

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 2 November 2017

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	271/17	Matters arising log To confirm the date for the Non-Executive Director site tour with the Reconfiguration Programme Director.	CFO	Immediate	Arrangements being taken forward by the Reconfiguration Programme Director	4
2.	272/17	Chairman's report – November 2017 Winter planning report to be presented to the December 2017 Trust Board (see also action 3 below).	ICOO	TB 7.12.17	Scheduled accordingly.	4
3.	273/17	Chief Executive's report – November 2017 The ongoing and planned initiatives to improve emergency care performance to be included in the winter planning report being presented to the December 2017 Trust Board.	ICOO	TB 7.12.17	Scheduled accordingly.	4
3a	273/17	To include information on UHL's emergency care performance comparative to other peer Trusts, in the Chief Executive's monthly report.	CE	TB 7.12.17+	Under consideration.	4
3b	273/17	To provide a further update on EPR plan B (Paperless Hospital 2020) and the prioritisation of the systems within that solution, once the outcome of the IT capital bid is known.	CE (CIO)	Future TB (TBA)	To be scheduled once available.	4
3d	273/17	December 2017 Trust Board thinking day to include a review of the revenue and capital positions re: estates/IM&T/ medical equipment.	CFO	TBTD 14.7.17	Scheduled accordingly.	4
4.	274/17/1	Patient story – cognitive functional therapy (CFT) To seek an update from Mr C Newton, Physiotherapist, re: progress on the lower back pain clinical pathway.	DSC	TBA	LLR back pain pathway was supported at Planned Care Board and will come to ESB in December 2017.	4
4a	274/17/1	To seek a view from Mr C Newton, Physiotherapist, on any support required from the Trust Board to help translate CFT into clinical practice.	CN	TBA	Meeting arranged and will bring back report to QOC in due course.	5

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4b	274/17/1	To provide an update in 6 months' time to the Quality and Outcomes Committee.	CN	QOC 31.5.18	To be scheduled accordingly.	5
5.	274/17/2	EMCHC To review the Trust's response to the 30.11.17 NHS England decision re: EMCHC (once known).	DSC	After 30.11.17	The Trust Board will consider its response to NHS England's decision at its December 2017 meeting.	5
5a	274/17/2	To hold the 30.11.17 Trust Board committee meetings on the Glenfield Hospital site.	CCSM	For 30.11.17	Actioned. 30.11.17 FIC/PPPC/QOC now being held in rooms 2 & 3, Clinical Education Centre, Glenfield Hospital.	5
6.	274/17/3	5 year financial strategy To review and refresh the document appropriately before any inclusion in discussions with NHS Improvement re: 2018-19 financial positions.	CFO	Immediate	In progress, with particular attention being paid to UHL's recurrent underlying position	4
6a	274/17/3	Trust Board Committees to consider the position re: UHL reconfiguration consultation en route to a December 2017 Trust Board discussion (including the timeline for the LLR-wide consultation).	DSC/ CFO	FIC/PPPC/QOC November 2017 TB 7.12.17	Director of Strategy and Communications to report orally at the Finance and Investment Committee on 30.11.17; monthly update report to Trust Board 7.12.17 will update the Board on the latest position regarding reconfiguration consultation.	4
6b	274/17/3	5-year financial strategy to be endorsed as presented and progressed accordingly.	CFO	Immediate	Actioned.	5
7.	275/17/1	Integrated risk report including Board Assurance Framework (BAF) To ensure that IM&T is included (as appropriate) in the list of themes covered by the highest rated BAF risks,	MD	TB each month	Will be included where required.	5
7a	275/17/1	To review how the BAF aligns to the IT project risk register.	MD	TBA	Work in progress.	4
8.	276/17	LLR STP and UHL reconfiguration Non-Executive Directors unable to attend the LLR multi-Board meeting on 28.11.17 to advise the Director of Strategy and Communications of any points they wish to have raised at that meeting.	NEDs	Before 28.11.17	Actioned.	5

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Trust Board paper B

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
8a	276/17	To send a copy of the SLT draft paper "Moving towards an accountable care system in LLR" to the Chairman for information.	DSC	Immediate	The paper and feedback from TBTD discussion has been circulated.	5
9.	276/17/2	Outpatient transformation Subject to including wording on the importance of appropriate leadership, to endorse the outpatient transformation strategy (including the 'making every contact count' approach) and the recommended inclusion of the programme as an annual priority for 2018-19 as per paper J.	DSC	Immediate	Complete.	4
9a	276/17/2	To ensure that patients are appropriately involved in the outpatient transformation work, noting the potential use of the Joint Reference Group in this regard.	DSC	Immediate	PPI is a core component of the OP Transformation plan and will continue as we work with Cardiology and Gastroenterology as early implementers.	4
9b	276/17/2	To provide an update on outpatient transformation to the Quality and Outcomes Committee in 6 months' time (and then at regular intervals thereafter).	DSC	QOC 31.5.18	Scheduled accordingly.	4
10.	277/17/2	People, Process and Performance Committee (PPPC) 26.10.17 – summary Future summaries to clarify that the monthly quality and performance report discussion is a joint session with QOC.	CCSM	Immediate	Actioned.	5
10a	277/17/2	PPPC recommendation to support the UHL Lean approach to be endorsed and progressed accordingly.	CFO/ ICOO	Immediate	Actioned.	5
10b	277/17/2	To report on the 2 avoidable MRSA cases to the December 2017 Quality and Outcomes Committee.	CN	QOC 21.12.17	Scheduled accordingly.	5
11.	277/17/3	Finance and Investment Committee (FIC) 26.10.17 – summary FIC recommendation to approve the ICU outline business case to be endorsed and progressed accordingly.	CFO	Immediate	Actioned.	5

