

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 4 August 2016**

| Item No | Minute Ref: | Action  | Lead               | By When                   | Progress Update   | RAG status* |
|---------|-------------|---|--------------------|---------------------------|---|-------------|
| 1.      | 160/16      | <b>Matters arising</b><br>Once finalised, a copy of the Trust Chairman's letter to the Secretary of State for Health re: EMCHC to be included in the weekly EMCHC stakeholder bulletin (see also action 5 below).   | <b>DMC</b>         | 5.8.16                    | Actioned.   | <b>5</b>    |
| 2.      | 161/16      | <b>Chairman's monthly report – August 2016</b><br>Changes to the Non-Executive Director Chairs of Trust Board Committees be approved as follows with effect from 14 July 2016:-<br><ul style="list-style-type: none"> <li>• QAC – Chair to be Col (Ret'd) I Crowe Non-Executive Director, and</li> <li>• Charitable Funds Committee – Chair to be Mr A Johnson Non-Executive Director.</li> </ul> | <b>DCLA</b>        | From 14.7.16              | Actioned.   | <b>5</b>    |
| 3.      | 162/16      | <b>Chief Executive's monthly report – August 2016</b><br>Outcome of the administration of potassium never event root cause analysis (RCA) to be reported to QAC.  | <b>MD</b>          | Future QAC                | Included on the list of future agenda items for QAC and will be submitted to that Committee once the RCA report is available. | <b>5</b>    |
| 3a      | 162/16      | Outputs from the #NOF steering group to be reported to EQB and QAC.   | <b>MD</b>          | EQB 6.9.16<br>QAC 29.9.16 | To be scheduled accordingly.  | <b>4</b>    |
| 3b      | 162/16      | July 2016 QAC report on #NOF to be shared with the Healthwatch representative.  | <b>MD</b>          | By 1.9.16                 | Actioned.   | <b>5</b>    |
| 3c      | 162/16      | Chief Executive's letter to NHSE re: cancer 62-day waits position to be shared with the Healthwatch representative.   | <b>CE</b>          | By 1.9.16                 | Complete.   | <b>5</b>    |
| 4.      | 163/16/1    | <b>Patient story – obstetrics</b><br>To consider reviewing the provision of children's cancer services in Leicester.  | <b>CE/<br/>COO</b> | <b>TBA</b>                | Initial review indicates that there is limited scope to alter established regional arrangements.                              | <b>5</b>    |

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| <b>RAG Status Key:</b> | <b>5</b> Complete | <b>4</b> On Track | <b>3</b> Some Delay – expected to be completed as planned | <b>2</b> Significant Delay – unlikely to be completed as planned | <b>1</b> Not yet commenced |
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| 5.      | 163/16/2    | <b>East Midlands Congenital Heart Centre [EMCHC] update</b><br>The issues remaining outstanding from the previous IRP be appropriately reflected in the Trust Chairman's letter re: EMCHC to the Secretary of State for Health.           | <b>Chairman/ CE</b> | Immediate.                | Actioned.   | <b>5</b>    |
| 5a      | 163/16/2    | Mr B Patel Non-Executive Director to advise the Chief Executive of any specific concerns about clarifying the nature of the NHSE public consultation.   | <b>BP NED</b>       | Immediate                 | Work in progress.   | <b>4</b>    |
| 5b      | 163/16/2    | To check that the legal requirements of public consultation are being observed.   | <b>DCLA</b>         | Immediate                 | Will be monitored continuously as the public consultation planned by NHS England proceeds.                          | <b>5</b>    |
| 6.      | 163/16/3    | <b>Emergency preparedness and resilience response [EPRR] – self assessment assurance report</b><br>To approve the UHL EPRR self-assessment assurance report as presented.   | <b>COO</b>          | Immediate                 | Actioned.   | <b>5</b>    |
| 7.      | 164/16/1    | <b>Integrated risk report including the Board Assurance Framework (BAF)</b><br>BAF principal risk 10 to be split into 3 separate components as detailed in paper H.   | <b>DWOD/ MD</b>     | For next iteration of BAF | Actioned – risk split as appropriate.   | <b>5</b>    |
| 7a      | 164/16/1    | To consider also splitting BAF principal risk 18 to separate out cybersecurity risk elements.   | <b>CIO/MD</b>       | For next iteration of BAF | Consideration given and decided not to separate out, as explained in the BAF report for September 2016 Trust Board. | <b>5</b>    |
| 7b      | 164/16/1    | Nature of the BAF scoring matrix for the more strategic issues to be discussed with the risk team.  | <b>DCLA/ MD</b>     | By 1.9.16                 | Under consideration.  | <b>4</b>    |
| 7c      | 164/16/1    | To consider holding a future Trust Board thinking day on capital.   | <b>Chairman</b>     | <b>TBA</b>                | Timetabling of a Thinking Day session under consideration.  | <b>4</b>    |
| 8.      | 165/16/1    | <b>Reconfiguration monthly update</b><br>To explore the development of a short, clearly-articulated business plan for the Trust's 3-to-2 strategy focusing on reconfiguration and PF2, and the delivery of sustainable and safe services. | <b>CFO</b>          | <b>November 2016</b>      | To be explored in line with the finalisation of the STP in October 2016   | <b>4</b>    |

