

University Hospitals of Leicester NHS Trust  
**Progress of actions arising from the Trust Board meeting held on Thursday 5 October 2017**

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	246/17	<b>Matters arising log</b> To involve the estates and reconfiguration teams in planning the site tour for Non-Executive Directors	<b>CCSM</b>	As soon as possible	Liaison is in progress with estates and reconfiguration colleagues.	4
2.	247/17	<b>Chairman's note – October 2017</b> Finance and Investment Committee (FIC) Non-Executive Director Chair to feedback to the Chief Executive and Executive Directors re: his attendance at the HFMA event in Manchester.	<b>MT NED</b>	After 10.10.17	Actioned 11.10.17.	5
3.	248/17	<b>Chief Executive' monthly report – October 2017</b> Regular report to be presented to the Quality and Outcomes Committee on ED quality and safety (monthly through winter and then quarterly).	<b>MD/CN</b>	QOC Monthly in winter then quarterly thereafter	To be scheduled as appropriate.	5
3a	248/17	To seek a view from the CQC on the Trust's self-assessment re: ED safety and the identified focus areas.	<b>CN</b>	Immediate	The CQC have noted our response and have not raised any concerns to date.	5
4.	249/17/1	<b>Staff story</b> People, Process and Performance Committee to consider how best to monitor leadership development/ talent nurturing within UHL.	<b>DWOD</b>	January 2018 PPPC	In progress. Deep dive and the regular monitoring of progress at PPPC – scheduled for January 2018.	4
4a	249/17/1	To include how to enhance the attractiveness of UHL's core medical training provision at the (December 2017) Trust Board thinking day re: education/training/research.	<b>DWOD/ MD</b>	TBTD 14.12.17	In progress.	4

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<b>RAG Status Key:</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</b>
------------------------	---	-----------------	---	-----------------	---	---------------------------------------------------------	---	----------------------------------------------------------------	---	--------------------------

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
5.	250/17/1	<b>Integrated risk report including Board Assurance Framework (BAF)</b> To seek a view on organisational risk 2673 (re: national genetics reconfiguration, including any potential impact on pathology) from Dr A McGregor, Clinical Director Empath, and brief Mr A Johnson Non-Executive Director accordingly.	<b>CFO</b>	Immediate	Briefing obtained from CD Empath and shared with Mr A Johnson, Non-Executive Director.	<b>5</b>
5a	250/17/1	Organisational risk 2673 (as above) to be considered further by QOC.	<b>MD/CFO (CD,CSI)</b>	QOC <del>26.10.17</del> or 30.11.17	A report will be presented to QOC in November 2017.	<b>5</b>
5b	250/17/1	To consider how best to reflect amber BAF items when setting the Trust Board agenda.	<b>CHAIR MAN/DCLA/ CCSM</b>	Immediate	Progress with annual priorities for 2017/18 is monitored on the BAF using a new (since September 2017) tracker rating. Consequently, the annual priorities will be rated a green if they are on track and red is they are off track (in the month end) / at risk of non-delivery (forecast for year-end).	<b>5</b>
6.	250/17/2	<b>UHL governance framework</b> To approve the UHL governance framework as per paper H subject to:- <ul style="list-style-type: none"> <li>• additional assurance sources being included in table 2;</li> <li>• appropriate reference to the finance performance management and accountability framework as approved at the October 2017 EQB;</li> <li>• clarification of the fact that the lead Executive Director for the monthly performance management meetings with CMGs will vary depending on the issue being covered;</li> <li>• reflection of the new strategy/reconfiguration responsibilities of the Chief Financial Officer and the Director of Strategy and Communications;</li> <li>• updating the Committee structure at appendix 3 to indicate the EPB reporting line to the People, Process and Performance Committee (rather than to FIC);</li> </ul>	<b>DCLA</b>	Immediate	Actioned.	<b>5</b>

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<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>
------------------------	----------	-----------------	----------	-----------------	----------	---------------------------------------------------------	----------	----------------------------------------------------------------	----------	--------------------------

## Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
6a	250/17/2	To review how best to update staff on the new management/committee structure and raise the profile of Non-Executive Directors.	DSC	Immediate	The Deputy Director of Communications & Engagement will work with the Chair and NEDs on a number of opportunities to raise their profile amongst staff. This follows on from a meeting with the Chair where this was discussed and a number of opportunities suggested, for example profiles in Together. This will be explored further with the Chair.	5
7.	251/17	<b>STP/UHL reconfiguration programme</b> To ask Mr T Sanders, Senior Responsible Officer for the LLR STP to clarify the 'next steps' re: the Accountable Care System proposals (noting the Trust Board's view on the importance of real engagement with the public).	CE	Immediate	Discussed at CEO Forum. TS will be organising engagement events before proceeding. There will also be a further joint board meeting in late November.	5
7a	251/17	To submit the OBC for the £30.8m capital reconfiguration project to FIC (en route to Trust Board for approval).	CFO	FIC 26.10.17 TB 2.11.17	Scheduled accordingly.	5
8.	252/17/1	<b>East Midlands Clinical Research Network (EMCRN) 2017-18 quarterly update</b> Next quarterly update also to include:- <ul style="list-style-type: none"> <li>the advantages to UHL of hosting the EMCRN;</li> <li>EMCRN costs/financial impact on UHL;</li> <li>comparative regional performance statistics;</li> <li>an impact analysis of the research projects supported by EMCRN.</li> </ul>	MD (CD,EMCRN)	For TB 4.1.18	In progress and scheduled accordingly.	4
8a	252/17/1	Education/research/training Trust Board thinking day also to include EMCRN issues.	MD	TBTD 14.12.17	In progress and scheduled accordingly.	4
9.	252/17/2	<b>UHL research and innovation 2017-18 quarterly update</b> To attached the study recruitment action plan (and resulting progress) to the next quarterly update.	MD (DRI)	TB 4.1.18	In progress and scheduled accordingly.	4

