

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 1 October 2015**

| Item No | Minute Ref: | Action                                                                                                                                                                                                                                         | Lead                        | By When                     | Progress Update                                                                                                                                    | RAG status* |
|---------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1.      | 206/15      | <b>Chair's October 2015 report</b><br>Implications of the current financial position for reconfiguration, to be discussed at the November 2015 Trust Board thinking day (see action 4b below for other reconfiguration aspects to be covered). | <b>CE/CFO/DS</b>            | TBTD<br>12.11.15            | Pre-meeting held and will be incorporated as requested.                                                                                            | 5           |
| 2.      | 207/15      | <b>Chief Executive's October 2015 report</b><br>Use of the September 2015 leadership event external speaker to be considered for CMG-level events.                                                                                             | <b>DWOD</b>                 | TBA                         | Verbal update to be provided on 5 November 2015.                                                                                                   |             |
| 2a      | 207/15      | Future iterations of the quality and performance dashboard to include compliance dates (where known, or an appropriate footnote if not).                                                                                                       | <b>CE</b>                   | Immediate                   | Actioned.                                                                                                                                          | 5           |
| 2b      | 207/15      | Wider organisational communication of the strategic objective/annual priority tables to be considered.                                                                                                                                         | <b>CE/DMC</b>               | CE briefing Nov 2015        | Too detailed for wide dissemination but highlights to be included in CE Briefing.                                                                  | 5           |
| 2c      | 207/15      | UHL response to 'Freedom to Speak Up'/new national whistle-blowing policies to be reported to the Executive Quality Board, Quality Assurance Committee and December 2015 Trust Board.                                                          | <b>AMD</b>                  | EQB/QAC prior to TB 3.12.15 | Scheduled accordingly for EQB 3.11.15, QAC 26.11.15 and TB 3.12.15.                                                                                | 5           |
| 3.      | 208/15/1    | <b>Patient story</b><br>The holistic team approach of the 'exercise as medicine' workstream in the LLR longterm conditions programme, to be discussed with the patient outside this meeting.                                                   | <b>Head of Partnerships</b> | Immediate                   | Actioned - contact made and meeting arrangements being progressed.                                                                                 | 5           |
| 3a      | 208/15/1    | Scope to be explored for the patient to participate in a video for staff re: positivity and motivation.                                                                                                                                        | <b>DMC</b>                  | Immediate                   | Verbal update to be provided on 5 November 2015.                                                                                                   |             |
| 4.      | 208/15/2    | <b>UHL reconfiguration update</b><br>Members to provide any comments on the governance role of UHL's Committees (re: the reconfiguration programme), to the UHL BCT Programme Director.                                                        | <b>ALL</b>                  | By 5.11.15                  | Any comments received will be taken into consideration in the refinement and development of the Reconfiguration Programme governance arrangements. | 5           |

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| <b>RAG Status Key:</b> | 5 | Complete | 4 | On Track | 3 | Some Delay – expected to be completed as planned | 2 | Significant Delay – unlikely to be completed as planned | 1 | Not yet commenced |
|------------------------|---|----------|---|----------|---|--------------------------------------------------|---|---------------------------------------------------------|---|-------------------|