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| 9.      | 165/16/2    | <b>LLR Better Care Together [BCT] monthly programme update</b><br>To feedback (to the BCT Programme Board) the Trust Board's comments on the need for more rapid movement into implementation phase.                          | CE/DMC      | TBA                      | Actioned as part of discussions on future BCT management arrangements.  | 5           |
| 10.     | 166/16/1    | <b>Medical workforce strategy update</b><br>Future IFPIC to receive a report on Consultant workforce planning, providing assurance that vacancies are appropriately reviewed to confirm the continuing need for the post.     | DWOD/<br>MD | Future IFPIC             | Included on the list of future agenda items for IFPIC and precise timing of submission of the report to that Committee to be confirmed. | 4           |
| 10a     | 166/16/1    | Future iterations of appendix 3 of paper K (list of Consultant vacancies by service) to include a prioritised RAG rating.   | MD/<br>DWOD | Immediate                | To be actioned accordingly.   | 4           |
| 11.     | 166/16/2    | <b>6-monthly equality update and 2016 Workforce Race Equality Standard [WRES] submission</b><br>To confirm the precise wording of the finding re: BME staff experiencing discrimination.                                      | DWOD        | By 1.9.16                | Verbal update to be provided on 1 September 2016.   |             |
| 11a     | 166/16/2    | To consider how best to learn lessons from other organisations and sectors and adopt a creative approach re: improving the experiences of BME staff.  | DWOD        | TBA                      | Verbal update to be provided on 1 September 2016.   |             |
| 11b     | 166/16/2    | To pursue the inclusion of the BME leadership targets on the dashboard appended to the Chief Executive's monthly Trust Board report.  | DWOD        | By 1.9.16                | Work in progress.   | 4           |
| 11c     | 166/16/2    | To approve UHL's proposed sign-up to the British Sign Language Charter and hold a signing ceremony in October 2016.   | DWOD        | October 2016             | Verbal update to be provided on 1 September 2016.   |             |
| 11d     | 166/16/2    | To approve the 2016 WRES submission.  | DWOD        | Immediate                | Actioned.   | 5           |
| 11e     | 166/16/2    | Next 6-monthly equality update (February 2017) also to include information on outcomes.   | DWOD        | TB<br>Feb 2017           | Report scheduled accordingly for February 2017.   | 5           |
| 12.     | 167/16/3    | <b>2016-17 financial performance – month 3</b><br>For ease of understanding, the 'improved profit' and 'cost reduction' elements of the 2016-17 cost improvement programme to be split in future CIP update reports to IFPIC. | CFO         | IFPIC<br>25.8.16 onwards | To be actioned accordingly.   | 4           |

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| 13.     | 167/16/4    | <b>Emergency care performance</b><br>To agree the recommendation in paper Q that at the LRI access to beds should be prioritised for cancer and RTT patients. | COO  | Ongoing      | Will be actioned accordingly.                 | 5           |
| 13a     | 167/16/4    | Update on next steps re: the Urgent Care Centre to be provided to the September 2016 Trust Board.   | COO  | TB<br>1.9.16 | Scheduled accordingly for Trust Board 1.9.16. | 4           |
| 14.     | 168/16/1    | <b>Audit Committee minutes 7.7.16</b><br>2015-16 External Audit Annual Audit Letter to be approved as recommended by the July 2016 Audit Committee.           | CFO  | Immediate    | Actioned.                                     | 5           |

