

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 28 August 2014

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	230/14	Audit Committee terms of reference to be updated to reflect the appointment of Col. (Ret'd) I Crowe as its Non-Executive Director Acting Chair, and Dr S Dauncey Non-Executive Director as a member.	STA	Immediate	Actioned	5
2.	232/14	Matters arising Date to be confirmed for QAC consideration of TTO prescription error rates.	MD/QAC Chair	Date to be set on 3 Sept 2014	Actioned - scheduled for the 29 October 2014 QAC meeting.	5
2a	232/14	Future Trust Board action log to reflect whether a report has been submitted to the Executive Team re: additional support requirements for medical revalidation and appraisal (if deemed necessary by the Medical Director).	MD	For future TB log	Options under consideration by the Medical Director's team	4
2b	232/14	Measures to mitigate the overcommitment of the 2014-15 capital programme to be discussed at the September 2014 Trust Board (following Executive Team consideration).	ADF	TB 25.9.14	Agreed with Acting Chair that a report on this subject be considered at the Finance and Performance Committee on 24 September 2014 rather than the Trust Board.	5
2c	232/14	Timescale for public and stakeholder engagement on UHL's strategic forward planning programme to be agreed outside the meeting and reflected in the September 2014 Trust Board action log.	DS/DMC	For TB log 25.9.14	Timescales for public and stakeholder engagement on UHL's strategic forward planning programme to be developed subject to finalisation and approval of the Patient and Public Involvement and Engagement Strategy (to be presented at the October 2014 Trust Board)	3
2d	232/14	Date for next iteration of the medical workforce strategy to be confirmed to members outside the meeting and reflected in the September 2014 Trust Board action log.	DHR	By 25.9.14	Verbal update to be provided on 25 September 2014	
3.	233/14/1	Paediatric congenital cardiac surgery The following further work to be undertaken in support of action 3 above:- (i) a service review of current and future requirements; (ii) a feasibility study; (iii) a workforce study; (iv) subsequent development of a business case (for Trust Board approval) to retain children's heart surgery at UHL	ALL	Immediate	Ongoing. Update scheduled for the September 2014 Trust Board meeting.	4

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3a	233/14/1	A further update on the direction of travel to be presented to the 25 September 2014 Trust Board	DS	TB 25.9.14	Complete – update scheduled for 25 September 2014 Trust Board.	5
4.	233/14/2	Emergency Floor ‘Developed’ Outline Business Case (OBC) Submission of the developed OBC to the NTDA (August 2014) and CCG Boards (September 2014) to be supported, noting the inclusion of 2 scenarios within the OBC which would be reconciled in due course leading to an agreed activity and financial model.	CE	August and September 2014	OBC submitted to NTDA and CCGs. Progress update will be provided to October 2014 Board.	4
4a	232/14/2	Progress on developing the single activity and financial model to be reported to the September 2014 Finance and Performance Committee.	ADF	FPC 24.9.14	Complete – on the agenda for the September 2014 F&P Committee	5
4b	232/14/2	Information be sought from Leicester City CCG on its plans re: future provision of urgent care services	COO	By 25.9.14	Verbal update to be provided on 25 September 2014.	
5.	233/14/3	Nursing workforce report Next update also to include:- <ul style="list-style-type: none"> • further details on safety statements • a trajectory for increasing the number of safety statements (as appropriate). 	CN	Next TB update	Scheduled accordingly.	4
6.	233/14/4	Equality Update – 6-month report UHL’s equality and diversity ‘aspirations’ to be discussed in a Trust Board development session, once the related NHS England standards are available.	DHR	Future TBDS	To be scheduled as appropriate.	4
6a	233/14/4	CMG business case equality impact assessments to be included in the Trust’s planning process.	DS	Immediate	Complete. An Equality Impact Assessment is included as Appendix 3 of the Trust’s Business Case template. The Trust’s Integrated Business Planning Guidance includes the requirement for the completion of Business Cases.	5
6b	233/14/4	2014-15 equality work programme to be approved as per appendix 2 of paper L, subject to:- <ul style="list-style-type: none"> • a review of the priorities to ensure an appropriate spread of engagement with relevant community groups (eg LGBGT); • inclusion of poor/rural/isolated communities in the ‘better health outcomes for all’ objective (current public health position also to be reviewed for those communities, and an update provided to the Trust Board through its January 2015 equality update. 	DHR DS/DHR	Immediate TB 8.1.15	Actioned.	5
6c	233/14/4	Issue of monitoring patient sexual orientation to be considered further outside the meeting in September 2014, with an update to the September 2014 Trust Board.	DHR	ET Sept 2014 TB 25.9.14	Timing under consideration.	4

