

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 1 June 2017

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	137/17	Matters arising log The action relating to Minute 189/16/1 of 1.9.16 (development of a reconfiguration SOC) to be closed, and progress monitored instead through the monthly Trust Board reconfiguration update.	CFO	Immediate	Actioned – relevant entry updated in the action log.	5
2.	139/17	Chief Executive's monthly update – June 2017 To discuss how to incorporate both appropriate 'lookbacks' (to assess UHL's response to changes) and 'forward scanning' of issues into: Trust Board discussions.	CE	TBTD 8.6.17	Issue to be reviewed as part of the June and July 2017 Trust Board thinking days on Board effectiveness.	5
2a	139/17	To consider how best to triangulate the concerns raised by stakeholders/PPI partners, with the issues covered in the Chief Executive's monthly reports.	CE/DCIE	Immediate	Discussion has taken place between the Director of Communications, Integration and Engagement and Director of Corporate and Legal Affairs and agreement reached that the quarterly update from Patient Partners will continue to accompany the quarterly update submitted to the Trust Board on progress on implementing the Trust's patient, public involvement and stakeholder engagement strategy to ensure that the necessary triangulation occurs.	5
2b	139/17	Outpatients performance to be reviewed by IFPIC.	COO	Future IFPIC	A report on the Outpatients cross-cutting theme features on the 29.6.17 IFPIC agenda.	5
2c	139/17	The Trust Board's thanks be passed on to all staff involved in achieving the cancer waits targets.	COO	Immediate	Actioned.	5
3.	140/17/1	SUI patient story – maternity safety Discussions to be held with the Director of Safety and Risk and Dr A Doshani Associate Medical Director re: developing an agenda for the forthcoming (Trust-invited) visit by NHS Resolution.	CHAIR MAN/MD	TBA	Actioned.	5

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4.	140/17/2	<p>Annual accounts 2016-17</p> <p>The following documents to be approved by the Trust Board and (where required) signed by the Chief Executive and/or Chief Financial Officer as appropriate, ahead of submission of the annual accounts 2016-17 to the Department of Health:-</p> <ul style="list-style-type: none"> • 2017-18 going concern statement; • annual exchequer accounts 2016-17; • statement of Directors' responsibilities in respect of internal control; • Annual Governance Statement 2016-17; • 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. 	CE/CFO	Immediate	Actioned.	5
4a	140/17/2	<p>To approve the following additional items as recommended by the May 2017 Audit Committee during that Committee's consideration of the annual accounts 2016-17:-</p> <ul style="list-style-type: none"> • ISA 260 audit highlights memorandum (External Audit), and • Internal Audit annual report and Head of Internal Audit Opinion Statement 2016-17. 	CFO	Immediate	Actioned.	5
5.	140/17/3	<p>Quality Account 2016-17</p> <p>To approve the 2016-17 UHL Quality Account and note that it will be published on the NHS Choices website as required.</p>	CN	Immediate	Actioned.	5

