

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 7 December 2017

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	293/17	Matters arising log To include a date for any actions indicated as being 'under consideration'.	CCSM	Immediate	Work in progress.	4
2.	298/17	Chief Executive's report – December 2017 Root cause analysis of the retained guidewire never event to be discussed at Executive Quality Board (EQB) and the Quality and Outcomes Committee (QOC), once available.	CN	EQB & QOC Once available	When complete, will be scheduled for February EQB and QOC.	4
3.	299/17/1	Staff story – medical student involvement in the Students to consider revisiting their project after 3-6 months, to assess its sustainability.	MD	3-6 months' time	Already scheduled in.	5
3a	299/17/1	To keep the Trust Board updated on the frailty work.	DSC	As appropriate	Frailty work is proposed to be included as an annual priority for 2018/19 and will accordingly be subject to regular reporting in line with the reporting arrangements adopted for annual priorities 2018/19.	5
4.	299/17/2	EMCHC update Updates to move to 6-monthly rather than monthly.	DSC	TB June/Dec	Scheduled as appropriate.	5
5.	299/17/3	Learning from Deaths (LfD) Report on LfD resourcing requirements to be considered by EQB and QOC.	MD	EQB & QOC Once available	To be scheduled once available.	5
5a	299/17/3	To develop an appropriate engagement strategy to provide assurance to the families of deceased patients that learning from deaths is a priority for the Trust.	MD	TBA	Verbal update to be provided on 4.1.18.	
6.	299/17/4	LLR and UHL winter planning Winter planning issues to be added in to the emergency care report presented to the monthly People, Process and Performance Committee (PPPC).	ICOO	PPPC December 2017+	Actioned.	5

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7.	301/17	Patient and public involvement (PPI) strategy QOC to receive a report on how to PPI feedback is being translated into action (and how to ensure that process).	DSC	Future QOC	Date to be advised.	4
8.	302/17	LLR Sustainability and Transformation Partnership (STP) and UHL reconfiguration update Refreshed LLR STP narrative to be presented to the January 2018 Trust Board.	DSC	TB 4.1.18	Agreed at the LLR Senior Leadership Team on 21.12.17 that the refreshed LLR STP narrative will be presented to LLR public Board meetings by no later than end of quarter 4 2017/18.	4
8a	302/17	The issue of UHL's under-utilised estate to be included in the LLR estates strategy element of the refreshed LLR STP narrative.	DEF/DSC	TB 4.1.18	Will be incorporated accordingly.	5
8b	302/17	Chief Executive to raise the issue of a cross-organisational STP dashboard with Mr T Sanders, LLR STP Senior Responsible Officer.	CE	Before 4.1.18	Feedback obtained and circulated to Board members. Dashboard (Outcomes Framework) will be included in next set of STP documentation.	5
9.	303/17/2	People, Process and Performance 30.11.18 – summary Updated data on statutory and mandatory training compliance to be included in the next quality and performance dashboard (Chief Executive's monthly report).	DWOD	TB 4.1.8	Actioned.	5
9a	303/17/2	To review issues of training compliance still showing as red on HELM if undertaken before the previous expiry date.	DWOD	Date TBA	Actioned.	5
9b	303/17/2	To discuss estates staff training compliance levels with the Director of Estates and Facilities.	CE	Immediate	Issue discussed and action plan supplied. Targeting 95% compliance by March 18.	5
10.	303/17/3	Finance and Investment Committee 30.11.17 – summary, and financial performance report October 2017 Trust Chairman to consider the most appropriate forum to discuss 2018-19 control total delivery.	CHAIRMAN	Future TBTD ?	Discussion held at December 2017 Trust Board Thinking Day.	5
10a	303/17/3	Non-Executive Directors to review the mitigating actions listed for BAF risk 11 (financial plan) and advise the Chief Financial Officer of any further assurance required.	ALL NEDs	Before TB 4.1.18	Any such comments will have been advised to the Chief Financial Officer by 4.1.18.	5