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<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>
------------------------	----------	-----------------	----------	-----------------	----------	---------------------------------------------------------	----------	----------------------------------------------------------------	----------	--------------------------

## Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
9a	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.	<b>MD (DRI)</b>	TBTD 14.12.17	Scheduled accordingly.	<b>4</b>
9b	252/17/2	To seek an update on identifying space at the Glenfield Hospital for the Hope Unit.	<b>CFO</b>	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.	<b>4</b>
10.	252/17/3	<b>Multi-professional education and training 2017-18 quarterly update</b> To contact Professor S Carr Director of Medical Education if desiring to see the full GMC trainee or National Student Survey results.	<b>All TB members</b>	Immediate	Assumed that Trust Board members will contact Professor Carr outwith the meeting – no further tracking to be undertaken by the Trust Board.	<b>5</b>
10a	252/17/3	To write to the Director of Medical Education, formally noting the Trust Board's wish to see progress on the multi-professional education facilities strategy.	<b>CHAIR MAN</b>	Immediate	Actioned.	<b>5</b>
10b	252/17/3	To support the improvement of accountability for medical education funding at CMG level, noting the need for an appropriately-paced approach.	<b>CFO</b>	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.	<b>4</b>
10c	252/17/3	To invite the Director of Medical Education to attend the Trust Board thinking day on education/research/training.	<b>MD</b>	For TBTD 14.12.17	Actioned.	<b>5</b>
11.	253/17/1	<b>QOC 28.9.17 – summary of discussions</b> To approve the recommendations as per paper M re: <ul style="list-style-type: none"> <li>• aseptic unit capacity plan and External Audit results;</li> <li>• QOC terms of reference;</li> <li>• approval of the new Network Referral Policies (62-day breach thematic findings and 104-day cancer patient harm reviews);</li> <li>• approval of a new model of supervision for midwives (Professional Midwifery Advocates).</li> </ul>	<b>MD/CN</b>	Immediate	Actioned.	<b>5</b>

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<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>
------------------------	----------	-----------------	----------	-----------------	----------	---------------------------------------------------------	----------	----------------------------------------------------------------	----------	--------------------------

## Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
11a	253/17/1	Update on EMRAD to be provided to the November 2017 People, Process and Performance Committee (PPPC).	CIO	PPPC 30.11.17	Scheduled accordingly.	5
11b	253/17/2	<b>PPPC 28.9.17 – summary of discussions</b> To approve the PPPC terms of reference as appended to paper N, subject to the addition to Mr J Clarke, Chief Information Officer, as a standing attendee, and reflection of the fact that IM&T will be a regular issue considered by the Committee.	CCSM	Immediate	Invitation issued to the Chief Information Officer on 11.10.17.	5
12.	253/17/3	<b>FIC 28.9.17 –summary of discussions</b> To approve the FIC terms of reference as appended to paper O.	ALL	Immediate	Actioned.	5
12a	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
13.	254/17/1	<b>Audit Committee 7.9.17 – minutes</b> To consider the best means of reviewing/discussing clinical variation and productivity issues.	CHAIR MAN/MD	Immediate	To be considered as part of the Trust's Efficiency Strategy as approved by the Finance and Investment Committee on 26 October 2017.	5
14.	255/17	<b>Bulletin – Trust Board meeting dates 2018</b> To approve the proposed movement of the April 2018 Trust Board meeting from 5 April 2018 to 12 April 2018 to avoid the Easter break.	ALL	Immediate	Actioned.	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
7 September 2017						

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<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>
------------------------	----------	-----------------	----------	-----------------	----------	---------------------------------------------------------	----------	----------------------------------------------------------------	----------	--------------------------

