'Guardian of Safe Working Practices' at UHL (once further details were known); agreement to the implementation of the rota changes in section 3.3 for August 2016, and approval of the costs of the additional resources required to implement the changes. 	DWOD/ MD	Immediate	Task and finish group set up. Action plan in place and agreed with MD/DWOD. Junior Doctors to be invited to co-produce rotas. Additional resources agreed by RIC.	5
10.	75/16/1	Research and innovation – quarter 3 update At their forthcoming meeting, the Director of Research & Innovation to brief the Chief Executive on progress in identifying Glenfield Hospital space for the Hope Cancer Unit.	DRI/ CE	Immediate	Discussed at meeting, including with Dr A Thomas (clinical sponsor).	5

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11.	76/16/2	Summary of 24.3.16 IFPIC meeting Recommended items in respect of the workforce update to be approved, including the proposed refresh of BAF risk 10 and establishment of a (nursing) workforce task and finish group to report into IFPIC.	CN/DWOD/ MD	Immediate	Being taken forward accordingly.	5

Matters arising from previous Trust Board meetings

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3 March 2016						
12.	48/16	Chief Executive's report – March 2016 Action plan from the 1 and 2 March 2016 AQuA session to be presented to the March 2016 QAC.	CN	QAC 24.3.16 26.5.16	This will be presented to Quality Assurance Committee when it is complete.	4
12a	48/16	Outcome of further review of (i) fractured neck of femur performance, and (ii) Friends and Family Test [FFT] coverage in ED and Outpatients to be shared with the Healthwatch representative.	COO/ CN	When available	Information to be shared with the Healthwatch representative when available.	4
12b	48/16	To consider including workforce indicators in the quality and performance dashboard appended to the CE's monthly report.	CE/ DWOD	May 2016 Q&P report	CEO has asked DWOD to propose suitable measures.	4
13.	49/16/2	Equality and Diversity Task Force report The 6 recommendations and the delivery plan within the report to be approved, and progressed accordingly.	DWOD	Immediate	All actions on track, as reported verbally to the 7.4.16 Trust Board.	5
13a	49/16/2	The principle of legitimate positive action target-setting be endorsed (authority to be delegated to the Director of Workforce and OD to finalise the details of those targets).	DWOD	TBA	All actions on track, as reported verbally to the 7.4.16 Trust Board.	5
13b	49/16/2	Appropriate target-related indicators to be incorporated in to the HR/workforce performance dashboards.	DWOD	TBA	All actions on track, as reported verbally to the 7.4.16 Trust Board.	5
13c	49/16/2	To consider contacting the NTDA regarding the issue of BME Non-Executive Director recruitment.	Chairman	TBA	Contact made with the NTDA by the Trust Chairman.	5

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