

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 3 December 2015

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	251/15	Matters arising log Update on the provision of wi-fi in Children's Services to be included in the January 2016 matters arising log.	CE	For TB 7.1.16	Free WiFi available in children's wards and Children's ED. Trust-wide roll out planned 16/17 but subject to availability of funding for required infrastructure.	5
2.	252/15	Chairman's monthly report Issues around clinical variation to be considered at a 2016 Trust Board thinking day session.	Chairman	TBTD 2016	Included in the list of potential items for discussion at Trust Board Thinking Days 2016 by the Director of Corporate and Legal Affairs.	5
3.	254/15/1	Patient story Clear, standardised communication about discharge to be added to the standard list of issues on which patients should expect to be informed.	CN	TBA	Verbal update to be provided at the 7.1.16 Trust Board.	
3a	254/15/1	QAC to receive a report on patient story lessons and themes from the last 12 months.	CN	Future QAC	To be scheduled as appropriate.	4
4.	254/15/2	UHL Way To clarify how the proposed faculty relationship will work with external partners (including the EM Leadership Academy and LIIPs)	DWOD	Immediate	Meetings arranged to take place in January 2016 with partners in working up the relationship. Academy/Faculty Planning Workshop to take place on the 5 February 2016.	4
4a	254/15/2	UHL 'team training' approach to be progressed.	DWOD	Immediate	Better Teams - Train the Trainer Programme to commence on the 21 January 2016 (2.5 days programme)	4
4b	254/15/2	'Coverage' of UHL Way to be mapped (number of staff reached).	DWOD	TBA	Quarterly updates on the UHL Way (including coverage) to be provided to the Executive Workforce Board and Trust Board	4
4c	254/15/2	Updated UHL OD Plan to be presented to the February 2016 Trust Board.	DWOD	TB 4.2.16	An updated on the revised OD Plan will be included in the February Board Thinking Day Agenda (2016)	4

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5.	254/15/3	ICU adult level 3 reconfiguration project Business case (and the 3 enabling business cases) to be progressed as approved, subject to capital being made available.	DS	Immediate	Actioned	5
5a	254/15/3	To ensure that clear communication is provided to patients and staff about the ICU changes, differentiating appropriately between the ICU reconfiguration and the Better Care Together changes.	DS/ DMC	Immediate	Actioned.	5
6.	254/15/4	UHL Reconfiguration Programme "Technology" to be added to the elements covered by the workforce activity roadmap referred to in paper H.	DS	For TB 7.1.16	Actioned.	5
6a	254/15/4	Internal beds issues to be mentioned as a specific programme risk, rather than conflated within the existing risk re: 'unmitigated growth in activity from failure of demand management initiatives to reduce acute admissions impacting original bed model assumptions'.	DS	For TB 7.1.16	Actioned	5
6b	254/15/4	Next iteration of the reconfiguration risk log to include greater information on timelines, milestones and progress.	DS	For TB 7.1.16	Actioned	5
7.	254/15/6	Emergency care performance and winter contingency plan Clear messages to be fed back to the Emergency Department staff regarding the Trust Board's recognition of the pressures facing the ED, and consideration to be given to how to raise the visible profile/presence of the Chairman and Chief Executive within the ED.	CE/ DMC	Immediate	Direct messaging and multiple visits undertaken by Board members, including Chair and CEO.	5
7a	254/15/6	Anecdotal reports of inappropriate referral to ED to be fed back to CCGs and GPs.	COO/ AMD/CE	Immediate	Work in progress.	4
7b	254/15/6	Any additional comments arising from the Non-Executive Directors' 26.11.15 visit to ED, to be passed to the Chief Executive for a response.	NEDs/ CE	Immediate	Feedback received and being actioned as appropriate..	5
8.	254/15/7	Board Assurance Framework (BAF) and risk report Principal risk 11 (re: estates infrastructure and team capacity) to be considered at a future Trust Board.	AMD/DEF	Future TB	To be timetabled for consideration.	4

