

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 2 February 2017

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	37/17	Matters arising log The Chief Executive's letter relating to the UHL Annual Operational Plan 2017-19 to be sent to NHS Improvement once finalised at the end of February 2017 (copied to the Trust Board for information).	CE	Once finalised (end Feb 2017)	Draft under discussion with NHSI.	4
1a	37/17	Healthwatch representative's report on his visit to UHL cancer services to be passed to the Chief Operating Officer once finalised.	DH/ COO	Once finalised	Awaiting report.	4
2.	38/17	Chief Executive's monthly report February 2017 Outputs from the review of the emergency care system Recovery Action Plan (to focus on key high-impact and system-wide interventions) to be included in the Chief Executive's next monthly report.	CE	TB 2.3.17	Included in report.	5
3.	39/17/1	Patient story – patient centred care in paediatrics To contact the Healthwatch representative to provide key headlines from this patient story, for wider use across the community.	CN/ ACN	By TB 2.3.17	Actioned – Assistant Chief Nurse to make contact with the Healthwatch representative accordingly.	5
4.	39/17/2	CQC inspection reports Proposals on how to progress from a CQC rating of 'requires improvement' to 'good', to be discussed at the February 2017 Trust Board thinking day.	CN/MD	TBTD 10.2.17	Covered in the 10.2.17 Trust Board thinking day discussion on UHL strategic objectives/annual priorities.	5

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4a	39/17/2	To support the proposed 'business as usual' approach to addressing the CQC recommendations (ie rather than developing a separate action plan), and as part of that approach to:- <ul style="list-style-type: none"> undertake an appropriate challenge of UHL's existing quality assurance/improvement/oversight processes, and understand how the business as usual approach will be taken forward at service-level. 	CN/MD	Immediate	A separate action plan has to be produced as that is what is required by CQC, however all the actions are being embedded as part of 'business as usual' and are part of the review of UHLs existing quality approach.	4
4b	39/17/2	To review the CQC definition of "good" and understand the key metrics used to meet that definition.	CN/MD	Immediate	Review underway as part of the overall process of improving against the current ratings over the next 2 years.	5
4c	39/17/2	Appropriate updates on progress following the CQC inspection reports to be provided to the Quality Assurance Committee.	CN/MD	Future QACs (frequency to be advised)	On the agenda for QAC monthly	5
5.	39/17/3	EMCHC monthly update The Trust Board's thanks to be noted to Leicester City and Leicestershire County Councils, in respect of their matchfunding commitments.	DCIE	Immediate	Complete.	5
6.	39/17/5	Emergency Floor To consider the use of parking marshalls on the day of the 26.4.17 Emergency Floor opening, to assist people with wayfinding.	DEF	For 26.4.17	Chief Executive confirmed at the 2.2.17 Trust Board meeting that appropriate marshalling will be used on the day.	5
7.	39/17/6	Equality workforce monitoring report 2015-16 To approve the 2015-16 equality workforce monitoring report as presented, and place it on the Trust's external website thus complying with legal duties.	DWOD	Immediate	Complete.	5
7a	39/17/6	To reconvene and refresh the UHL Disability Group to review access issues including the new Windsor Building access following the closure of the Balmoral Entrance.	DEF/ DWOD	Immediate	In progress.	4