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
11.	304/17/1	Audit Committee 17.11.17 – minutes Trust Board to endorse the proposal to invite the Lead Officers and Directors to attend Audit Committee and explain the delay if their audit actions are both more than 90 days outstanding and are also rated as medium risk and above.	DCLA	From Audit Committee January 2018+	Will be implemented accordingly.	5
12.	305/17	Trust Board bulletin Guardian of Safe Working quarterly updates to be discussed at PPPC, in addition to featuring in the Trust Board bulletin.	DWOD/ PPPC CHAIR	PPPC & TB	Actioned.	5
13.	318/17/1	Any other business <u>Armed Forces Network</u> To approve UHL joining the Armed Forces Network (Col (Ret'd) I Crowe Non-Executive Director to attend the quarterly meetings).	ALL/ ICNED	Immediate	Actioned. UHL has joined the Local Armed Forces Network.	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
2 November 2017						
14.	271/17	Matters arising log To confirm the date for the Non-Executive Director site tour with the Reconfiguration Programme Director.	CFO	Immediate	Arrangements being taken forward by the Reconfiguration Programme Director	4
15.	272/17	Chairman's report – November 2017 Winter planning report to be presented to the December 2017 Trust Board.	ICOO	TB 7.12.17	Actioned.	5

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16.	273/17	Chief Executive's report – November 2017 To include information on UHL's emergency care performance comparative to other peer Trusts, in the Chief Executive's monthly report.	CE	TB 7.12.17+	Will start from January 2018.	5
16a	273/17	To provide a further update on EPR plan B (Paperless Hospital 2020) and the prioritisation of the systems within that solution, once the outcome of the IT capital bid is known.	CE (CIO)	Future TB	To be scheduled once available.	4
16b	273/17	December 2017 Trust Board thinking day to include a review of the revenue and capital positions re: estates/IM&T/ medical equipment.	CFO	TBTD 14.12.17	Actioned.	5
17.	274/17/1	Patient story – cognitive functional therapy (CFT) To seek an update from Mr C Newton, Physiotherapist, re: progress on the lower back pain clinical pathway.	DSC	ESB 12.12.17	Actioned.	5
18.	274/17/3	5 year financial strategy To review and refresh the document appropriately before any inclusion in discussions with NHS Improvement re: 2018-19 financial positions.	CFO	Immediate	In progress, with particular attention being paid to UHL's recurrent underlying position	5
18a	274/17/3	Trust Board Committees to consider the position re: UHL reconfiguration consultation en route to a December 2017 Trust Board discussion (including the timeline for the LLR-wide consultation).	DSC	FIC/PPPC/QOC November 2017 TB 7.12.17	Director of Strategy and Communications reported orally at the Finance and Investment Committee on 30.11.17; the monthly update report to Trust Board 7.12.17 also updated the Board on the latest position regarding reconfiguration consultation.	5
19.	275/17/1	Integrated risk report including Board Assurance Framework (BAF) To review how the BAF aligns to the IT project risk register.	MD	Immediate	Work in progress – Risk and Assurance Manager is meeting with Chief Information Officer January 2018 to ensure that the organisational risk register appropriately incorporates IT risks. Intended to be operational from February 2018.	5

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20.	276/17/2	Outpatient transformation Subject to including wording on the importance of appropriate leadership, to endorse the outpatient transformation strategy (including the 'making every contact count' approach) and the recommended inclusion of the programme as an annual priority for 2018-19 as per paper J.	DSC	Immediate	Complete.	5
20a	276/17/2	To ensure that patients are appropriately involved in the outpatient transformation work, noting the potential use of the Joint Reference Group in this regard.	DSC	Immediate	PPI is a core component of the OP Transformation plan and will continue as we work with Cardiology and Gastroenterology as early implementers.	5
20b	276/17/2	To provide an update on outpatient transformation to the Quality and Outcomes Committee in 6 months' time (and then at regular intervals thereafter).	DSC	QOC 31.5.18	Scheduled accordingly.	5
21.	281/17	Questions from the public and press To consider the appropriate level of information to be included (in the Chief Executive's monthly report) re: emergency care performance, providing appropriate public transparency while not duplicating the PPPC report on this issue.	CHAIR MAN/CE	For future reports	Chief Executive's monthly reports continues to include high level information on emergency care performance, complementing the more detailed emergency care report submitted monthly to PPPC.	5
21a	281/17	To review the issue of on-site nursery provision.	DWOD/CN	TB 7.12.17	To be flagged as part of wider reconfiguration and estates strategy, as appropriate, and also if staff confirm this would be a valued service. The previous nursery was closed some years ago and staff now have access to child care vouchers to help fund their own preferred arrangements. Any future nursery provision would need to be run by a commercial provider in suitable accommodation.	3
5 October 2017						
22.	249/17/1	Staff story People, Process and Performance Committee to consider how best to monitor leadership development/ talent nurturing within UHL.	DWOD	PPPC 25.1.18	In progress. Deep dive and the regular monitoring of progress at PPPC – scheduled for January 2018.	5

