

University Hospitals of Leicester NHS Trust
Progress of actions arising from the Trust Board meeting held on Thursday 3 August 2017

Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
1.	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
1a	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.	DCIE	Now scheduled for TB 2.11.17	Scheduled accordingly.	4
2.	197/17	Chief Executive's monthly report – August 2017 To contact NHS Improvement to discuss UHL options re: IT investment, and to consider the merits of other appropriate lobbying.	CE	Immediate	Discussed with NHSI at August PRM and actions agreed.	5
2a	197/17	Appropriate staffing levels (and recruitment/different ways of working measures to address any significant shortfalls) to be considered as part of the People Strategy at the August 2017 Trust Board thinking day.	DWOD/ MD/CN	TBTD 10.8.17	Covered in the People Strategy discussion at the August 2017 Trust Board thinking day. Once further developed, the People Strategy to be presented to a future Trust Board for approval.	4
3.	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
4.	198/17/3	Equality and diversity update/national WRES data submission 2017 UHL's national WRES data submission for 2017 to be approved subject to correction of indicator 3 data to reflect a red (rather than green) trend arrow.	DWOD	by end 3.8.17 (submission date)	Complete – data submitted on UNIFY 2 System on 3 August 2017	5

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
4a	1968/17/3	To explore appropriately creative and innovative means of promoting diversity and equality in recruitment, when engaging with the local community.	DWOD	Ongoing	Task and Finish Group to be set up and chaired by Ballu Patel Non-Executive Director. Terms of Reference will be drafted by the end of September and approved by the Task and Finish Group during October 2017 (at the first meeting – date to be confirmed)	5
4b	198/17/3	To contact the University of Leicester to discuss any transferable lessons from that organisation's approach to gender equality.	DWOD	Immediate	Meeting arranged to take place on 22.9.17 with Kate Bradley, UoL	5
4c	198/17/3	To consider bringing forward the (currently January 2018) Trust Board thinking day on equality and diversity issues, and using that session to discuss:- <ul style="list-style-type: none"> whether UHL's diversity and equality goals are clear enough, and to clarify what is being measured against; more granular-level data and actions (eg cut by CMG and staff group), and key priorities on which to focus, including (eg) equity of progression opportunities for UHL staff. 	DCLA/ CHAIRMAN/ DWOD	TBTD 9.11.17	Equality and Diversity Thinking Day confirmed as November 2017.	4
5.	198/17/4	'Time to Change' – mental health pledge To support the Time to Change mental health pledge and associated action plan (for launch at the 25 September 2017 UHL leadership conference) and agree that Trust Board members will be photographed at the September 2017 Trust Board taking their personal pledges.	ALL	Launch 25.9.17 TB 7.9.17	Scheduled accordingly.	4
6.	198/17/5	EMCHC monthly update To circulate the Chief Executive's letter to NHS England re: EMCHC to Trust Board members for information.	CE	Immediate	Actioned.	5
7.	198/17/6	Emergency care and organisation of care update To consider amending the ED workforce strand of the action plan to pursue action B5 as a priority and to formalise action C5.	ICOO	Immediate	In hand.	4

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Item No	Minute Ref:	Action	Lead	By When	Progress Update	RAG status*
7a	198/17/6	To include the organisation of care programme dashboard in the next iteration of this report to the Trust Board (ensuring that the tangible, measurable achievement metrics are included).	ICOO	For TB 7.9.17	Scheduled accordingly.	5
8.	199/17/1	Premises Assurance Model [PAM] Annual Report 16-17 To consider the scope to include additional context in future reports, (eg) outlining what is meant by requiring a 'minimal improvement' and what the Trust's current provision is for the various indicators.	DEF	For PAM Annual Report 2017-18	Noted and will be incorporated into future reports.	5
8a	199/17/1	To support the use of the 2016-17 PAM findings as year 1 of the 2-year PAM assessment period, as per paper K.	DEF	Immediate	Agreed.	5
9.	199/17/2	Sustainable development management plan (SDMP) To delegate authority to the Trust Chairman to approve the 2017 Sustainable Development Management Plan outside the meeting, following the inclusion of a foreword in his name.	CHAIR MAN	Immediate	Complete.	5
9a	199/17/2	Director of Communications, Integration and Engagement to send his wider sustainability comments on the plan (re: need for Trust support of local supplies, reduction of food miles etc) to the Director of Estates and Facilities for inclusion in the next formal iteration of the SDMP, noting the need for this kind of approach to be progressed by the Executive Team in the intervening period.	DCIE/ DEF	Immediate	Complete.	5
10.	199/17/3	Fire Annual Report 2016-17 To provide confirmation to Executive Team meetings that fire risk assessment action plans are being appropriately followed through.	DEF	ET from September 2017+	Noted and in progress	5