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8.	40/17	Integrated risk report Any specific Audit Committee concerns over individual risks to be escalated to the Chief Executive.	Audit Cttee Non-Executive Director Chair	As required	Any specific concerns will be escalated by the Audit Committee following its review of the Board Assurance Framework at each of its meetings.	5
8a	40/17	Recommendation to be presented to the February 2017 Executive Performance Board to increase the risk score for risk 4 (<i>failure to deliver the national access standards</i>) from its current level of 20.	COO	EPB 21.2.17	Actioned.	5
9.	42/17	Community engagement proposal Objectives to be amended to include raising the profile of Leicester Hospitals Charity.	DCIE	Immediate	Complete.	5
9a	42/17	To consider appropriate ways of engaging with civic society organisations (ie the local enterprise partnerships).	DCIE	Immediate	In progress.	4
9b	42/17	Proposal to be supported in principle as per paper L, with further discussion on funding streams to take place with the Chief Financial Officer outside the meeting.	DCIE	Immediate	Will be addressed as part of 2017-18 budget setting.	5
10.	43/17/1	QAC 26.1.17 – summary To approve the recommendation for a quarterly mortality report to be appended to the QAC meeting summaries submitted to public Trust Board meetings (first such report to be provided at the end of quarter 1 of 2017-18).	MD	June/July 2017 onwards	To be scheduled on a quarterly basis during 2017-18 accordingly.	5
11.	43/17/3	2016-17 financial performance Internal turnaround actions to be discussed further at the February 2017 Trust Board thinking day.	CFO	TBTD 10.2.17	Covered in the 10.2.17 Trust Board thinking day discussion on UHL strategic objectives/annual priorities.	5
11a	43/17/3	To consider appropriate messaging and communication of the internal turnaround position.	CFO	Immediate	Complete, CEO's communication to all staff earlier this month highlighted the drivers behind the Trust's position and the actions being taken.	5

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12.	44/17/1	Audit Committee (draft) minutes 5.1.17 To consider how best to sight the Trust Board to the lessons to be learned from the Internal Audit review of governance and risk management (noting joint CMG-level work planned to be presented to the Executive Quality Board by the Chief Operating Officer, the Medical Director and the Chief Nurse).	DCLA	Immediate	The Internal Audit review in question has been circulated to the Chairman and Non-Executive Directors as part of the agenda pack for the 5.1.17 Audit Committee meeting. Subsequently, the review has been the subject of a separate report to the 7.2.17 Executive Quality Board. Implementation of the actions arising from the review will be tracked at the Executive Performance Board and any delays escalated to the Audit Committee.	5
13.	46/17	Questions from the press and public To ensure appropriate coverage of the CQC inspection reports' references to patient and public engagement.	DCIE	Immediate	A verbal update will be provided at the 2.3.17 Trust Board, as advised by the Director of Communications, Integration and Engagement.	
13a	46/17	To ensure that appropriate CCG representatives are also invited to the planned community engagement events, to respond to questions about primary care.	DCIE	As part of the programme	Invites will be sent to CCG reps.	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
19 January 2017						
14.	30/17	UHL draft annual operational plan (AOP) 2017-19 To discuss (with the Chief Operating Officer) the scope to use the cost improvement programme (CIP) process to drive cost savings.	CFO	Immediate	Turnaround plan including the resources required, governance structure and links to existing programmes e.g. transformation/CIP currently being developed	5
14a	30/17	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	once AOP 2017-19 is finalised	Work in progress.	4

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Trust Board paper B

14b	30/17	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
15.	32/17	Any other business Medical student feedback 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 for discussion at a Trust Board Thinking Day during quarter 1 of 2017-18.	5
5 January 2017						
16.	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 TBD	Scheduled for 9.3.17 Trust Board thinking day.	5
1 December 2016						
17.	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. Update 10.2.17: No response as yet.	3
18.	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	Actioned – discussed at the 10.2.17 Trust Board Thinking Day.	5
18a	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	Once formal STP feedback is received	Suggest that consideration is given to this matter once formal STP feedback on prioritised capital schemes is received	4
19.	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

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20.	293/16/1	Patient and public involvement and engagement strategy 2016-17 quarter 2 update To consider how best to tap into the knowledge and views of UHL's Volunteers.	DMC	When developing and implementing PPI and engagement strategy	Under consideration.	4
21.	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. See also item 16 above.	5
3 November 2016						
22.	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/ Healthwa tch Rep	Once available	To be timetabled accordingly for consideration at EQB/QAC on receipt of the briefing. See action 1a above.	5
1 September 2016						
23.	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. Awaiting STP/capital feedback before progressing SOC to conclusion. Preliminary work underway	3
23a	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						
24.	164/16/1	Integrated risk report To consider holding a future Trust Board thinking day on capital.	Chair man	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. Actioned – discussed at the 10.2.17 Trust Board thinking day.	5

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