University Hospitals of Leicester NHS Trust Progress of actions arising from the Trust Board meeting held on Thursday 2 June 2016

ltem No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	112/16	Matters arisingVolunteer services annual report 2015-16To contact the Leicester Mercury to explore the scope for provision of newspapers for ward delivery by UHL's volunteers.	DMC	By 7.7.16	Completed.	5
1a	112/16	UHL demand and capacity plan 2016-17 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
1b	112/16	Chief Executive's report March 2016 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.	
2.	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
2a	113/16	To hold a Trust Board thinking day on developing closer relations with local Universities and identifying further opportunities for partnership.	Chairman/ MD	September 2016	This topic will be considered at the Trust Board Thinking Day session on 8.9.16.	5
3.	114/16	Chief Executive report – June 2016 Meeting to be convened with key academic partners to discuss cancer issues.	CE	After the BRC bid	To be arranged after the BRC bid.	4
3a	114/16	Trust Board congratulations to be expressed to the UHL ED, for their recent HSJ awards re: medical manpower and medical education.	Chairman/ CE	Immediate	Actioned.	5
3b	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.	

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RAG Status Key:	5	Complete	4	On Track	3	be completed as planned	2	to be completed as planned	1	commenced	

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No	Ref:					status*
Зс	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
4.	115/16/1	Patient story		ТВ	To be scheduled accordingly,	4
		Report on future pharmacy provision to be presented to the August 2016 Trust Board.	MD	4.8.16		
4a	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
5.	115/16/2	Annual Accounts and Annual Report 2015-16, and accompanying documentation	CE/CFO	By end of 2.6.16	Actioned.	5
		Taking account of any comments below, the annual accounts and annual report 2015-16 (plus accompanying documentation) to be approved, and the following to be signed accordingly for submission to the Department of Health by 2.6.16 as required:-				
		 Statement of Directors' responsibilities in respect of Internal Control; 				
		Annual Governance Statement 2015-16;				
		 Directors' Statements – Statement of the Chief Executive's responsibilities as the Accountable Officer of the Trust and Statement of Directors' Responsibilities in respect of the accounts; 				
		Balance sheet, and				
		Letter of Representation.				
5a	115/16/2	2015-16 Annual Report to be amended to include the Chairman's thanks to Ms J Wilson, former UHL Non-Executive Director for her contribution to the Trust.	DMC	Immediate	Completed	5
5b	115/16/2	A review of the 2015-16 accounts process (including External Audit aspects) to be presented to the July 2016 Audit Committee.	CFO	AC 7.7.16	Scheduled accordingly.	4
5c	115/16/2	UHL Going Concern Statement 2016-17 to be approved.	CFO	Immediate	Actioned.	5
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6.	115/163/3	Quality Account 2015-16			Verbal update to be provided on 7.7.16	
		Easy to read version to be developed, in conjunction with appropriate patient groups.	CN	Immediate		
6a	115/16/3	Quality Account to be approved and loaded on to the public NHS Choices website by 30.6.16.	CN/ DCQ	By 30.6.16	To be actioned by 30.6.16.	5
7.	115/16/4	UHL updated Strategic Direction			Completed.	5
		Final version (as approved at 2.6.16 Trust Board) to be disseminated to staff.	DMC	Immediate		
8.	116/15	Integrated risk report (see also action 15a below)			Workforce and OD issues discussed at	5
		To review the comprehensiveness of the current BAF entry re:	DWOD	TBTD	the Trust Board Thinking Day on 9.6.16.	
		workforce and OD, for discussion at the June 2016 Trust Board thinking day.		9.6.16		
9.	117/16/1	Reconfiguration programme (see also action 10 below)	Chairman/	Future	For discussion at the Trust Board	5
		To consider holding a future Trust Board thinking day to discuss the impact of national capital constraints.	CFO	TBTD	Thinking Day on 11.8.16.	
10.	117/16/2	Better Care Together (BCT) programme (see also action 9 above)	Chairman/	Future	For discussion at the Trust Board	5
		Longer-term capital funding position to be discussed at a future Trust Board thinking day.	CFO	TBTD	Thinking Day on 11.8.16.	
10a	117/16/2	BCT Programme Management Office to be advised of UHL's suggestion to add a further top programme risk of 'access to capital and cash'.	DMC	Immediate	Completed.	5
11.	118/16/1	EMCRN Annual Report 2015-16			Actioned.	5
		Report to be approved as presented, by UHL as Network host.	MD	Immediate		
12.	118/16/2	Multi-professional education and training quarter 4 update		ТВ	To be included accordingly.	5
		Advanced Practitioner course now offered at De Montfort University to be included in the next quarterly update.	MD/CN	1.9.16		

