

University Hospitals of Leicester NHS Trust

Progress of actions arising from the Trust Board meetings held on **Thursday 5 January and Thursday 19 January 2017**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
19 January 2017						
1.	TBC	<i>UHL draft annual operational plan (AOP) 2017-19</i> To discuss (with the Chief Operating Officer) the scope to use the cost improvement programme (CIP) process to drive cost savings.	CFO	TBA	Turnaround plan including the resources required, governance structure and links to existing programmes e.g. transformation/CIP currently being developed	4
1a	TBC	Draft AOP and the Chief Executive's accompanying letter to NHS Improvement to be endorsed:- (i) subject to:- <ul style="list-style-type: none"> • addition of the cash flow appendix; • amendments to the performance trajectories; • amendment of the 2017-18 and 2018-19 year end positions to £29.8m and £24.9m respectively; • inclusion in the letter of appropriate wording re: the scale of the challenge facing UHL and stating that there are risks to delivery; (ii) noting that the performance figures had not yet been agreed with CCGs, and (iii) noting the need for resulting further work on the LLR STP.	CFO	Once finalised	Actioned, with the exception of the letter which is still under consideration.	4
1b	TBC	Once finalised, authority to be delegated to the Chief Executive and Chief Financial Officer to submit the AOP 2017-19 to NHS Improvement as required, and circulate the document to Trust Board members in full for information (including the detail of the underlying financial templates required in the submission).	CE/ CFO	submission 20.1.17	AOP submitted to NHSI 20.1.17.	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1c	TBC	To consider including more detail on the Emergency Floor development in any public-facing summary/version of the AOP 2017-19 (noting the prescribed format of the formal NHSI submission).	HoSP	TBA	Work in progress.	4
1d	TBC	To consider how to ensure that future medical workforce investment decisions are appropriately 'future proofed' in the context of new ways of working and care pathway developments.	DWOD/ MD	Ongoing	Work in progress.	4
2.	TBC	<i>Any other business</i> <u>Medical student feedback</u> Recent medical student feedback to be presented to a future Trust Board (to be scheduled for a meeting when the quarterly update on multi-professional education and training is also agenda'd).	PBNED/ MD	TB 2.3.17	To be scheduled accordingly.	4
5 January 2017						
3.	5/17	<i>Chairman's Note</i> The Trust Chairman to submit a report to the next Charitable Funds Committee meeting regarding voluntary activity undertaken by UHL staff in other countries.	Trust Chairman	CFC 2.2.17	This report is scheduled on the agenda of the Charitable Funds Committee meeting being held on 2 February 2017.	5
3a	5/17	The Director of Workforce and Organisational Development to be invited to attend the next CFC meeting for discussion on this item.	Trust Administrator	CFC 2.2.17	The Director of Workforce and Organisational Development has confirmed her attendance at the CFC meeting of 2 February 2017 for discussion on this item.	5
4.	6/17	<i>Chief Executive's Monthly Update Report – January 2017</i> To schedule an extraordinary public Trust Board meeting for the purpose of signing off the Annual Operating Plan 2017-2019.	CEO/Chairman STA	2 weeks' time	An extraordinary public Trust Board meeting has been scheduled to be held on 19 January 2017 for this purpose.	5

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5.	7/17/3	Emergency Floor Update To discuss a variety of issues associated with the new Emergency Floor at a Trust Board Thinking Day (e.g. the challenges of organising a new department whilst running the old department, the changing nature of patient composition and the response to this in terms of the UHL workforce etc).	Trust Chairman	Future TBTD	This item has been scheduled for the Trust Board Thinking Day to be held on 19 January 2017.	5
6.	8/17/1	Integrated Risk Report To review the BAF composition at a future Trust Board Thinking Day following finalisation and approval of the Annual Operating Plan.	TB members	Future TBTD	Scheduled for 9.3.17 Trust Board thinking day.	4

Matters arising from previous Trust Board meetings

1 December 2016						
7.	289/16/1	Patient Story – Serious Untoward Incident To review opportunities for sharing the video more widely within the Trust, and to respond to Non-Executive Director comments re:- <ul style="list-style-type: none"> potential use of a 'mystery shopper' approach to gain insight in to the patient experience; the need to train staff in saying sorry, and the need to provide appropriate and adequate support to any patients wishing to access the Trust's complaints and claims processes. 	MD/ DSR	By TB 5.1.17	Also discussed at the 22.12.16 QAC, at which the following points were noted:- <ul style="list-style-type: none"> We already undertake an element of mystery shopper with patient partners but it was agreed that patient experience team would work with patient partners to scope how this might be done differently We do stress this already but again there may be more we can do – the Director of Safety and Risk's team will review what training currently exists Established processes are in place to assist all patients, and staff do help patients to access those processes. 	5
8.	289/16/4	Equality and diversity action plan update Formal UHL signing of the British Sign Language Charter to be effected at the January 2017 Trust Board thinking day.	DWOD	TBTD 12.1.17	Scheduled accordingly. Charter signed at 12.1.17 Trust Board thinking day.	5