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23.	252/17/1	East Midlands Clinical Research Network (EMCRN) 2017-18 quarterly update Next quarterly update also to include:- <ul style="list-style-type: none"> the advantages to UHL of hosting the EMCRN; EMCRN costs/financial impact on UHL; comparative regional performance statistics; an impact analysis of the research projects supported by EMCRN. 	MD (CD,EMCRN)	For TB 4.1.18	In progress and scheduled accordingly.	5
24.	252/17/2	UHL research and innovation 2017-18 quarterly update To attached the study recruitment action plan (and resulting progress) to the next quarterly update.	MD (DRI)	TB 4.1.18	Actioned.	5
24a	252/17/2	Progress on obtaining the results of the 100,000 Genomes project from Genomics England to be discussed at the education/research/training Trust Board thinking day.	MD (DRI)	TBTD 14.12.17	Actioned.	5
24b	252/17/2	To seek an update on identifying space at the Glenfield Hospital for the Hope Unit.	CFO	Immediate	CFO/DEF discussion has taken place. Solution for Hope Unit delayed whilst recent reconfiguration decisions being considered. Substantive response requested for December Trust Board meeting. Due to the Reconfiguration Programme, further meetings are being held with the CMG cumulating in a meeting on 7 December 2017 to progress options.	4
25.	252/17/3	Multi-professional education and training 2017-18 quarterly update To support the improvement of accountability for medical education funding at CMG level, noting the need for an appropriately-paced approach.	CFO	March 2018	To be considered as a phased plan commencing in 2018-19. Will therefore be developed as part of the CMG business planning and overall budget setting. This approach was discussed and endorsed at the December 2017 Trust Board Thinking Day.	5
25a	253/17/3	To consider holding a Trust Board thinking day on IT issues and opportunities.	CHAIR MAN/CE	Future TBTD	To be held in 2018 – arrangements in hand to confirm a date.	4

7 September 2017

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26.	221/17/1	Patient safety story Quality and Outcomes Committee to review progress in rolling out PRISM.	MD/ DCIE	QOC 6.2.18	To be scheduled accordingly. To come to the February 2018 QOC.	5
27.	222/17/2	EPRR core standards and annual report 2017 To repeat the major incident planning exercise following the completion of the Emergency Floor phase 2.	ICOO	End of EF phase 2	Planned for Q1-18/19 allow to EF Phase 2 to embed and keep clear of winter 2018.	5
28.	223/17/2	Accountable care system Consideration of the accountable care system (paper N) to be deferred until the October 2017 Trust Board, following further internal discussion at the September 2017 Trust Board thinking day.	CE/ DCIE	TB 5.10.17 TBD 14.9.17	The Chairman has deferred this item from the October Trust Board agenda pending engagement. Item to be scheduled for discussion at a future public Trust Board meeting.	4
3 August 2017						
29.	195/17	Matters arising log An appropriate lookback at the 2017-18 BAF to be undertaken when setting the Trust's 2018-19 annual priorities.	MD/ CE	When setting the priorities	To be scheduled accordingly.	4
30.	198/17/2	Volunteer Services Annual Report 2016-17 Volunteer Services Coordinator to be asked to contact Dr C Miller Geriatrics Registrar, to discuss how volunteers might play a role in spotting delirium.	CN (VSC)	Immediate	Work in progress.	4
6 July 2017						
31.	169/17/1	Chief Executive's monthly report – July 2017 To develop a short, high-level business case accordingly, robustly setting out the case for investment, quantifying the opportunity cost of not establishing such an Academy, and outlining the leadership and support resource requirements.	MD (DCE) /CN/DWOD	Immediate	Concept of healthcare academy discussed and endorsed at December 2017 Trust Board Thinking day.	5
31a	169/17/1	To invite the University of Leicester to consider contacting the Leicester and Leicestershire Enterprise Partnership to bid for capital funding for the Academy project.	PB NED	Immediate	Under consideration by the University of Leicester.	5

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1 December 2016

32.	291/16/1	<p>STP/BCT and UHL reconfiguration programme monthly update</p> <p>To consider the most appropriate way to provide further public assurance on reconfiguration contingency plans, given the constraints on capital availability.</p>	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
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