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6d	233/14/4	Legal advice to be sought on the potential impact of anti caste discrimination legislation – update to be provided accordingly to the September 2014 Trust Board.	DHR	TB 25.9.14	Actioned.	5
6e	233/14/4	Further internal analysis of the 2 critical incidents referred to in paper L, to be undertaken as recommended.	DHR	Immediate	Work in progress.	4
6f	233/14/4	Learning disability patient outcome review to be conducted.	DHR	Immediate	Work in progress.	4
7.	235/14/1	Blood transfusion laboratory IT system Procurement of the Clinisys Winpath laboratory information system for UHL blood transfusion services, to be approved and progressed.	ADF	Immediate	Actioned.	5
7a	235/14/1	Empath Full Business Case to be presented to the September 2014 Trust Board.	ADF	TB 25.9.14 30.10.14	Rescheduled to October 2014 Trust Board.	4
8.	235/14/2	Mutuals in Health – Pathfinder Programme NTDA to be advised of UHL's bid submission (noting the 4 September 2014 closing date).	CE/DHR	Immediate	Complete.	5
8a	235/14/2	27 August 2014 <i>The Guardian</i> newspaper article on NHS mutualisation to be circulated to Trust Board members for information.	COO	By 25.9.14	Actioned.	5
9.	235/14/3	Board Assurance Framework (BAF) Risk 1 to be divided into 'UHL' and 'LLR system-wide' components.	CN	Immediate	Plans in place to divide this risk in the next iteration of the BAF.	4
9a	235/14/3	Risk 2 to be updated to:- <ul style="list-style-type: none"> reflect the Better Care Fund metrics (re: aim of reducing emergency admissions by 3%); reflect a raised 'likelihood' score of 4 (overall risk score therefore to be 16 [4x4]). 	COO	Immediate	Actioned.	5
9b	235/14/3	Dr D Briggs, LLR emergency care plan lead, to be advised of UHL's concerns over the LLR emergency care plan and invited to clarify the position of that plan to the September 2014 Trust Board. See also action 10 below	COO	TB 25.9.14 30.10.14	Dr Briggs contacted and as he is unavailable to attend the September 2014 Trust Board meeting, this item has been scheduled for the October 2014 Trust Board agenda.	4
9c	235/14/3	Scoring of the 'extreme and high risks' on UHL's organisational risk register to be subject to an appropriate level of senior review/oversight.	CN	Immediate	High and extreme risks scores are signed off by line managers and CMG Boards. Additional scrutiny and challenge of scores is undertaken by UHL risk management team and the Executive Team.	5
9d	235/14/3	Trust Board monthly review of risks to be structured so as to include all of the risks relating to individual strategic objectives (however many risks that might be).	CN	From TB 25.9.14	Rotation of risks discussed at Trust Board will now be by strategic objective.	5