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
6.	140/17/5	Emergency care performance Future emergency care performance updates to include information on the nature and impact of measures by partners to reduce emergency attendances.	COO	TB 6.7.17 onwards	Information requested from team to inform the Trust Board report.	5
6a	140/17/5	To consider appropriate use of rapid cycle testing to assess the outcome of such demand reduction measures.	COO/ CE	TBA	Being considered at the AE Delivery Board.	4
7.	141/17	Integrated risk register including the new format Board Assurance Framework (BAF) Mr A Johnson Non-Executive Director to discuss his comments on the new format BAF further with the Medical Director and the Chief Financial Officer.	AJNED/MD/ CFO	Immediate	Actioned: BAF has been updated following feedback from Trust Board, Audit Committee and Executive Performance Board meetings.	5
7a	141/17	Following action 7 above, the format of the BAF to be discussed further between the Medical Director and the Director of Corporate and Legal Affairs.	MD/ DCLA	Before TB 6.7.17	Director of Corporate and Legal Affairs has discussed the format of the BAF with the Risk and Assurance Manager acting on behalf of the Medical Director.	5
8.	142/17/1	Guardian of Safe Working quarterly update Wider medical workforce report to be presented to the September 2017 Trust Board (in addition to the scheduled quarterly Guardian of Safe Working update), also covering recruitment and retention issues.	MD/ DWOD	TB 7.9.17	To be scheduled accordingly. R&R not strictly part of GSW report so issues will be picked up as part of developing new UHL People Strategy at August 2017 Trust Board Thinking Day.	4
8a	142/17/1	Future Trust Board thinking day to focus on workforce, also including (i) overseas recruitment ethical issues, and (ii) the adequacy of measures to reinforce UHL's links with the local community and encourage employment uptake from the diverse local population.	DWOD	August 2017 TBD	To be scheduled accordingly as part of wider People strategy development discussion.	4
9.	143/17/1	QAC 25.5.17 – summary of discussions To approve the recommendations from the 25.5.17 QAC meeting as per paper N, namely Trust Board approval of (i) the Quality Account 2016-17 and (ii) the quarterly mortality report (to be appended to the relevant QAC summary) on a quarterly basis from September 2017 in line with changes to national timescales.	MD/CN	Quality Account: immediate Mortality reporting: quarterly from TB 7.9.17	To be scheduled accordingly.	5

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10.	143/17/3	Financial performance – April 2017 Additional questions to be added to the cover sheet of future financial performance monthly reports, relating to:- <ul style="list-style-type: none"> • CIP performance; • cost pressures, and • management of risk. 	CFO	TB 6.7.17 onwards	To be actioned from July 2017 onwards.	5
10a	143/17/3	Future monthly updates also to cover how to address the challenging financial programme facing the Trust and the extent to which that programme is being achieved.	CFO	TB 6.7.17 onwards	To be actioned from July 2017 onwards.	5
11.	144/17	PPI involvement strategy and quarterly update To consider how best to clarify (to UHL staff) the role, remit, and beneficial input of Patient Partners – potentially using appropriate case studies – and enable staff to act upon suggestions from Patient Partners.	DCIE	August 2017	An internal communications and awareness raising campaign is planned to promote the role of Patient Partners. This will include case studies and profiles of our Patient Partners. It will also provide a platform with which to introduce the 10 newly recruited Patient Partners to the organisation and refresh interest in the value of the role. Studio photography has already taken place in preparation for this campaign which is scheduled to launch in Mid-August 2017. In addition to this campaign, the PPI team have scheduled meetings with each of the CMG PPI leads and their Patient Partners. Local (CMG) promotion and raising awareness of Patient Partners will comprise an agenda item on these meetings.	5
11a	144/17	Trust Board thinking day session with patient and public involvement organisations also to discuss how to maximise the benefit of Patient Partner input to the work of UHL.	DCIE	TBTD 10.8.17	This session is being planned in conjunction with the Chair of UHL's Patient Partners, The Trust Board's Healthwatch representative and the PPI and Membership Manager. Representatives from 10 local Patient groups will be invited to participate. The session is booked for the morning of 10.8.17. Chiefly the session will seek the input of participants and the Board in considering the question "what does good PPI look like?".	5

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11b	144/17	To approve the revised PPI Strategy as presented (paper Q).	DCIE	Immediate	Actioned.	5
12.	145/17/1	NHS Provider Licence – self-assessment To approve the self-certifications as detailed in paper R (declarations in respect of conditions G6 and FT4).	DCLA	Immediate	Actioned.	5
13.	145/17/2	Managing conflicts of interests in the NHS – new NHS England requirements To approve the Trust's new policy on managing conflicts of interests, subject to the intended updating of the definition of 'decision-making staff' in line with NHS England guidance.	DCLA	Immediate	Actioned.	5
13a	145/17/2	Implementation of the new requirements to be reported to the Audit Committee on a 6-monthly basis.	DCLA	AC 6-monthly	Reports to Audit Committee scheduled accordingly, commencing January 2018.	5
14.	146/17/1	Audit Committee 26.5.17 – summary of discussions To approve the items recommended for Trust Board approval from the May 2017 Audit Committee as per paper T, namely (i) draft annual report and annual accounts 2016-17; (ii) draft Quality Account and Statement of Directors' Responsibilities 2016-17, and (iii) UHL managing conflicts of interests policy.	ALL	Immediate	Actioned.	5
15.	148/17	Questions from the press and public An analysis of the reasons for cases within UHL's circa 7% non-compliance with the cancer 2-week wait target, to be presented to the June 2017 IFPIC.	COO	IFPIC 29.6.17	This subject will be considered at the June 2017 joint IFPIC/QAC meeting to consider the Month 2 quality and performance report.	5
15a	148/17	To consider the suggestion that the patient experience triangulation report be included in the Quality Account for 2017-18.	CN	2017-18	This will be considered as part of the 17/18 quality account production.	5
15b	148/17	To ensure that where appropriate, other NHS partners (eg primary care) are also invited to attend UHL PPI/community engagement events.	DCIE	Ongoing	To be actioned as appropriate.	5