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9.	290/16	Integrated risk register (re: risk 6) Development of a single, cross-organisational dashboard for the LLR STP to be discussed with the STP SRO (Toby Sanders).	CE	By TB 5.1.17	CEO has written to Toby Sanders 8/12/16 – awaiting reply.	4
9a	291/16/1	STP/BCT and UHL reconfiguration programme monthly update A briefing on potential PF2 options to be provided to the January 2017 Trust Board thinking day.	CFO	TBTD 12.1.17	Due to pressure on the agenda, the Chairman has agreed to defer the briefing from the January to the February 2017 Trust Board Thinking Day.	4
9b	291/16/1	To consider the most appropriate way to provide further public assurance on reconfiguration contingency plans, given the constraints on capital availability.	CFO/ CE	TBA	Suggest that consideration is given to this matter once formal STP feedback on prioritised capital schemes is received	4
10.	292/16/1	Multiprofessional education and training 2016-17 quarter 2 update Q-Eye medical students initiative to be presented to the Trust Board in early 2017.	MD/ MT/IC NEDs	TB 2.3.17	Scheduled accordingly.	4
11.	292/16/2	RCS invited review of the oral and maxillo-facial surgery (OFMS) service The action plan resulting from the planned further review to be reviewed by QAC once available, and the Trust Board kept informed as appropriate.	MD	Future QAC (once available)	Report submitted to the 26.1.17 Quality Assurance Committee.	5
12.	293/16/1	Patient and public involvement and engagement strategy 2016-17 quarter 2 update (see also item 15 below) To consider how best to tap into the knowledge and views of UHL's Volunteers.	DMC	TBA	Under consideration.	4
13.	294/16/1	QAC 24.11.16 – summary Any further Executive or Non-Executive Director comments on the safety improvement presentation made to the November 2016 QAC to be sent to the Director of Safety and Risk.	EDs/ NEDs	By TB 5.1.17	Action to be closed after 5.1.17.	5

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14.	295/16/1	Audit Committee 3.11.16 – minutes Revision of UHL’s Board Assurance Framework to be discussed at a Trust Board thinking day in early 2017, taking appropriate account of the reworking of UHL’s organisational priorities.	MD	TBTD Early 2017	Scheduled for 9.3.17 Trust Board thinking day.	4
15.	297/16	Questions from the press and public To consider how best to engage with wider PPI groups beyond seeking views from UHL members or UHL-badged groups.	DMC	01.02.17 TB 02.02.17	<p>The Trust does already actively seek out the views of patient representative groups which are not “UHL – Badged”. For example, the Chief Executive meets quarterly with the Chairs of our local Healthwatch organisations. He also meets regularly with the Leicester Mercury Patients Panel.</p> <p>The recent Trust Board Thinking Day on 11.8.16 focused on Patient and Public Involvement and benefitted from the participation of nine local patient representative groups. One of the outcomes from the session was for these groups to consider how they may best come together to share concerns and issues relating to UHL. To that end two subsequent meetings have been held which aimed to bring these groups together and discuss how their views will be fed in to the Trust. There is still work to do on this project but as a result of the two meetings plans are now being drawn up to propose a formal and iterative route by which shared concerns may be fed in to the Trust and monitored.</p> <p>The PPI team are also drawing up a programme of community engagement for 2017 which will go out to a diverse range of local groups, organisations and communities. The dual aim of this engagement will be to better understand how people experience our services and to promote greater involvement with the Trust. A proposal is due to come to the Trust Board in February 2017.</p>	5

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3 November 2016						
16.	249/16	Matters arising 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 provided at the TB meeting on 5 January 2017 – this matter will be progressed through IFPIC and presented at the EWB meeting in April 2017.	5
17.	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
18.	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	A paper will be presented to the 26.1.2017 QAC meeting on the results of the internal re-audit. These results have also been shared with the Healthwatch representative.	5
6 October 2016						
19.	219/16/4	LLR Learning Lessons to Improve Care – next stage review To develop an appropriate public communication plan accordingly, in liaison with UHL's Director of Marketing and Communications.	MD	Ongoing	Work underway – already agreed to involve the Director of Marketing and Communications.	5
1 September 2016						
20.	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. Now scheduled for 2.3.17 Trust Board.	4

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20a	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						
21.	164/16/1	Integrated risk report 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. Provisionally scheduled for the 9.2.17 Trust Board thinking day.	4

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