## Trust Board Paper B

| Item No | Minute Ref: | Action                                                                                                                                                                                                                                                                                                                      | Lead              | By When                                    | Progress Update                                                                                                                                                                                                                                                                                                                                                       | RAG status* |
|---------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 4a      | 208/15/2    | Patient, public and staff communication of the reconfiguration changes to be clearly communicated, aligned (where appropriate) to communication on the ICU moves.                                                                                                                                                           | DMC/<br>DS        | Ongoing                                    | The ICU reconfiguration and reconfiguration per se are subject to regular updates in all Trust Comms channels e.g. this month's feature in Together magazine.                                                                                                                                                                                                         | 4           |
| 4b      | 208/15/2    | November 2015 Trust Board thinking day on reconfiguration (action 1 above refers) also to cover the following aspects:- <ul style="list-style-type: none"> <li>bed shift to LPT;</li> <li>the appropriate timing to reduce/'switch off' acute capacity as a result of the new Community capacity being in place.</li> </ul> | DS                | TBTD<br>12.11.15                           | Scheduled accordingly for the Trust Board 12 November 2015 thinking day.                                                                                                                                                                                                                                                                                              | 5           |
| 4c      | 208/15/2    | Future iterations of the Trust Board report to include:- <ul style="list-style-type: none"> <li>information on risks (and related scenario planning) to the reconfiguration programme;</li> <li>information on the interdependencies of the various elements and their consequences.</li> </ul>                             | DS                | TB<br>5.11.15<br>onwards                   | In progress.                                                                                                                                                                                                                                                                                                                                                          | 4           |
| 4d      | 208/15/2    | In addition to 4c above, the November 2015 iteration of the Trust Board report also to include an overview of how the various winter 2015 operational capacity planning initiatives fit together.                                                                                                                           | DS/COO            | TB<br>5.11.15                              | Will be included in the report.                                                                                                                                                                                                                                                                                                                                       | 5           |
| 5.      | 208/15/3    | <b>LLR Better Care Together update</b><br>Once known, members to be advised of the scheduling of Trust Board consideration of the LLR BCT pre-consultation business case.                                                                                                                                                   | DCLA/<br>Chairman | TB<br>5.11.15                              | Scheduled for consideration in the private part of the agenda for the Trust Board meeting on 5 November 2015.                                                                                                                                                                                                                                                         | 5           |
| 5a      | 208/15/3    | Development of LLR BCT programme metrics/dashboard to be pursued with the LLR BCT Programme Director and appended to the November 2015 Trust Board update.                                                                                                                                                                  | CE/<br>DS         | For<br>TB<br><del>5.11.15</del><br>3.12.15 | Progress has been made in month. Draft long list of indicators established but require confirm and challenge at ESB prior to presentation to TB. For ESB mid November. This together with the need to align with the BCT programme (major projects) dashboard and the LLR BCT outcome dashboard has meant progress has been slower than expected. For TB in December. | 3           |

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| <b>RAG Status Key:</b> | <b>5</b> | <b>Complete</b> | <b>4</b> | <b>On Track</b> | <b>3</b> | <b>Some Delay – expected to be completed as planned</b> | <b>2</b> | <b>Significant Delay – unlikely to be completed as planned</b> | <b>1</b> | <b>Not yet commenced</b> |
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## Trust Board Paper B

| Item No | Minute Ref: | Action                                                                                                                                                                                                                     | Lead        | By When           | Progress Update                                                                                                                                                                                      | RAG status* |
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| 5b      | 208/15/3    | Further assurance for the UHL Trust Board (and other partner Boards) in terms of progress against LLR BCT actions, to be sought from the LLR BCT Programme Director.                                                       | CE          | Immediate         | Further assurance gained via 4 x review meetings and incorporated into Pre-Consultation Business Case to be considered at November 2015 Trust Board.                                                 | 5           |
| 5c      | 208/15/3    | November 2015 update to include information on when the top 2 programme risks would progress to an amber RAG rating.                                                                                                       | DS          | TB<br>5.11.15     | In progress.                                                                                                                                                                                         | 4           |
| 6.      | 208/15/4    | <b>Emergency care performance</b><br>October 2015 Trust Board thinking day to receive an update on the 1.10.15 Urgent Care Board discussions on which winter actions will be taken forward, by whom and to what timescale. | CE          | TBTD<br>8.10.15   | Actioned.                                                                                                                                                                                            | 5           |
| 7.      | 208/15/5    | <b>UHL risk register/Board Assurance Framework (BAF)</b><br>Risk 18 (EPR programme) to be updated to reflect the Trust Board discussions, and to clarify the timescale for the programme.                                  | AMD/CE      | For TB<br>5.11.15 | Actioned.                                                                                                                                                                                            | 5           |
| 7a      | 208/15/5    | Discussions to be held with the Chief Information Officer about prioritisation of different clinical systems within the EPR programme roll-out.                                                                            | AMD         | Ongoing           | Discussions held with the Chief Information Officer and UHL's Chief Medical Information Officers – this will continue to be monitored through the EPR Clinical & Operational Design Authority (CODA) | 5           |
| 7b      | 208/15/5    | Principal risk 16 (delivery of UHL's 2015-16 deficit control total) to be reviewed at the November 2015 Trust Board meeting.                                                                                               | AMD/CFO     | TB<br>5.11.15     | Scheduled for consideration at the Trust Board meeting on 5 November 2015 as part of the review of the Board Assurance Framework.                                                                    | 5           |
| 8.      | 209/15/2    | <b>East Midlands Clinical Research Network (EMCRN) update</b><br>Consideration to be given to how best to highlight/publicise UHL's research profile.                                                                      | AMD/<br>DMC | Ongoing           | Verbal update to be provided on 5 November 2015.                                                                                                                                                     |             |