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9e	235/14/3	Risk 4 to be amended to change the overall risk score to 12 (reflecting a 4x3 composition).	MD	For TB 25.9.14	Actioned.	5
9f	235/14/3	Risk 20 to be amended to:- <ul style="list-style-type: none"> change the risk score to 12 (4x3 composition), thus reducing it from the current rating of 16; clarify the nature of the risk (eg through revised wording). 	COO	For TB 25.9.14	Actioned.	5
9g	235/14/3	Position of the BAF on the Trust Board agenda to be reviewed (item possibly to feature at the end, as before).	DCLA	For TB 25.9.14	Positioning on agenda for the Trust Board meeting on 25 September 2014 agreed with the Acting Chair.	5
10.	236/14/1	Month 4 quality and performance report In his presentation to the September 2014 Trust Board (see action 9b above), Dr D Briggs also to be asked for an action plan to reduce DT0Cs.	COO	TB 25.9.14 30.10.14	Dr Briggs contacted and as he is unavailable to attend the September 2014 Trust Board meeting, this item has been scheduled for the October 2014 Trust Board agenda.	4
10a	236/14/1	Scope for increasing the number of available Choose and Book slots to be explored.	COO	Immediate	Work in progress.	4
10b	236/14/1	Action plan to address ambulance turnaround times performance to be presented to the September 2014 Trust Board.	COO	TB 25.9.14	Agreed with Acting Chair that a report on this subject be considered at the Finance and Performance Committee on 24 September 2014 rather than the Trust Board.	4
10c	236/14/1	Information to be provided outside the meeting to Mr D Henson, LLR Healthwatch representative, clarifying surgical capacity in respect of breast cancer (and any impact of this on the cancer 2 week wait performance).	COO	By TB 25.9.14	Actioned.	5
11.	236/14/2	Month 4 financial position 2014-15 Actions to address key financial risks/issues be approved as per paper T and progressed accordingly.	ADF	Immediate	Actioned.	5
12.	236/14/3	Emergency Department performance report Update on LETB discussions re: changes to the national Consultant contract to be circulated to Trust Board members for information.	DHR	By TB 25.9.14	To be circulated once available.	4
13.	237/14	R&D in UHL – quarterly report From the next such submission, the quarterly UHL R&D report to include a dashboard showing progress on R&D KPIs.	MD	TB 27.11.14	Discussed with the Director of R&D.	5
13a	237/14	Chief Executive to consider how best to sight the Trust Board to strategic R&D issues such as (eg) BRU renewals – eg whether through the R&D quarterly update or via the Delivering Caring at its Best framework.	CE	TB 27.11.14	Agreed that R&D report would be better vehicle. Will be included in next quarterly report (November 2014 Trust Board).	5

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13b	237/14	Measures to raise the Board-level profile of R&D to be considered by Executive Directors and fed into the Board effectiveness action plan as appropriate.	DCLA/ EDs	Immediate	Director of Corporate and Legal Affairs to discuss with the newly appointed Trust Chair when he takes up his appointment on 1 st October 2014.	4
14.	238/14/1	NHS Trust oversight self-certifications Authority to be delegated to the Director of Corporate and Legal Affairs to submit the NHS Trust oversight self certification returns to the NTDA by 29 August 2014 as required (last working day).	DCLA	By 29.8.14	Actioned.	5
15.	239/14/1	Finance and Performance Committee minutes 30 July 2014 – working capital strategy Implementation of the working capital strategy to be progressed, as now approved by the Trust Board.	ADF	Immediate	Actioned.	5

Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
31 July 2014						
16.	209/14/1	“Learning Lessons to Improve Care” LLR joint quality review Boards of all involved organisations to receive a further update on the cross-cutting actions, in 3 months’ time.	MD	TB 30.10.14	To be scheduled accordingly for the October 2014 Trust Board.	4
17.	210/14/1	Vascular Services Outline Business Case Full Business Case to include assurance on the impact on mortality, funding requirements, operational efficiencies (as per 30 July 2014 Finance and Performance Committee discussions).	DS	For FBC October 2014	A paper is due to go to the 24 September Quality Assurance Committee that includes a service move assessment framework, the paper is to then go to the October ESB. Report deferred to October 2014 QAC to enable prior discussion by the Executive Quality Board. The paper will also go to the October 2014 ESB.	4
18.	210/14/6	Medical workforce strategy Future supply of medical trainees (and associated issues) to be reviewed by the Trust Board in 4 months’ time.	DHR/MD	TB 27.11.14	Scheduled accordingly for November 2014 Trust Board.	4
26 June 2014						

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19.	180/14/1	Finalised LLR 5-year health and social care plan to be presented to the September 2014 Trust Board.	DS	TB 25.9.14 27.11.14	Scheduled accordingly. Deferred to the November 2014 Trust Board. Update on the Better care Together Programme scheduled for September 2014 Trust Board.	3
20.	180/14/2	Draft UHL 5-year plan – executive summary Final versions of the UHL (and LLR) 5-year plan to be presented to the Trust Board for formal approval in September 2014.	DS/CE	TB Sept/Oct 2014 27.11.14	Being worked through and on track to be presented to the Trust Board in September 2014. Deferred to the November 2014 Trust Board.	3
21.	180/14/2	Monitoring of progress against the 5-year plan to be included in the detailed Delivering Caring at its Best update being provided to the October 2014 Trust Board.	CE	TB Oct 2014	Scheduled accordingly for report to 30 October 2014 Board meeting.	4

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