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10a	199/17/3	To explore shared peer review options with other NHS Trusts, as a means of obtaining external assurance re: the Trust's fire safety plans.	DEF	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.	4
11.	200/17	Integrated risk register including the Board Assurance Framework (BAF) To confirm with the Director of Operational Improvement that the emergency performance BAF risk rating is being amended to reflect the current challenges.	ICOO	For TB report 7.9.17	Actioned.	5
12.	201/17	LLR STP, BCT and UHL reconfiguration update To ensure that the discussions with the LLR STP SRO re: Accountable Care Systems take place before the start of acute contract negotiations.	CE/DCIE	Immediate	On agenda for 7.9.17 Trust Board and additional discussion re contracting terms/incentives/alignment scheduled.	5
12a	201/17	To contact the LLR STP SRO to reiterate the Trust Board's desire to see a cross-organisational STP dashboard developed.	CE	Immediate	Actioned. New Programme Director appointment in hand which should address this issue.	5
13.	202/17/3	2017-18 financial performance – June 2017 Comparison of the quarter 1 financial forecast and performance (2016-17 v 2017-18), and information on the financial position of Trust services to be brought to a future Trust Board thinking day.	CFO	Future TBTD	Year on year comparative information to be included at the August meeting of IFPIC. TBTD session to be scheduled accordingly	5
14.	205/17	Questions from the press and public 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.	DCIE	TBA	Work in progress.	4

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15.	206/17	<p>Review of whether all appropriate Trust priorities were covered through this meeting</p> <p>To review how to keep the Trust Board appropriately sighted to phase 2 of the Emergency Floor project (including how phase 2 development will contribute to the working of existing phase 1).</p>	CFO	Future TB mtgs	EF Phase 2 project reporting to Trust Board will be included within Strategic Reconfiguration update from September 2017	5

Matters arising from previous Trust Board meetings

Item No.	Minute ref	Action	Lead	By when	Progress update	RAG rating
6 July 2017						
16.	163/17	<p>Matters arising log</p> <p>Issue of future Non-Executive Director representation on the EMCRN governance framework [<i>action 18 below</i>] to be picked up in wider discussions on whether Non-Executive Directors should shadow specific areas/portfolios.</p>	CHAIR MAN	Future TBTD	Scheduled for discussion at the August 2017 Trust Board thinking day.	5
17.	164/17	<p>Chairman's monthly report – July 2017</p> <p>Draft job description for the Non-Executive Director vacancy to be circulated to all current UHL Non-Executive Directors for any comments.</p>	CHAIR MAN	Immediate	Will be circulated for comment ahead of commencement of recruitment process post Summer 2017. Confirmed at the 3.8.17 Trust Board as having been actioned.	5
18.	165/17	<p>Chief Executive's monthly report – July 2017</p> <p>To discuss outside the meeting the circumstances of a specific case raised by Mr B Patel Non-Executive Director re: 4-hour waits and movement from ED to EDU.</p>	CE/ BP NED	By TB 3.8.17	To be discussed 27.7.17. Verbal update will be provided at the meeting, when the Chief Executive confirmed this action had been completed.	5

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Trust Board paper B

18a	165/17	To check whether the dashboard appended to the Chief Executive's monthly report has been updated to reflect the Trust's 2017-18 annual priorities.	DCLA	Immediate	Dashboard under review and any revisions will be implemented to take effect from the September 2017 Trust Board meeting.	4
18b	169/17/1	Further to (10) above, 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
18c	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
19.	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.	4
19a	169/17/2	Col (Ret'd) I Crowe to attend the DiTC (in addition to the Trust Chairman when available).	IC NED/ CHAIR MAN	DiTC mtgs	Attendance scheduled for 15.11.17.	5
19b	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).	CE	Future DiTC mtg	To be scheduled accordingly.	4
20.	183/17	Any other business To receive a report re: outpatients performance.	DCIE	Future TB 7.9.17 TB 2.11.17	The paper is being taken to EQB on 1.8.17 and will then come to the Board in September 2017. Now scheduled for November 2017	4
20a	183/17	Background details for the new Interim Chief Operating Officer to be circulated for information.	DWOD	Immediate	Actioned.	5
2 March 2017						

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21.	62/17	Chairman's monthly report – March 2017 To consider undertaking a conducted tour of the Trust's estate, for all Trust Board members.	ALL/ DEF	2017-18 financial year	Trust Admin will liaise with Estates & Facilities to organise the tour.	4
1 December 2016						
22.	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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