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| Item No | Minute Ref: | Action                                                                                                                                                                                                             | Lead            | By When | Progress Update | RAG status* |
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| 9.      | 210/15/1    | <b>Workforce and organisational development update</b><br>Consideration to be given to incorporating the organisational health dashboard into the 'well-led' domain of the monthly quality and performance report. | DWOD<br>(& ADI) | TBA     | In progress.    | 4           |

**Matters arising from previous Trust Board meetings**

| Item No                 | Minute Ref: | Action                                                                                                                                                                                | Lead              | By When               | Progress Update                                                                                                                             | RAG status* |
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| <b>3 September 2015</b> |             |                                                                                                                                                                                       |                   |                       |                                                                                                                                             |             |
| 10.                     | 184/15/2    | <b>UHL reconfiguration update</b><br>ITU reconfiguration and the need to maintain operational performance also to feature as a future programme risk deepdive.                        | DS                | TB<br>5.11.15         | Programmed for consideration at the Trust Board Thinking Day on 12 November 2015. Work is in progress.                                      | 4           |
| 10a                     | 184/15/2    | Scores within the reconfiguration programme risk log to be appropriately aligned with scores for the same item in the UHL risk register/Board Assurance Framework (where applicable). | DS                | TB<br>1.10.15 onwards | Actioned.                                                                                                                                   | 5           |
| 11.                     | 184/15/3    | <b>LLR Better Care Together update</b><br>Future Trust Board reports on this item also to identify the implications (for UHL) of the BCT Programme Board update.                      | DS                | TB<br>1.10.15 onwards | Actioned.                                                                                                                                   | 5           |
| 11a                     | 184/15/3    | Further consideration to be given to the nature and timing of possible Trust Board presentations from the BCT clinical workstreams.                                                   | Chairman/<br>DCLA | By<br>5.11.15         | Discussed with the Chairman and agreed that the Trust Board will not receive presentations from the BCT clinical workstreams at this stage. | 5           |
| 12                      | 185/15/1    | <b>Multi-professional education update</b><br>Education and training facilities strategy to be discussed by the Executive Quality Board.                                              | AMD/CN            | Future<br>EQB         | To be discussed at ESB on 17.11.15 instead.                                                                                                 | 5           |

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| 12a                  | 185/15/1 | To explore the scope for joint UHL-University of Leicester use of the Robert Kilpatrick Building examination facilities.                                                                                   | AG NED | Immediate                | Verbal update provided to the Trust Board on 1.10.15, advising that while joint use was supported in principle, this should be discussed further in the autumn once a clearer idea was available of the likely timetabling and usage of the facility when the new curriculum was introduced in 2016. The Trust Board agreed that this action could therefore be removed from future action logs. | 5 |
| <b>6 August 2015</b> |          |                                                                                                                                                                                                            |        |                          |                                                                                                                                                                                                                                                                                                                                                                                                  |   |
| 13                   | 163/15/2 | When considering the ICU reconfiguration full business case, appropriate contextual detail to be provided to the Trust Board on the business case's position within the overall reconfiguration programme. | DS     | When FBC presented to TB | This requirement will be taken into account in preparing the full business case which is to be submitted to the 3 December 2015 Trust Board meeting for consideration and approval.                                                                                                                                                                                                              | 5 |

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