**Matters arising from previous Trust Board meetings**

| Item No            | Minute Ref: | Action  | Lead             | By When      | Progress Update   | RAG status* |
|--------------------|-------------|---|------------------|--------------|---|-------------|
| <b>7 July 2016</b> |             |   |                  |              |   |             |
| 15.                | 138/16      | <b>Chief Executive's monthly report – July 2016</b><br>To meet with the Healthwatch representative outside the meeting to provide assurances over the sustainability of opening up additional ICU beds.         | COO/CN           | By 4.8.16    | <del>Meeting being arranged.</del><br>Meeting now held. | 5           |
| 16.                | 139/16/1    | <b>Staff story</b><br>To consider including a link to the NHS England training video on the UHL jobs website.   | DWOD             | Immediate    | Actioned.   | 5           |
| 17.                | 139/16/2    | <b>Children's Heart Surgery</b><br>To make contact with the Secretary of State for Health and local MPs regarding the NHSE announcement.  | Chairman/<br>DMC | Immediate    | Actioned.   | 5           |
| 18.                | 140/16      | <b>Integrated risk report</b><br>All assurance ratings to be reflected in the August 2016 Trust Board iteration of the integrated risk report, following appropriate discussion at the Executive Team meetings. | MD               | TB<br>4.8.16 | Actioned.   | 5           |

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## Trust Board paper B

|                    |          |  |                    |   |  |          |
|--------------------|----------|--|--------------------|---|--|----------|
| 19.                | 141/16/1 | <b>Reconfiguration monthly update</b><br>Revised phasing of UHL's reconfiguration programme to be presented to the September 2016 Trust Board.   | <b>CFO</b>         | TB<br><del>1.9.16</del><br><b>1.12.16</b> | Scheduled on the agenda for Trust Board meeting in September 2016.<br><br>The re-phasing of the reconfiguration programme cannot be carried out until after Phase 2 of the Estates Strategy Refresh has been completed. This is planned for late October/early November 2016 so the re-phased programme will be presented to the Trust Board in December 2016. | <b>3</b> |
| 20.                | 142/16/1 | <b>Medical appraisal and revalidation annual report 2015-16</b><br>To consider the potential future use of 360° feedback for medical supervisors.  | <b>DMD/MD</b>      | Ongoing                                   | Work in progress.  | <b>4</b> |
| 21.                | 143/16   | <b>Research and innovation 2016-17 – quarter 1 update</b><br>To pursue securing a UHL research and innovation slot at the October 2016 Leicester Business Festival (as mentioned at the February 2016 Trust Board), liaising as appropriate with the new Director of the Leicester Precision Medicine Institute. | <b>DR&amp;I/MD</b> | By October 2016                           | Work in progress.  | <b>4</b> |
| 22.                | 148/16   | <b>Questions from the press and public</b><br>Information on the wider circulation of the quarterly patient experience triangulation report to be provided outside the meeting to the questioner.  | <b>CN</b>          | By TB<br>4.8.16                           | Information shared as requested.   | <b>5</b> |
| <b>2 June 2016</b> |          |  |                    |   |  |          |
| 23.                | 113/16   | <b>Chairman's report – June 2016</b><br>To circulate the minutes of a meeting between UHL and the University of Leicester, to Trust Board colleagues for information.  | <b>Chairman</b>    | By 7.7.16                                 | Actioned.  | <b>5</b> |
| 24                 | 114/16   | <b>Chief Executive report – June 2016</b><br>Timescale for BRC bid decision to be appropriately factored in to future UHL-University of Leicester meetings.  | <b>CE/MD</b>       | Immediate                                 | Now incorporated into schedule.  | <b>5</b> |

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| 25.               | 115/16/1 | <b>Patient story</b><br>Report on future pharmacy provision to be presented to the August 2016 Trust Board.   | <b>MD</b>     | TB<br>4.8.16       | <del>To be scheduled accordingly.</del><br>Reported to the private section of the 4.8.16 Trust Board.  | <b>5</b> |
| 25a               | 115/16/1 | To liaise with the Healthwatch representative to set up Healthwatch visits to general areas such as receptions and outpatients, in light of the issues raised in this patient story.                      | <b>CN/DMC</b> | Ongoing            | Patient and Public Involvement Team will agree visit schedule directly with Healthwatch.   | <b>5</b> |
| <b>5 May 2016</b> |          |   |               |                    |  |          |
| 26.               | 73/16/3  | <b>Reconfiguration programme monthly update</b><br>Report format to be further refined to provide a more pictorial illustration of the timelines.   | <b>CFO</b>    | For TB<br>01.09.16 | <del>The Reconfiguration Board agreed that the 2016/17 Capital Plan will be programmed and submitted to IFPIC in July 2016. It will therefore be September before the pictorial illustration of the timeline is presented in its final state to TB.</del><br><br>The report format has been amended and now includes a high level pictorial representation of the programme timelines. | <b>5</b> |
| 27.               | 76/16/4  | <b>LLR Better Care Together programme (BCT) monthly update</b><br>To propose to the BCT Programme Management Office that 'demand' be included as a 3 <sup>rd</sup> 'top risk' in the monthly BCT updates. | <b>DMC</b>    | Immediate          | <del>To be included within next month's update from the BCT PMO</del><br><br>Complete  | <b>5</b> |

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