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12a	118/16/2	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
12b	118/16/2	To consider using part of a Trust Board thinking day to discuss research and training/education (including staff retention issues), also involving representatives from DMU and UoL.	Chairman/ MD	Future TBTD	Discussed at Trust Board Thinking Day 9.6.16.	5
13.	119/16/1	PPI 2015-16 quarter 4 update		TBTD	Completed.	5
		CMG representatives to be invited to the August 2016 Trust Board thinking day with PPI partners.	DMC	11.8.16		
13a	119/16/1	To use the UHL Way change exemplars as the starting point for the PPI 'involvement into action' initiative.	DMC	Immediate	Completed.	5
14.	120/16/3	Month 1 finance report (April 2016)			Actioned.	5
		Any comments on the new format report to be sent to the Chief Financial Officer.	ALL	Immediate		
15.	120/16/4	Emergency care performance including CDU			Actioned – will be included.	5
		July 2016 Trust Board thinking day to include a detailed review of	Chairman/	TBTD		
		emergency care issues including demand and capacity and priorities for 2016-17.	COO	14.7.16		
15a	120/16/4	To review and update the BAF risk on emergency care, to cover culture/accountability/leadership aspects.	COO	By 7.7.16	Actioned – will be updated.	5
16.	121/16/1	Governance framework			Will be actioned accordingly.	5
		Executive and CMG management structure to be updated and reviewed on a flexible basis (eg changes made as they occur) rather than annually.	DCLA	Immediate		
16a	121/16/1	Risk and control section to be augmented and also take account of May 2016 Audit Committee discussions.	DCLA	Immediate	Actioned.	5
16b	121/16/1	Chief Executive to review the changes outside the meeting and circulate the proposed updated version to Trust Board members on 6.6.16, for final approval by 9.6.16.	CE	circ 6.6.16 Final approval 9.6.16	Updated version circulated to Trust Board members w/c 13.6.16.	5

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Matters arising from previous Trust Board meetings

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5 May	2016		•			
17.	94/16/4	Reconfiguration update To incorporate information on the critical decision-making points into future monthly updates on reconfiguration.	CFO	TB 2.6.16+	The request is being taken forward and is to be included within the reconfiguration update to Trust Board.	5
18.	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 01.09.16 02.06.16	 (i)The Reconfiguration Board in May agreed to provide the plan on a page pictorially, in order to progress this action and the areas identified by the Gateway Review it was agreed at to hold a time out in July to redefine each of the work streams (due to dependencies e.g. capital availability and conclusion of BCT demand and capacity refresh). This session will capture key milestones and interdependencies. 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
					(ii)The Reconfiguration Board has reviewed the programme risks and process for reporting and the refreshed information is to be presented to Trust Board in June 2016. Complete	5
19.	76/16/4	<i>LLR Better Care Together programme (BCT) monthly update</i> 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
3 Mar	ch 2016			1	1	

* 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.
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20. 48/16 Chief Executive's report – March 2016 QAC 24.3.16 Latest AQuA action plan up reviewed by QAC on 30.6.1 Action plan from the 1 and 2 March 2016 AQuA session to be presented to the March 2016 QAC. CN 26.5.16 reviewed by QAC on 30.6.1	to be 5	
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