15.	218/17	<b>Matters arising log</b> To liaise with Estates to progress the site tour for Non-Executive Directors.	CCSM	TBA	Work is in hand to arrange this. Now superseded by action 1 above.	5
16.	221/17/1	<b>Patient safety story</b> To review the governance arrangements for the various patient safety initiatives undertaken in the Trust, to ensure appropriate outcome improvements.	MD (DSR)	Ongoing	Underway.	5
16a	221/17/1	Quality and Outcomes Committee to review progress in rolling out PRISM.	MD/ DCIE	TBA	To be scheduled accordingly.	4
16b	221/17/1	On behalf of the Trust Board, to write to the family of the patient featured in the SUI patient story.	MD (DSR)	By 5.10.17	Actioned.	5
16.	221/17/4	<b>Organisation of care/emergency care performance</b> Weekly updates on emergency care performance to include key learning points re: process and people.	ICOO	Immediate	Noted – areas of progress against process change to be identified in weekly update	5
16a	221/17/4	To cross-reference the action plan entries to the 7 'root cause' bulletpoints in future iterations of the Trust Board monthly organisation of care/emergency care performance report.	ICOO	TB 5.10.17 onwards	iCOO to cross refer root cause with elements of OoC workstreams in first instance	5
17.	222/17/2	<b>EPRR core standards and annual report 2017</b> To repeat the major incident planning exercise following the completion of the Emergency Floor phase 2.	ICOO	End of EF phase 2	Plan for Q1-18/19 allow EF Phase 2 to embed and keep clear of winter	3
18.	223/17/2	<b>Accountable care system</b> 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 TBTD 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

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<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
------------------------	---	----------	---	----------	---	--------------------------------------------------	---	---------------------------------------------------------	---	-------------------

19.	224/17/3	<b>Finance report 2017-18 – July 2017</b> September 2017 IFPIC to receive additional data on income, information on how the Trust will reach its year-end forecast, and clarity on the basis of that forecast (period involved).	<b>CFO</b>	IFPIC 26.10.17	Additional information provided at FIC meeting in September 2017. Also agreed that M6/Q2 reporting will contain a full analysis of forecast by CMG/Department and any necessary further action/mitigation.	<b>5</b>
<b>3 August 2017</b>						
20.	195/17	<b>Matters arising log</b> An appropriate lookback at the 2017-18 BAF to be undertaken when setting the Trust's 2018-19 annual priorities.	<b>MD/ CE</b>	When setting the priorities	To be scheduled accordingly.	<b>4</b>
20a	195/17	The outpatients performance report to be informed as appropriate by any comments from the August 2017 Trust Board thinking day session with patient and public involvement partners.	<b>DCIE</b>	Now scheduled for TB 2.11.17	Scheduled accordingly. Report features on the TB agenda for 2 November 2017	<b>5</b>
21.	198/17/2	<b>Volunteer Services Annual Report 2016-17</b> Volunteer Services Coordinator to be asked to contact Dr C Miller Geriatrics Registrar, to discuss how volunteers might play a role in spotting delirium.	<b>CN (VSC)</b>	Immediate	Work in progress.	<b>4</b>
22.	199/17/3	<b>Fire Annual Report 2016-17</b> To explore shared peer review options with other NHS Trusts, as a means of obtaining external assurance re: the Trust's fire safety plans.	<b>DEF</b>	Immediate	DEF discussed with both Nottingham and Birmingham Trusts and agreed to meet early September to discuss the potential of having a peer review. We are also considering an option of engaging an AE Fire on a shared resource basis as well as contacting DoH to discuss taking this forward as a national recommendation. Work is ongoing.	<b>5</b>
23.	205/17	<b>Questions from the press and public</b> To consider how best to communicate the Trust's planned actions to improve ED performance (and other key challenges) to the public and the media.	<b>DCIE</b>	Immediate	Actioned.	<b>5</b>
<b>6 July 2017</b>						

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<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>
------------------------	----------	-----------------	----------	-----------------	----------	---------------------------------------------------------	----------	----------------------------------------------------------------	----------	--------------------------

24.	169/17/1	<b>Chief Executive's monthly report – July 2017</b> 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.	<b>MD (DCE) /CN/DWOD</b>	Immediate	Work in progress.	<b>4</b>
24a	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.	<b>PB NED</b>	Immediate	Under consideration.	<b>4</b>
25.	169/17/2	<b>Work of the Doctors in Training Committee (DiTC)</b> To invite the Chair of the DiTC to attend the Autumn 2017 Trust Board thinking day on education/research /training.	<b>MD</b>	TBTD Autumn 2017	To be invited accordingly once the date is finalised. Now agreed as 14.12.17.	<b>4</b>
25a	169/17/2	Chief Executive to attend a future DiTC meeting to discuss the thematic review from the R2G initiative (themes re: continuity and junior doctors' relationships with Consultants).	<b>CE</b>	Future DiTC mtg	To be scheduled accordingly.	<b>4</b>
<b>1 December 2016</b>						
26.	291/16/1	<b>STP/BCT and UHL reconfiguration programme monthly update</b> To consider the most appropriate way to provide further public assurance on reconfiguration contingency plans, given the constraints on capital availability.	<b>CFO/ CE</b>	Once formal STP feedback is received	Suggest that consideration is given to this matter once formal STP feedback on prioritised capital schemes is received	<b>4</b>

\* Both numerical and colour keys are to be used in the RAG rating. If target dates are changed this must be shown using ~~strike through~~ so that the original date is still visible.

<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>
------------------------	----------	-----------------	----------	-----------------	----------	---------------------------------------------------------	----------	----------------------------------------------------------------	----------	--------------------------