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Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
4 May 2017						
16.	113/17	Chief Executive's monthly report – May 2017 To consider how to communicate the Trust's strategic objectives and 2017-18 annual priorities to stakeholders including Commissioners.	CE/ DCIE	30.6.17	DCIE will send updated priorities to stakeholders including new strategic "jigsaw" and 2017/18 Quality Commitment "house"	5
17.	114/17/2	EMCHC monthly update Proposed UHL response to the public consultation to be presented to the July 2017 Trust Board for approval.	DCIE	TB 6.7.17	Scheduled accordingly.	4
18.	114/17/3	Emergency care performance including red 2 green update To ensure appropriate monitoring of progress on reducing the number of patients with a length of stay exceeding 10 days.	COO	TB 1.6.17	This is being picked up through the organisation of care workstream led by Mr S Barton, Director of Organisational Improvement.	5
18a	114/17/3	To emphasise to all nursing and medical staff the need to deliver the red 2 green basics.	MD/CN	Immediate	Working through the programme and approach with the team.	4
19.	114/17/4	Emergency floor project update May 2017 IFPIC to undertake a deep dive review of emergency care performance.	COO	IFPIC 25.5.17	Actioned.	5
6 April 2017						
20.	91/17	Research & innovation 2016-17 quarter 4 update and East Midlands Clinical Research Network [EMCRN] 2016-17 quarter 4 update To approve the EMCRN Governance Framework 2017-18, noting however a suggestion to consider whether there it should include Non-Executive Director representation in future.	MD	For consideration	Chairman to discuss further with Non-Executive Directors.	4
2 March 2017						

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21.	62/17	Chairman's monthly report – March 2017 To consider undertaking a conducted tour of the Trust's estate, for all Trust Board members.	ALL/ DEF	2017-18 financial year	Trust Admin will liaise with Estates & Facilities to organise the tour.	4
2 February 2017						
22.	37/17	Matters arising log 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	Actioned.	5
19 January 2017						
23.	30/17	UHL draft annual operational plan (AOP) 2017-19 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. Verbal update provided at the 1.6.17 Trust Board.	5
24.	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	TBTD 10.8.17	Review of consultant recruitment under way and pre-recruitment decision making will be included in this linked to wider recruitment and pay bill control as well as workforce planning. Will be included in new UHL People strategy and delivery plan for TBTD in August 2017.	5
1 December 2016						
25.	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. Update 29.3.17: STP organisational and governance arrangements are still in development so a dashboard is not imminent.	2
26.	291/16/1	STP/BCT and UHL reconfiguration programme monthly update 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
1 September 2016						

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27.	189/16/1	<p>Reconfiguration – monthly update</p> <p>Reconfiguration strategic outline case (SOC) to be restated/relaunched and presented to the December 2016 Trust Board, providing:-</p> <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	<p>Work in progress.</p> <p>Scheduled accordingly.</p> <p>Now scheduled for 2.3.17 Trust Board.</p> <p>Awaiting STP/capital feedback before progressing SOC to conclusion. Preliminary work underway.</p> <p>Capital bid submitted to NHSI on 24/5/17.</p> <p>Trust Board 1.6.17: item now closed – see action 1 above.</p>	5
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