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Trust Board Paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
9.	255/15/1	Quality Assurance Committee – summary of issues from 26.11.15 QAC Minutes to keep Trust Board informed of progress against the HSE Improvement Notice in respect of sharps management.	QAC Chair	As appropriate	To be actioned through receipt of QAC Minutes.	5
10.	255/15/2	Integrated Finance Performance and Investment Committee (IFPIC) – summary of issues from 26.11.15 Feedback on CMGs' presentations to be provided back to those CMGs after each IFPIC meeting.	IFPIC Chair/ COO	After each IFPIC	Verbal update to be provided at the 7.1.16 Trust Board meeting.	
11.	255/15/3	2015-16 month 7 financial position and financial recovery plan CMG and Directorate control totals to be approved as detailed in paper N, and progressed accordingly.	CFO	Immediate	Actioned.	5
12.	256/15	PPI strategy – quarterly update Executive Directors to consider the appropriate placement of the PPI portfolio.	CE	Ongoing	To be considered as appropriate.	4
12a	256/15	August 2015 Trust Board thinking day with external partners to be repeated in 2016, focusing on outcomes.	DMC/ Chairman	TBTD summer 2016	Included in the list of potential items for discussion at Trust Board Thinking Days 2016 by the Director of Corporate and Legal Affairs.	5
13.	258/15/1	Audit Committee Minutes 5.11.15 All recommended items to be approved by the Trust Board and progressed accordingly.	CFO/ CFC Chair	Immediate	Actioned.	5
13a	258/15/1	Reconfiguration governance programme to be circulated to Trust Board members in January 2016.	DCLA	January 2016	A diagram summarising the Reconfiguration Programme governance arrangements is appended to the Reconfiguration Programme report submitted to the January 2016 Board meeting.	5
14.	259/15/1	Corporate Trustee Business – Leicester Hospitals Charity Accounts and Annual Report 2014-15 Accounts and Annual Report 2014-15 to be approved and submitted to the Charity Commission as required.	CFO	By 31.1.16	Actioned.	5

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15.	261/15	Questions from the press and public Information regarding the EM PPI Senate to be provided to the Senior Trust Administrator, for circulation to the Trust Board.	STA	Upon receipt.	Received for circulation.	5
16.	270/15/2	Any other business Mr M Traynor Non-Executive Director to advise the Chief Executive of the consultation re: Leicestershire Combined Fire Authority, for a potential UHL response.	MT NED	Immediate	Actioned – UHL submitted a response to this consultation document which has been acknowledged by the Combined Fire and Rescue Authority.	5

Matters arising from previous Trust Board meetings

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5 November 2015						
17.	230/15	Chief Executive's monthly report Update on Interserve issues to be provided at the Trust's next quarterly meeting with Healthwatch (2 December 2015).	CE	HW mtg 2.12.15	Actioned.	5
17a	230/15	Written briefing on the position re: funding for the EPR project to be provided to a future Trust Board.	CFO	Future TB	Timescale to be advised.	4
18.	231/15/1	Patient Story – creating a courtyard retreat To review (the adequacy of) the frequency of maintenance of UHL's garden spaces.	DEF	Immediate	Schedule of garden maintenance received.	5
19.	231/15/2	Independent Complaints Review Panel [ICRP] report Further update on UHL's complaints process and themes (including the work of the ICRP as appropriate) to be provided to (1) the attendees at the June 2014 complaints engagement event and (2) QAC.	AMD	Immediate & future QAC (TBA)	To be scheduled as appropriate.	4
20.	231/15/4	UHL reconfiguration programme Workforce workstream to be reviewed in detail at the December 2015 Trust Board.	DS	TB 3.12.15	Actioned.	5

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20a	231/15/4	UHL Reconfiguration Programme Director to clarify the discussions with the University of Leicester re: embedded space, to Professor A Goodall Non-Executive Director outside the meeting.	DS/ RPD	Immediate	Actioned.	5
20b	231/15/4	Further thought to be given to how best to include education and training representatives within the reconfiguration programme (beyond membership on the Reconfiguration Board).	DS	Immediate	Actioned.	5
21.	231/15/5	LLR Better Care Together programme [BCT] 'Lessons learned' exercise re: the Intensive Community Support Service beds to be undertaken at an appropriate future point (eg early 2016).	DS	Early 2016	Work has started.	4
21a	231/15/5	Further update on the implications of any BCT slippage (including risks to UHL's reconfiguration programme) to be provided to the December 2015 Trust Board.	DS	TB 3.12.15	Actioned – considered at private Trust Board on 3.12.15 and 10.12.15.	5
21b	231/15/5	Future BCT updates to include an explanatory narrative for the 'top 2 risks and issues' section.	DS	T B 3.12.15 onwards	Actioned – considered at private Trust Board on 3.12.15 and 10.12.15.	5
22.	231/15/6	Emergency care performance To approach Local Authorities to consider undertaking a review of the local population demographic, to assess the reasons for any increase in acuity.	DS/ COO	Immediate	Work is on track.	4
22a	231/15/6	To seek information on the reasons for WL CCG's decrease in inflow to UHL and whether any steps taken could be extended to other CCGs).	DS/COO	Immediate	Work is on track.	4
23.	231/15/7	Board Assurance Framework [BAF] To consider whether the risk facing the Emergency Department and the Reconfiguration Programme, are appropriately reflected in the BAF, and to consider inclusion of a principal risk re: the facilities management contract.	EDs/ AMD	By 3.12.15	Actioned.	5

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