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Trust Board paper B

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12.	281/17	Questions from the public and press To consider also using the triangulated patient experience report as a measure of patient experience re: outpatient transformation.	DSC/CN	Immediate	Triangulation reports made available to the ODP Transformational Team.	5
12a	281/17	To consider the appropriate level of information to be included (in the Chief Executive's monthly report) re: emergency care performance, providing appropriate public transparency while not duplicating the PPPC report on this issue.	CHAIR MAN/CE	For future reports	Under consideration.	4
12b	281/17	To review the issue of on-site nursery provision.	DWOD/CN	TBA	To be flagged as part of wider reconfiguration and estates strategy, as appropriate, and also if staff confirm this would be a valued service. The previous nursery was closed some years ago and staff now have access to child care vouchers to help fund their own preferred arrangements. Any future nursery provision would need to be run by a commercial provider in suitable accommodation.	3

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
5 October 2017						
13.	249/17/1	Staff story People, Process and Performance Committee to consider how best to monitor leadership development/ talent nurturing within UHL.	DWOD	January 2018 PPPC	In progress. Deep dive and the regular monitoring of progress at PPPC – scheduled for January 2018.	5

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13a	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.	DWOD/ MD	TBTD 14.12.17	In progress.	5
14.	252/17/1	East Midlands Clinical Research Network (EMCRN) 2017-18 quarterly update Next quarterly update also to include:- <ul style="list-style-type: none"> the advantages to UHL of hosting the EMCRN; EMCRN costs/financial impact on UHL; comparative regional performance statistics; an impact analysis of the research projects supported by EMCRN. 	MD (CD,EMCRN)	For TB 4.1.18	In progress and scheduled accordingly.	4
14a	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.	5
15.	252/17/2	UHL research and innovation 2017-18 quarterly update 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
15a	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.	MD (DRI)	TBTD 14.12.17	Scheduled accordingly.	5
15b	252/17/2	To seek an update on identifying space at the Glenfield Hospital for the Hope Unit.	CFO	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. Due to the Reconfiguration Programme, further meetings are being held with the CMG cumulating in a meeting on 7 December 2017 to progress options.	4

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Trust Board paper B

16.	252/17/3	Multi-professional education and training 2017-18 quarterly update To support the improvement of accountability for medical education funding at CMG level, noting the need for an appropriately-paced approach.	CFO	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.	4
16a	253/17/3	To consider holding a Trust Board thinking day on IT issues and opportunities.	CHAIR MAN/CE	Future TBD	To be held in 2018 – arrangements in hand to confirm a date.	4
7 September 2017						
17.	221/17/1	Patient safety story Quality and Outcomes Committee to review progress in rolling out PRISM.	MD/ DCIE	TBA	To be scheduled accordingly.	4
18.	222/17/2	EPRR core standards and annual report 2017 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
19.	223/17/2	Accountable care system 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 TBD 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
3 August 2017						
20.	195/17	Matters arising log An appropriate lookback at the 2017-18 BAF to be undertaken when setting the Trust's 2018-19 annual priorities.	MD/ CE	When setting the priorities	To be scheduled accordingly.	4
21.	198/17/2	Volunteer Services Annual Report 2016-17 Volunteer Services Coordinator to be asked to contact Dr C Miller Geriatrics Registrar, to discuss how volunteers might play a role in spotting delirium.	CN (VSC)	Immediate	Work in progress.	4
6 July 2017						

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22.	169/17/1	Chief Executive's monthly report – July 2017 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.	MD (DCE) /CN/DWOD	Immediate	Work in progress.	4
22a	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.	PB NED	Immediate	Under consideration.	4
23.	169/17/2	Work of the Doctors in Training Committee (DiTC) To invite the Chair of the DiTC to attend the Autumn 2017 Trust Board thinking day on education/research /training.	MD	TBTD Autumn 2017	To be invited accordingly once the date is finalised. Now agreed as 14.12.17.	4
1 December 2016						
24.	291/16/1	STP/BCT and UHL reconfiguration programme monthly update To consider the most appropriate way to provide further public assurance on reconfiguration contingency plans, given the constraints on capital availability.	CFO/ CE	Once formal STP feedback is received	Suggest that consideration is given to this matter once formal STP feedback on prioritised capital schemes is received	4

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